# Advertisement

## Junior Professional Officer

## Associate Legal Officer

UNRWA

Closing date:
22 November 2026

## I General information

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| **Title:** | Associate Legal Officer |
| **Sector of Assignment:** | Department of Legal Affairs |
| **Country:** | Jordan |
| **Location (City):** | Amman |
| **Agency:** | United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) |
| **Duration of Assignment:** | Initially one year with the possibility to extend up to a maximum of 3 years |
| **ade:** | P2 step 1 in the first year. |

This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **PEOPLE WITH THE NATIONALITY OF ONE OF THE FOLLOWING ELIGIBLE COUNTRIES. Excluding Jordan, due to the restriction that nationals of the country where the position is located cannot be considered.**

eligible-countries-DC-JPOs.pdf

For the minimum qualification requirements see the website of Nedworc Foundation:
Junior Professional Officer Programme - Nedworc Foundation

Eligibility is restricted to candidates who are 32 years of age or below as of 31 December of the application year (i.e. born on or after 1 January 1994).

**Please read the selection criteria and FAQ section carefully before considering applying**

## II Duties and Responsibilities

The Associate Legal Officer will report to the Director of Legal Affairs and work under their direct daily supervision, with full immersion in the Department's daily work and activities. The role will have a cross-cutting focus, working closely with both the General Law Unit (covering international administrative law, commercial and institutional matters, and litigation), and the International Law Unit (covering privileges and immunities, protection, neutrality, international human rights mechanisms, and international humanitarian law). The JPO will handle a diverse portfolio of cases across both Units, participate in official meetings and related follow-up actions, gain a thorough understanding of the Agency's legal mandate in a highly politicised context, and engage with legal advisers across the UN system.

Responsibilities (summary of duties/tasks)

**1. Supports the Department's Legal Advisory Work (30%)**

- Participates in the daily work and activities of the General Law and International Law Units, gaining exposure to the full range of legal matters handled by the Department.
- Supports the Director of Legal Affairs in providing legal advice to UNRWA leadership and Directors of Divisions and Departments, including on sensitive and complex legal issues.
- Develops a comprehensive understanding of the Department's legal functions, priorities and advisory responsibilities.

**2. Manages an Assigned Portfolio of Legal Matters and Projects (30%)**

- Handles an assigned portfolio of legal cases and issues across the General Law and International Law Units, under the direct supervision of the Director of Legal Affairs.
- Contributes to litigation and matters arising under the Agency's internal justice system, the preparation and review of diplomatic correspondence, including notes verbales, and the provision of legal opinions on international law issues.
- Reviews commercial contracts and supports legal aspects of procurement and other operational activities.
- Undertakes designated legal projects to strengthen the Agency's legal practices and frameworks, including the development of standard agreement templates for engagement with partners.
- Liaises with relevant Agency stakeholders, including Human Resources, Partnerships and the Executive Office, under the guidance and supervision of the Director of Legal Affairs.

**3. Participates in Official Meetings and Follow-up Actions (25%)**

- Participates in meetings led by the Director of Legal Affairs and other senior legal officers on substantive, operational and strategic legal matters.
- Contributes to meeting preparation and follow-up, including conducting legal research, drafting documentation and supporting the implementation of agreed actions.
- Develops an understanding of UNRWA's management structures, decision-making processes and engagement with governments, beneficiaries, partners and other stakeholders.

**5. Engages in Legal Coordination Across the United Nations System (15%)**

- Participates, through the Director of Legal Affairs, in coordination and information-sharing with legal advisers and counterparts across the United Nations system.
- Gains exposure to the work of the United Nations Office of Legal Affairs and other UN legal offices, including inter-agency coordination mechanisms on legal matters.
- Develops an understanding of common legal issues, institutional practices and approaches to legal advice and coordination across the UN systems.

## III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/ will be able to:

- Legal research, analysis and application of international and general law.
- Legal drafting, advisory work and case management.
- Understanding of UNRWA's mandate, operations and institutional framework.
- Interpersonal, communication and stakeholder coordination skills.

- Professional judgement, discretion, confidentiality and ethical conduct

The JPO training programme includes the following learning elements:

- Year 1 – Induction and practical learning: Structured induction, guided legal reading, mandatory UN training, daily on-the-job learning, progressive case management and potential Field Operations visits, followed by a review of learning needs and a development plan for Year 2.

- Year 2 – Advanced legal practice and collaboration: Increased responsibility for complex legal matters, including litigation, legal opinions, contracts and procurement, alongside participation in legal training and coordination across UNRWA and the wider UN system, strengthening legal expertise, professional judgement and stakeholder engagement.

- Year 3 – Consolidation and career development: Consolidation of legal expertise through progressively independent work, continued mentoring and feedback, and career development discussions to identify further learning needs and future opportunities within the UN system.

Duty Travel and Training Allowance (DTTA): An annual allowance of USD 4,000 supports relevant learning activities, duty travel and professional development related to the assignment.

## IV Supervision

**Title of supervisor:** Director of Legal Affairs

**Content and methodology of supervision**

Director, Department of Legal Affairs. Purpose: direct supervision, guidance, advice, task assignment, performance monitoring and evaluation. Frequency: daily, through regular meetings, review of deliverables, and feedback on progress and quality of work.

Heads of the General Law Unit and the International Law Unit. Purpose: substantive guidance, coordination and advice on assigned legal cases and activities across both Units. Frequency: as required, through regular interaction and review of ongoing work.

Legal advisers and counterparts across the UN system: Purpose: professional exchange, coordination and exposure to legal practice across the UN system. Frequency: as required, through the legal advisers' coordination mechanism.

The Associate Legal Officer's individual workplan will be based on the Department's annual workplan and will define substantive activities and expected outputs. Progress will be monitored through regular discussions, review of assigned cases and deliverables, and ongoing feedback. The Associate Legal Officer will also participate in official meetings with the Director, as applicable and contribute to follow-up actions, ensuring practical exposure to the Agency's legal mandate and the work of the Department.

## V Required Qualifications and Experience

**Age:** Maximal age limit is 32 years as of 31 December of the year of application.

**Education:**
Master degree or equivalent in law plus a minimum of 2 years relevant working experience.

In exceptional cases candidates with a Bachelor's degree plus a minimum of 4 years relevant working experience can be considered.

Substantive parts of the candidates' academic training (Bachelor and/or Master) must have taken place in a developing country that appears on the list of eligible countries.

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**Working experience:**

Minimum of 2 years relevant working experience after obtaining first university degree in the legal field, with an exposure to development and humanitarian activities of international organisations being an asset.

Minimum of 4 years relevant working experience for candidates with a Bachelor's degree.

Specialisation in public international law and/or the law of international organisations is an asset.

Experience in international administrative law and/or litigation is an asset.

Work experience within the UN system should not exceed 1 year, including UNV, (paid) UN internship and UN consultancy.

All paid work experience since obtaining Bachelor's degree will/can be considered.

**Languages:**

- Fluency in English is required;
- Knowledge of Arabic or another UN official language is an asset.

**Key competencies**

- Excellent oral and written communication skills, including strong legal drafting and analytical skills.
- Ability to work effectively in an international and multicultural environment, maintaining confidentiality and discretion at all times.
- Legal Research and Analysis
- Negotiation and Problem-Solving
- Stakeholder Engagement
- Teamwork and Collaboration
- Planning and Organizing
- Analytical Skills

## VI Background information on Agency/Department/Section

UNRWA | United Nations Relief and Works Agency for Palestine Refugees

The United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) provides essential services and humanitarian assistance to Palestine refugees across Jordan,

Lebanon, Syria, the Gaza Strip and the West Bank. Its services include education, health care, relief and social services, camp infrastructure rehabilitation, microfinance and emergency assistance.

The Department of Legal Affairs advises on and promotes the consistent interpretation and application of international law throughout the Agency. It develops strategies to promote and implement relevant areas of public international law, including international human rights law, international humanitarian law, refugee law and United Nations law. Particular emphasis is placed on the status and mandate of the Agency, the privileges and immunities of the Agency and its personnel, related responsibilities, and the observance of humanitarian principles.

The Department also provides legal advice and training on the interpretation and application of the Agency's regulatory framework, including General Assembly resolutions, Staff and Financial Regulations and Rules, associated administrative issuances, and organizational directives. It advises Headquarters and Field departments on governance and management matters, particularly those involving administrative, contractual and procurement law. In addition, the Department provides technical expertise and advice on amendments to the Agency's regulatory framework, including the drafting of regulations and rules, as well as the preparation and review of legal opinions on complex or sensitive financial matters, particularly those concerning the interpretation of the Agency's Financial Regulations and Technical Instructions.

Furthermore, the Department reviews drafts of all types of Agency contractual instruments and arrangements, including complex contracts for the procurement of goods and services, memoranda of understanding with partners, and funding agreements. It also provides related training to strengthen the consistent interpretation, application and implementation of the Agency's contractual and legal requirements.

## VII Information on living conditions at Duty Station

The duty station is Amman, Jordan, a family duty station. The Hashemite Kingdom of Jordan is strategically located in the Middle East and encompasses a diverse range of landscapes. Jordan is bordered by Syria to the north, Iraq to the northeast, Saudi Arabia to the east and south, the Red Sea to the south, and Israel and the Palestinian territories to the west.

The climate in Jordan is generally moderate. Summers are dry, with temperatures regularly reaching 35°C. Winters are colder, with temperatures sometimes dropping slightly below freezing.

Amman, the capital, is a peaceful city with a population of over four million. Its people are generally friendly towards visitors, and essential services, including banking, transportation, healthcare, and communications, are readily available. Although Arabic is the official language, English is widely spoken, particularly in Amman.

The road network is well developed, both in terms of coverage and quality. Public transportation in Amman is limited, but taxis are relatively inexpensive and readily available. The city offers a wide range of amenities, including shopping malls, restaurants, gyms, and cinemas.

A wide variety of accommodation options is available. However, international staff tend to live in certain neighbourhoods where services and amenities are readily accessible. It is worth noting that the cost of living in Amman has generally increased over the past few years.

Amman is generally considered an easy city in which to live and is served by an international airport offering direct flights to many capital cities. The security situation should be assessed in accordance with the latest guidance issued by the UN Department of Safety and Security (UNDSS).

According to the UNDSS classification, Jordan is a Category A hardship duty station and a family duty station.

## VIII How to apply

Applicants can apply through this link https://www.undp.org/jposc/current-vacancies
Before 22 November 2026.

Applicants will receive acknowledgement of receipt of their submission
Only shortlisted candidates will be contacted.