

Role Description – Temporary Assignment

LEGAL COUNSEL – 100%
(DEFINED DURATION STARTING ASAP UNTIL DECEMBER 2021)

- 1. About the Global Fund**
 - 2. Role description**
 - 3. Candidate profile (Qualifications, Experience and Competencies)**
 - 4. Application**
-

1. The Global Fund

« The Global Fund is a partnership designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics. As an international organization, the Global Fund mobilizes and invests more than US\$4 billion a year to support programs run by local experts in more than 100 countries. In partnership with governments, civil society, technical agencies, the private sector and people affected by the diseases, we are challenging barriers and embracing innovation.

Behind the Global Fund's extraordinary record of impact against AIDS, tuberculosis and malaria are our people. Global Fund staff work with governments, communities and civil society, technical agencies, the private sector and people affected by the diseases to bring the world closer to ending the epidemics, saving millions more lives. Global Fund staff are instrumental in uniting the fight against these three diseases.

We are diverse and engaged, skilled and experienced, motivated and inspiring, creative and agile. From human rights to human resources, grant management to facilities management, we work every day within the unique partnership to confront global health threats, equip countries on the front lines, protect vulnerable people across the world, and save lives. »

More information about The Global Fund on www.theglobalfund.org

2. Rôle description

The Legal Counsel contributes to the corporate and operational effectiveness of the Global Fund through the provision of legal advice and support for (i) the core business of the Global Fund on the management of the Global Fund's portfolio of investments and/or (ii) day-to-day institutional needs, as applicable.

Each Legal Counsel is assigned to have a primary focus in either the Institutional Matters Team or Grant Management Team. However, to encourage cross-team collaboration, Legal Counsel may be assigned work from either the Institutional Matters or Grant Management Teams.

Legal Counsel support collaborative efforts of the Legal and Governance Department to enhance intra-department communication and overall department visibility; while offering expertise and counsel to ensure and enhance the uninterrupted client support provided by the Legal and Governance Department.

Key Responsibilities

The Legal Counsel will provide legal advice and support for (i) the core business of the Global Fund on the management of the Global Fund's portfolio of investments (Grant Management) and/or (ii) day-to-day institutional needs (Institutional Matters), as applicable

Grant Management Responsibilities

In providing support for the management of the Global Fund grant portfolio, the Legal Counsel will be part of a team of cross-functional experts supporting specific country portfolios of investments. In this capacity, and working closely with other functional experts, the Legal Counsel will advise on:

- Negotiation and drafting of grant agreements and other legal documentation;
- Submission and review of funding requests, including design of implementation arrangements;
- Any legal matters relating to the implementation and management of Global Fund grants, including, but not limited to:
 - interpretation and enforcement of grant agreements;
 - legal risk identification and mitigation;
 - compliance with other legal/regulatory obligations;
 - procurement matters;
 - privileges and immunities;
 - dispute resolution;
 - risk identification and mitigation;
 - pursuit of any recoverable amounts relating to breach of obligations arising under grant agreements;
 - facilitating the work of the Office of the Inspector General;
 - ensuring consistency and compliance with Global Fund policies and procedures and any other applicable legal or regulatory obligations.
- The design, development, and drafting of Global Fund policies, procedures and guidance relating to the grant portfolio; and
- Other strategy and policy matters relating to Global Fund in-country investments.

Institutional Matters Responsibilities

In providing support for institutional or corporate matters, the Legal Counsel will provide legal analysis and advice on various areas, which may include:

- Corporate governance matters, including interpretation and drafting of decisions, policies, rules and procedures;
- Strategy and policy matters;
- Negotiating, drafting, and providing advice on diverse commercial, partnership and service agreements;
- Employment law and human resources matters, including advice on human resources policies, rules and procedures and matters related to grievances, dispute resolution, and managing matters before the International Labour Organization's Administrative Tribunal;
- Procurement and sourcing matters, including supporting sourcing operations and initiatives;
- Ethics-related matters, including advice on internal procedures related to sanctions;
- External relations and resource mobilization;
- Corporate finance, accounting and treasury;
- Public international law;
- Non-profit, tax-exempt and foundations law;
- Dispute resolution;
- Risk management;
- Communications and intellectual property;
- Information technology and data protection; and
- Office of the Inspector General related matters.
- As noted in the Role Summary, each Legal Counsel is assigned to have a primary focus in either the Institutional Matters Team or Grant Management Team but should expect to be assigned matters from both areas of responsibility described above, as required.
- In carrying out their responsibilities, Legal Counsel will be expected to:
 - Be precise in advising and supporting diverse stakeholders on strategic, operational and procedural matters;
 - Demonstrate experience working collaboratively within cross-functional teams;
 - Be proficient in conducting factual inquiries, complex legal and policy research, interpretation and analysis;
 - Understand the legal and financial structures and risks related to international financial transactions and project financing;
 - Be able to work in fast-paced environments requiring the ability to coordinate and prioritize among multiple projects and competing deadlines;
 - Exercise sound, independent judgment to evaluate and present options or recommendations;
 - Possess strong legal drafting and negotiation skills, with experience working on diverse public- and private-sector contracts; and
 - Tailor written and oral communication to diverse audiences, including explaining complex, technical information to experts and novices in the subject area.

3. Candidate profile

Qualifications

Essential:

Advanced degree in law (Juris Doctor or equivalent).

Desirable

Post-graduate degree or certification in an area of law relevant to the Key Responsibilities (e.g., international law, corporate governance, commercial law, finance/banking law, employment law, alternative dispute resolution); and Bar membership

Experience

Essential:

At least five years of legal experience at:

- a private law firm with demonstrated experience working and engaging clients in areas of law reflected in the Key Responsibilities (e.g., banking, financial regulations, non-profit and tax-exempt entities, corporate governance and ethics, procurement, information technology, litigation and dispute resolution, public international law, employment law, project finance); and/or
- within the legal department of a private- or public-sector entity (e.g., commercial bank, investment bank, government agency, multilateral development bank, development institution, non-governmental organization, private foundation) with demonstrated experience providing cross-functional legal advice and support on decision-making, negotiations, transactions, procedures, compliance, risk management and dispute resolution.

Competencies

Languages:

Oral and written fluency in English required.

Oral and written fluency in French desired.

Oral and written fluency of Arabic, Russian, Spanish or other languages would be an asset.

4. Application

Referring to the exact name of the above mentioned position, please send your CV, motivation letter, reference letters, work certificates, diplomas or any other relevant document in electronic format to: cv.tgf@procadres.com
