

CALL FOR APPLICATIONS

Job Title: Legal Advisor

Type of contract: Individual Engagement Contract (IEC)

Total Contract Amount: approximately EUR 400 per day

Term: up to approximately 100 working days from 01/03/2026 to 31/12/2027

Duty Station: home-based with duty travels as may be required for the exercise of the functions described in the Call for Applications

Closing date: 01-02-2026 (11:59 PM CET Time)

General description of the role

The Legal Advisor of ICCROM provides legal advice and support to the Governing Bodies of ICCROM and to the Director-General and seeks to facilitate the functioning of ICCROM's Governing Bodies, i.e. the General Assembly, the Council, and their subsidiary committees, and ICCROM Secretariat. The Legal Advisor will be administratively under the Finance and Administration Unit Manager and will provide legal advice to the ICCROM Member States through the President of the General Assembly, to the Council through the Chair of the Council and to the Director-General for Secretariat's matters.

The post is home-based with duty travels as may be required for the exercise of the functions described in the Call for Applications, *inter alia*, for the purposes of attending sessions of ICCROM's Governing Bodies, as may be appropriate.

Key Deliverables and Tasks

In particular, the Legal Advisor will:

1. Provide qualitative and timely advice to ICCROM's Governing Bodies, i.e. the General Assembly, the Council and their Subsidiary Committees, and the Director-General on complex legal matters, including constitutional, procedural and technical legal matters;
2. Act as legal advisor to the Organization's General Assembly, Council and Subsidiary Committees and to the Director-General, including through the interpretation of the Statutes, Rules of Procedure of the General Assembly and the Council, Financial Regulations, Staff Rules and Regulations and other relevant instruments;
3. Undertake research and prepare legal opinions, studies, and advice on the interpretation of ICCROM's Basic Texts as well as on the interpretation and drafting of rules of international public law;
4. Carry out research, studies, and benchmarking as required by the Governing Bodies and their Subsidiary Committees, and by the Director General;
5. Perform other duties consistent with their mandate and the needs of ICCROM as may be required by the President of the General Assembly, Chair of the Council and their Subsidiary Committees, and by the Director-General of ICCROM.

Supervisory control

The Legal Advisor will work with the necessary delegation of authority within the areas assigned to them, discussing with the President of the General Assembly, the Chair of the Council and the Director-General on legal and procedural issues, as well as on matters that may have political implications to Member States, as well as policy issues which may affect

ICCROM. The Legal Advisor will administratively be under the ICCROM Finance and Administration Unit Manager.

Required qualifications:

1. Education

- a. Advanced university degree (Master's degree or equivalent) in international law.

2. Work experience

- a. A minimum of 12 years of relevant professional legal experience, including legal analysis, research, and writing, at the international level, and within an intergovernmental organization of which preferably 8 years at a senior level.
- b. Demonstrated experience in providing complex legal advice and drafting legal opinions in public international law, particularly on the law of international organizations and/or the rules of procedure of international bodies.

3. Skills and knowledge

- a. Familiarity with the work and general functioning of the UN system and knowledge of the UN common system's regulatory framework.
- b. Proven experience in advising senior officials on legal matters in an intergovernmental organization.
- c. Strong analytical and conceptual skills in analyzing and interpreting legal and procedural issues, formulating options and implementing solutions.

4. Languages

- a. Confirmed experience in legal drafting in both English and French. The knowledge of any other language is an added advantage.

Selection and Recruitment Process

Send completed applications in English no later than 01-02-2026 (11:59PM CET) to: recruitment@iccrom.org

Please state the position title (Legal Advisor) in the subject, and include the following documents in PDF format:

- Motivation letter
- Updated CV in English

Applications missing any of the above elements will not be considered. No modifications can be made to the application submitted. All applications will be treated with the highest level of confidentiality.

Please note that only selected candidates will be contacted within two weeks after the deadline, and candidates in the final selection step will be subject to reference checks based on the information provided.

The evaluation of candidates is based on the criteria in the vacancy notice and may include tests and/or assessments, as well as a competency-based interview.

ICCROM recalls that paramount consideration in appointing staff members and hiring consultants shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. ICCROM applies a zero-tolerance policy against all forms of harassment. ICCROM is committed to achieving and sustaining equitable and diverse geographical distribution and gender parity among its staff members in all categories and at all grades. Furthermore, ICCROM is committed to achieving workforce diversity in terms of gender, nationality and culture.