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Job Description

Part-Time Attorney (Contractual) - Office of the Registrar, IMF Administrative Tribunal (Job Number: 1601077)

Description

The IMF Administrative Tribunal ("IMFAT" or "Tribunal") is comprised of five external Judges. The Tribunal provides an independent judicial forum for the resolution of employment disputes arising between the IMF and its staff members, following exhaustion of internal channels of administrative review. (More information about the IMFAT is found at <http://www.imf.org/tribunal>.) In accordance with its governing Statute, the Tribunal is supported by a Registry at its Washington, D.C. headquarters, whose personnel serve under the authority of the President of the Tribunal.

Responsibilities:

Under the supervision of the Registrar & Senior Legal Advisor of the Tribunal, the Part-time Attorney will perform a range of professional functions. These may include:

Assisting with preparation of cases for disposition by the Tribunal, including: analysis of legal issues and precedents; research on the law of the international civil service; legal drafting.

Assisting with preparation of Tribunal publications and internal research tools. Digesting of Tribunal's jurisprudence and preparation of research indexes.

Cite-checking and proofreading of drafts before, during and after Tribunal sessions to a high degree of accuracy.

Additional duties as assigned by the Registrar.

Qualifications

Law degree required.

Relevant work experience in international courts and tribunals, international law and/or employment law in a domestic jurisdiction. Knowledge of international civil service law is a plus. Experience working on legal publications is highly desirable.

Candidates shall not have worked previously as a staff member of the IMF, nor expect to work in the future for the IMF for an 8-year "cooling off" period.

Temperament consistent with maintaining the strict confidentiality of the Tribunal's case files and work activities, as required by the Statute of the Administrative Tribunal. [1]

Close attention to detail in analysis, research, language, citations and proofreading.

High proficiency in written and spoken English.

Proficiency in range of computer skills and use of information databases.

Working Hours and Term of Appointment

This is a part-time (20 hours/week) contractual appointment, with working hours to be set in consultation with the Registrar. The term of appointment will be for two years.

As a part-time appointment of more than 90 days, this position will not qualify for a G-4 visa. The successful candidate will be required to work in Washington, D.C. and shall therefore be responsible for obtaining the necessary permissions to work in the United States.

[1] Article IX, Section 2 of the Tribunal's Statute provides:

The Managing Director shall designate personnel to serve as a Secretariat to the Tribunal. Such personnel, in the discharge of duties hereunder, shall be under the authority of the President [of the Administrative Tribunal]. They shall not, at any time, disclose confidential information received in the performance of their duties.

The IMF is committed to achieving a diverse staff, including gender, nationality, culture and educational background.

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