

## Role Description – Temporary Assignment

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**LEGAL ANALYST (PARALEGAL) LEGAL AND GOVERNANCE DEPT – 100%**  
**(DEFINED DURATION STARTING ASAP UNTIL DECEMBER 2021)**

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### 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](http://www.theglobalfund.org)

## 2. Rôle description

The Legal Analyst, Legal and Governance will contribute to the corporate and operational effectiveness of the Global Fund through the provision of support to its Legal and Governance Department. The Legal and Governance Department advises on all legal aspects of the Global Fund's business, from the management of the Global Fund's portfolio of grant investments to day-to-day institutional needs (e.g. human resources, finance, resource mobilization, etc.). In addition, the Legal and Governance Department supports the effective operation of the governance function of the Global Fund.

The Legal Analyst, Legal and Governance will provide substantive legal and administrative expertise and support to the Legal and Governance Department across a broad, complex range of matters, including in efforts to enhance intra-department coordination, communication and knowledge management.

### Key Responsibilities

The Legal Analyst will provide support for members of the Legal and Governance Department, primarily related to legal activities regarding (i) the core business of the Global Fund on the management of the Global Fund's portfolio of investments (Grant Management) and (ii) day-to-day institutional needs (Institutional Matters).

The Legal Analyst may also be asked to assist on matters related to the effective operation of the governance function of the Global Fund, as requested, in collaboration with the Deputy, Governance.

In this capacity, the responsibilities of the Legal Analyst will include, but not be limited to:

- preparation of draft complex legal agreements and other legal documentation;
- conducting legal due diligence and research;
- assisting in the design, population, and maintenance of webpages, databases and files to be used for knowledge management purposes and/or reporting activities;
- preparation of official correspondence and review of documentation related to compliance, legal or regulatory obligations;
- providing administrative support to the Legal and Governance Department, including through the development, improvement and execution of administrative processes, as well as independently resolving issues as they may arise;
- other ad hoc projects providing support to the Legal and Governance Department.
- In carrying out their responsibilities, the Legal Analyst will be expected to:
- Demonstrate legal and administrative expertise and demonstrate experience working collaboratively within cross-functional teams;
- Be proficient in conducting factual inquiries, research, interpretation and analysis;
- Show expert knowledge of administrative systems and processes, and IT and web-based research techniques;
- Be able to work in fast-paced environments requiring the ability to coordinate among multiple projects while producing accurate and reliable work products; and
- Be capable of exercising sound judgment and promoting both discretion and accountability in delivery of support services.

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### 3. Candidate profile

#### Qualifications

##### Essential:

Undergraduate or equivalent degree in a relevant discipline or equivalent professional training or work experience

##### Desirable

Paralegal certificate/accreditation from a recognized post-secondary educational institute or equivalent combination of education and work experience

#### Experience

##### Essential:

Relevant experience in dealing with legal issues and/or paralegal practice, preferably in an international and multicultural environment

##### Desirable

Minimum five (5) years of experience in office support functions with experience in an international, or comparable, organization

#### Competencies

##### Languages:

Oral and written fluency in English required.

Oral and written fluency in French desired.

Knowledge of other languages would be an asset.

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### 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](mailto:cv.tgf@procadres.com)

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