

07/2023

## JOB DESCRIPTION

### Junior Legal Adviser

#### JOB SUMMARY

Reporting to the Legal Adviser, the incumbent will be responsible for providing legal advice and assistance to IRU Management and IRU's business units on various legal and corporate matters and respective laws that impact, or may impact, IRU.

**Reports to:** Legal Adviser

**Location:** IRU Geneva

#### RESPONSIBILITIES

- Prepare, draft, negotiate, review notes, official letters, agreements, template agreements, memoranda of understanding in various legal areas (IT, services, license, agency, non-disclosure, loan etc.)
- Conduct legal analysis and research on various legal matters and draft legal opinions, memoranda and other briefing documents
- Monitor external developments in relation to new legislation and regulations relevant to IRU
- Prepare, draft and review corporate documents for IRU (headquarters and delegations) and its members
- Develop knowledge in the field of international road transport ("TIR System") and become in particular acquainted with relevant legal documentation and the TIR Convention
- Provide timely and results oriented legal advice and support on a wide variety of matters across all lines of business of IRU
- Provide counsel and guidance on legal implications and risks in order to provide appropriate solutions
- Participate in the development and review of IRU's policies, procedures and ensure compliance with applicable laws
- Manage delegated special projects and tasks to completion in an efficient, economical manner and with a view to achieve IRU goals and objectives
- Foster IRU culture and values

#### COMPETENCIES, SKILLS & BEHAVIOURS

- Ability to adapt work quickly dealing with various tasks also in fields of law where your experience may have been limited so far
- Ability to prioritise and manage demanding workloads
- Proactive attitude
- Team oriented while able to work independently
- Ability to exercise sound, reasoned judgment
- Influence & inspire internal & external stakeholders
- Emotional intelligence: self-awareness, empathy, managing self and other emotions
- Drive for results

#### QUALIFICATIONS & EXPERIENCE

- Master's degree in Swiss law; additional qualification (e.g. admission to the Swiss bar) is a plus;
- Up to 5 years of professional experience in providing legal advice and assistance on wide variety of legal matters in an international environment. Experience in an intergovernmental or governmental or NGO involved in international transport would be an asset
- Experience will include commercial/contract law
- Familiar with international laws and regulations
- Excellent drafting skills
- Fluent in English and French
- Proficient in Microsoft Office