

## TIER II STANDARD FOR JURISTS

### INTRODUCTION

1. This grade level standard illustrates the application of the ICSC Master Standard (Tier I) to a specific field of work of the United Nations common system: **Jurists**. It is divided into three sections:

- Definition of coverage;
- Summary factor rating chart;
- Descriptions of typical duties and factor-by-factor evaluation rationales.

2. The Tier II standard for Jurists was developed in consultation with the representatives of the organizations and the staff taking into account existing organizational structures and job descriptions within the United Nations common system. Two consultation groups were convened to review the preliminary draft prepared by the ICSC secretariat: one in North America - New York (November 1986) and one in Europe - Geneva (December 1986). Both groups were led by the ICSC secretariat. The European group included substantive specialists from FAO, GATT, ILO, ITU and job classification specialists from FAO and ILO, as well as a representative of FICSA. The North American group was composed of a job classification specialist from the United Nations Secretariat and substantive specialists of the United Nations Office of the Law of the Sea, the United Nations Secretariat and a representative of CCISUA. The CCAQ Sub-Committee on Job Classification reviewed drafts of the standard at its sixteenth (Vienna, April 1987) and seventeenth sessions (Geneva, April 1988).

3. The Tier II standard for Jurists was promulgated by the Chairman of the International Civil Service Commission by delegated authority of the Commission in August 1988.

## I - DEFINITION OF COVERAGE

4. This section serves to confirm the appropriateness of the job to the occupational category and field of work. The coverage of the standard is defined by reference to (a) the Common Classification of Occupational Groups (CCOG) narrative description of the field of work; (b) a listing or description of occupations specifically excluded from the standard; and (c) technical, organizational or other issues which are specific to the field of work.

### *A. Inclusions - CCOG definitions*

5. The field of work as described in the standard is defined as follows:

#### **1.G. Jurists**

This job family includes occupations concerned with provision of general legal advice to and representation of organizations as legal entities and research into and development of specialized areas of national and international law, including drafting and interpretation of international conventions, treaties and other instruments and resolutions.

6. The jurist field of work includes the following occupations:

#### **1.G.01. General legal advisers**

To provide general legal advice and services to the Organization; advise on constitutional and other legal questions, including the admission of Member States, the credentials of representatives, relations with host country and rights, privileges and immunities of staff; provide interpretation of and draft amendments to the Organization's constitution and rules of procedure of organs, conferences and other bodies, as well as staff regulations and rules; represent the Organization in judicial proceedings, negotiations or other procedures for the conclusion of agreements or the settlement of disputes; examine and draft legal documents, including contracts, deeds, insurance and other agreements; undertake investigations and prepare reports on special legal problems.

#### **1.G.02. International law specialists**

To provide advice contributing to the progressive development and dissemination of international law; draft international instruments and participate in meetings concerned with their elaboration or implementation; provide advice on and interpretation of international instruments, including compliance or non-compliance; study codes of law and prepare comparative analyses; collect, compile and analyse data in special fields of investigation and prepare studies, reports and recommendations; carry out tasks related to the Organization's functions as depository of international instruments. May specialize in particular areas, such as international trade law, maritime law, human rights, labour law, intellectual property law, disarmament and peace-keeping functions, telecommunications law, law of the sea, air and outer space.

#### **1.G.04. National law specialists**

To provide advice contributing to the progressive development and dissemination of national systems of law; review draft legislation, or participate in or lead projects to draft legislation; analyse, evaluate and explain various alternative laws or legal systems or legal approaches.

##### ***B. Exclusions***

7. This standard does not cover posts in which the following types of activity are paramount:
  - (a) Determining refugee status, primarily on the basis of interviews;
  - (b) Applying legal knowledge for the attainment of objectives of other occupations, e.g., the interpretation and application of staff rules to individual personnel questions (1.A.06).

##### ***C. Issues and problems in the field of work***

8. The variety of legal issues dealt with by the different organizations and the diversity of organizational structures may well lead to situations where the typical profile is not easily applicable. It is recognized that the size and structure of the legal department have an impact on the responsibilities of posts: organizations with larger legal departments may allow for well- defined structures with clearly progressing responsibilities per grade level. In smaller structures, a combination of duties which are at different grade levels in this standard are sometimes grouped within one level. It should be clear that in such cases the application of the standard should not lead to an automatic change in grade level. For example, if representing the Organization would normally begin at level P-4 according to this standard, this would not exclude the possibility that such a function be performed at a lower level in some organizations. Such jobs should then be compared with the standard to determine which grade level most closely approximates the duties and responsibilities in question, as well as the impact of the post in relation to other positions in this job family in the United Nations common system.

9. Posts which include functions related to the category of jurists but which also have substantial functions falling under another category or discipline (mixed jobs) should be classified on the basis of the Tier II standard by identifying those functions which fit one or more of the classified areas to which the relevant Tier II standard would be applied. Where substantive functions cannot be classified under the Tier II standard, Tier I (Master Standard) will be applied.

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## II - GRADE LEVEL DESCRIPTIONS AND EVALUATION RATIONALES

### P-2 GRADE LEVEL

#### *A. Description of typical duties*

Under supervision and guidance of senior specialists, work at this level involves research and analysis of specific aspects of legal issues relating to the functions, structure and activities of the Organization. Typical duties include:

- In accordance with predetermined guidelines and for use in the preparation of legal opinions, studies, briefs, reports and correspondence by senior staff, carrying out research and preparing drafts on legal issues relating to the functions, structure and activities of the Organization. Such issues may bear upon the general field or upon specialized aspects of constitutional, international, public, private and administrative law.
- Selecting and analysing relevant international and national legal materials from identified sources or collections for the preparation of reports or studies thereon or for their classification as reference material.
- Providing preliminary interpretation of legal instruments, such as constitutions, statutes, treaties, agreements, regulations and rules, resolutions or other legal materials relevant to the work of the Organization or office concerned.
- Giving legal advice on issues of limited scope, such as the application of laws or administrative rules and regulations.
- Providing secretariat services to various committees and bodies dealing with subject matters falling within the competence of the office or organization by:
  - (a) Preparing background materials, reports, papers and other documents;
  - (b) Synthesizing Member States' views and practices on particular issues;
  - (c) Preparing preliminary drafts of legal instruments, such as contracts and agreements, internal regulations and rules or other legislative materials;
  - (d) Carrying out a preliminary review of legal aspects of draft letters, agreements and other

texts which have been passed to the office for comments or clearance.

### ***B. Factor rating rationales***

## **I. PROFESSIONAL KNOWLEDGE**

### **H. Theoretical knowledge**

Theoretical knowledge equivalent to that obtained at the advanced university degree level is required to understand and apply principles and concepts of the different legal fields. Such knowledge is customarily acquired through advanced university studies in a relevant field of law (e.g. international, agrarian, commercial, comparative, labour, economic, maritime law, etc.).

### **V. Practical experience**

The performance of duties at this level requires understanding of theoretical knowledge and the application thereof to the practical analysis of legal documents, research on legal practices and precedents. The practical experience in the application of legal principles and concepts needed to perform the duties at this level is developed by up to five years' work at the national level or, alternatively, up to two years at the international level.

### **D. Language knowledge**

Proficiency is required in one working language of the Organization: some posts may require proficiency in one or more additional languages in order to conduct studies, prepare drafts and to communicate with representatives of Member States and other organizations.

## **II. DIFFICULTY OF WORK**

### **H. Individual contribution**

Assignments involve the analysis and interpretation of defined aspects of legal instruments by considering the relevance and applicability of such instruments; the conclusions of such analyses are submitted in draft form for consideration by senior staff.

### **V. Complexity of work assigned**

Work at this level involves applying the principles of the discipline to the analysis of a variety of subject matters. It requires consideration of the interrelationships between the matter under review and existing legislation and practices in an organization. Depending on the needs and functions of the Organization, the treatment of subject matters may cover

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either a field of specialization or various legal areas as part of a general legal practice servicing the Organization.

### **III. INDEPENDENCE OF WORK**

#### **H. Guidelines**

General guidelines are available in the form of existing legislative texts, practices, precedents and previous studies. A degree of original thinking is required in conducting the research and preparing drafts on legal questions and issues.

#### **V. Supervisory controls**

Instructions are discussed prior to each assignment. For new or more intricate projects or studies, the supervisor determines and outlines the aspects to be considered, identifies possible sources of information and specifies the type of analysis required. Discretion is given to proceed with research, consultations, etc., and to submit draft reports which then are finalized under supervision.

### **IV. WORK RELATIONSHIPS**

#### **Internal**

#### **H. Skill**

Written and oral contacts are primarily to obtain information related to research being conducted, to explain requirements for data collection and to assist in the servicing of meetings.

#### **V. Importance**

Contacts are maintained with staff throughout the Organization to advise on less complex issues, e.g., the application of administrative rules; with counterparts in functional areas related to the activities of the programme or department; and with members of committees to clarify and/or provide information on practices and views.

#### **External**

#### **H. Skill**

Contacts, primarily written and in some cases oral, are maintained to seek, obtain and exchange information for research purposes or for providing routine information.

V. Importance

Contacts are with counterparts in national governments, committees, bodies, other United Nations common system organizations and, to a limited extent, with outside technical experts in related fields.

V. **SUPERVISORY RESPONSIBILITY**

H. Responsibility for support staff

Work at this level does not normally involve full time supervisory responsibilities although specific tasks may be assigned to secretarial and clerical staff.

V. Responsibility for Professional staff

None.

VI. **IMPACT OF WORK**

H. Effect on work

Decisions relate to the selection and evaluation of data used in research and the analysis of this data to be presented in a draft legal opinion. Recommendations and proposals are made for carrying out specific legal research which may enhance the efficiency of the organizational unit. Preliminary recommendations are made on texts of legal advice, drafts and studies.

V. Consequences of errors

Errors may result in formulation of inappropriate or inaccurate conclusions in research projects and drafts. As these conclusions are subject to review by senior staff, errors are likely to be detected. They would, however, create delays in the completion of such projects by staff members of the immediate organizational unit.

**P-3 GRADE LEVEL**

***A. Description of typical duties***

Under general supervision of senior specialists, work at this level involves research and analysis of a wide range of legal issues relating to the functions, structure and activities of the Organization. Typical duties include:

- Researching and preparing drafts of legal opinions, studies, briefs, reports and correspondence on issues relating to the functions, structure and activities of the Organization. Such issues may bear upon the general field or upon specific aspects of constitutional, international, public, private and administrative law.
- Selecting and analysing relevant international and national legal materials and preparing studies and reports thereon.
- Drafting interpretations of legal instruments, such as constitutions, statutes, treaties, agreements, regulations and rules, resolutions or other legal materials relevant to the work of the Organization or office concerned.
- Giving legal advice on issues where precedent and/or practice exists and where the issues are of limited complexity and/or sensitivity.
- Providing advice and assistance in resolving procedural and legal questions at meetings.
- Providing secretariat services to various committees and bodies dealing with subject matters falling within the competence of the Organization or office by:
  - (a) Preparing background materials, reports, papers and other documents;
  - (b) Preparing and formulating advice to members and officers of such bodies;
  - (c) Synthesizing Member States' views and practices on particular issues;



- (d) Drafting components of legal instruments, such as draft treaty texts, agreements, contracts, internal regulations and rules or other legislative materials, based on standard practice;
- (e) Participating in negotiations of legal terms of contracts and agreements and undertaking consultations with counterparts in other organizations and, as appropriate, with representatives of Member States;
- (f) Reviewing, within predetermined guidelines, the legal aspects of draft agreements, correspondence and other texts, which are relevant to the functions of the office or which have been passed to the office for comments or clearance;
- (g) On the basis of established policies and/or guidelines, representing the office by presenting the position of the office or organization at specialized meetings and on internal bodies, boards or committees.

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*B. Factor rating rationales*

**I. PROFESSIONAL KNOWLEDGE**

**H. Theoretical knowledge**

Theoretical knowledge equivalent to that obtained at the advanced university degree level is required to understand and apply principles and concepts of the different legal fields. Such knowledge is customarily acquired through advanced university studies in a relevant field of law (e.g. international, agrarian, commercial, comparative, labour, economic, maritime law, etc.).

**V. Practical experience required**

The performance of duties at this level requires in-depth understanding of theoretical knowledge and the application thereof to the analysis of legal documents, research on legal practices and precedents and harmonization of national legislation. The practical experience in the application of legal principles and concepts needed to perform duties at this level is developed by over two up to five years' work at the international level or, alternatively, five to ten years' work at the national level.

**D. Language knowledge**

Proficiency is required in two working languages of the Organization in order to conduct studies, prepare drafts and legal opinions and to take part in discussions with counterparts in other organizations or representatives of Member States.

**II. DIFFICULTY OF WORK**

**H. Individual contribution**

Assignments involve analysing legal questions and issues, interpreting legal texts, conducting studies and researching and drafting components of legal documents.

**V. Complexity of work assigned**

Work at this level involves applying the principles of the discipline to the analysis of a variety of subject matters. It requires consideration of the interrelationships between the subject matter under review and existing legislation and practices in an organization. Assignments include analysing a broad range of subject matters or conducting in-depth studies in a specialized area of the law, preparing legal commentaries and recommending solutions.

### III. INDEPENDENCE OF WORK

#### H. Application of guidelines

General guidelines are available in the form of existing legislative texts, practices, precedents and previous studies. A degree of original thinking is required in conducting the research and preparing drafts on legal questions and issues.

#### V. Supervisory control

The purpose and desired results of the work are outlined by a more senior specialist or supervisor. Approaches in the drafting of reports, comparative studies, segments of legal texts, etc., are usually developed jointly with the supervisor in order to ensure that all relevant information and precedents are taken into consideration. Work is carried out with technical independence: guidance is sought for unusual or complex problems. End product is reviewed for soundness of conclusions and judgement by the supervisor. When servicing committees, work is performed under the direction of the secretary of the organ concerned.

### IV. WORK RELATIONSHIPS

#### **Internal**

#### H. Skill

Written and oral contacts are to discuss and provide interpretation of legal texts and to render advice and assistance in resolving procedural and substantive matters. Skill is required in persuading colleagues of the interpretation of legal texts and in resolving procedural and substantive questions at meetings.

#### V. Importance

Contacts are predominantly at higher levels throughout the Organization, such as senior administrative and substantive staff, secretaries of organs and bodies, etc.

#### **External**

#### H. Skill

Outside contacts are to discuss projects of common interest and to arrange for acquisition of relevant legal material. In response to problems raised by intergovernmental bodies and other parties, advice is provided on the interpretation of legal instruments and procedural questions.

**V. Importance**

Contacts are with counterparts and senior officials of United Nations system organizations with related programmes, governments, non-governmental and intergovernmental organizations, research institutes and academic institutions.

**V. SUPERVISORY RESPONSIBILITY**

**H. Responsibility for support staff**

Work at this level does not normally involve full time supervisory responsibilities, although specific tasks may be assigned to secretarial and clerical staff.

**V. Responsibility for Professional staff**

None.

**VI. IMPACT OF WORK**

**H. Effect on work**

Decisions are made on interpretations of legal texts and the presentation of alternative courses of action to the supervisor or other requesters of legal advice. Proposals are made concerning improvements of agreements, administrative policies and procedures, content and approach of research studies and procedures of regulating the servicing of legislative bodies.

**V. Consequence of error**

Errors in research may lead to factual inaccuracy, while errors in interpretation of legal documents may lead to inappropriate conclusions and actions. The correction of such errors would cause damage to the credibility of the work unit.

**P-4 GRADE LEVEL**

***A. Description of typical duties***

Work at this level is characterized by duties covering the whole range of general legal work or a specialized field which are carried out under general guidance of the supervisor. Typically, it also involves the direction, supervision or review of work of staff at lower levels. Typical duties include:

- Undertaking studies and/or reviewing research and drafts and examining precedents on legal issues relating to the functions, structure and activities of the Organization. Such issues may bear upon the general field or upon specialized aspects of constitutional, international, public, private and administrative law.
- Providing interpretation of legal instruments, such as constitutions, statutes, treaties, agreements, regulations and rules, resolutions or other legal materials relevant to the work of the Organization or office concerned.
- Providing legal opinion or advice on specific issues relating to the functions, structure and activities of the Organization.
- Providing advice and assistance in resolving procedural and substantive legal questions at meetings.
- Providing and/or coordinating secretariat services to various committees and bodies dealing with subject matters falling within the competence of the Organization or office, by:
  - (a) Preparing background materials, reports and papers;
  - (b) Preparing and formulating advice to members and officers of such bodies;
  - (c) Synthesizing Member States' views and practices on particular issues;
  - (d) Drafting legal instruments, such as draft treaty texts, agreements, contracts, internal regulations and rules or other legislative materials.

- (e) Consulting with counterparts in other organizations. Participating in negotiations with contractors and with representatives of Member States. Representing the Organization at conferences and meetings of other organizations, acting within general guidelines, relying on own judgement to determine when consultations at a higher level would be required.
- (f) Reviewing the legal aspects of draft agreements, correspondence and other texts, which are relevant to the functions of the office or have been passed to the office for comments or clearance;
- (g) Preparing briefs and representing the Organization in proceedings before the competent appeals bodies and administrative tribunals, as well as any other judicial or quasi-judicial body;
- (h) Representing the office at specialized meetings and on internal bodies, boards or committees on matters involving departmental policies.

### *B. Factor rating rationales*

## **I. PROFESSIONAL KNOWLEDGE**

### **H. Theoretical knowledge**

Theoretical knowledge equivalent to that obtained at the advanced university degree level is required to understand and apply principles and concepts of the different legal fields. Such knowledge is customarily acquired through advanced university studies in a relevant field of law (e.g. international, agrarian, commercial, comparative, labour, economic, maritime law, etc.). Work at this level requires ability to conduct independently comprehensive legal research.

### **V. Practical experience required**

Work at this level requires experience in the application of theoretical knowledge to problems and situations of national and international legislation, as well as substantive experience relevant to the functions of the Office. Such experience is generally gained by a minimum of five years' work at the national level in a legal practice or in the legal department of a government or private organization. In addition a minimum of three years' work at the international level in international organizations and/or multilateral programmes.

### **D. Language knowledge**

Proficiency is required in two working languages of the Organization for the purpose of reviewing and/or conducting studies, preparing legal opinions and advising counterparts in other organizations and representatives of Member States.

## **II. DIFFICULTY OF WORK**

### **H. Individual contribution**

Work at this level involves designing research studies, adapting and correcting applications and interpretations of existing jurisprudence for appropriate use in the Organization, providing interpretation on the full range of legal texts and drafts, conducting comparative studies, researching and drafting components of legal documents. In capacity of secretary of committees and bodies, provides legal advice and interprets complex legal texts as appropriate and ensures correct formulation of reports.

#### V. Complexity of work assigned

Assignments involve applying the principles of the discipline to the analysis of administrative, substantive, procedural and other problems of substantial intricacy and of major concern to the Organization. Work requires identification and consideration of the implications of new or revised policies in the formulation of legal advice and alternative solutions to problems.

### III. INDEPENDENCE OF WORK

#### H. Guidelines

Guidelines in the form of rules, legal texts and precedents exist for application to a variety of cases but require extensive interpretation and adaptation.

#### V. Supervisory controls

Approaches to analytical studies are developed jointly with supervisor who provides general guidance. Problems having policy implications are discussed with supervisor, who reviews final product for soundness of conclusions.

### IV. WORK RELATIONSHIPS

#### **Internal**

#### H. Skill

Written and oral contacts are for the purpose of obtaining and/or discussing information, often of a sensitive nature, for studies and research and for providing legal advice and assistance throughout the Organization.

#### V. Importance

Contacts are predominantly at higher levels throughout the Organization, such as senior administrative and substantive staff, secretaries of organs and bodies, but generally not with units outside the duty station.



## **External**

### **H. Skill**

Work at this level involves resolving problems and providing advice in matters of law with competent authorities, delegations, bodies, other legal offices of the United Nations common system. In a consultative and advisory capacity, providing expert advice on the Organization's policies, procedures, rules and regulations pertaining to the servicing of intergovernmental bodies, negotiations of contracts, etc.

### **V. Importance**

Contacts are with counterparts and senior officials of United Nations system organizations with related programmes, governments, non-governmental and intergovernmental organizations, research institutes and academic institutions and with business representatives on issues of importance to the Organization, such as contracts and agreements.

## **V. SUPERVISORY RESPONSIBILITY**

### **H. Responsibility for support staff**

Work at this level normally involves supervision of subordinate staff. However, specialist work in highly technical areas at this level typically does not include on-going supervisory responsibility.

### **V. Responsibility for Professional staff**

Work at this level normally does not involve supervision of subordinate staff in the Professional category.

## **VI. IMPACT OF WORK**

### **H. Effect on work**

Decisions affect the approach, structure and content of research studies; the interpretation of legal instruments and the presentation of alternative courses of action to the supervisor, to committees and to other requesters of legal advice. Recommendations are made on legal aspects of negotiations, preparation of legal instruments and/or courses of action in matters of a sensitive or unprecedented nature.

## V. Consequences of errors

Providing inappropriate legal advice could delay deliberations or project execution, or cause financial losses. Incorrect interpretations of principles and norms of international law could result in inadequate formulation of legal texts, resolutions, or recommendations. Internally, erroneous legal advice would have a negative effect on executive and managerial decisions which may, in turn, result in financial losses and have negative effects on the Organization's administration. Such errors would damage the Organization's programme in terms of time and money required to re-orient and redo the work

**P-5 GRADE LEVEL**

*A. Description of typical duties*

Work at this level is characterized by responsibilities in the whole area of legal work or a specialized field, which are carried out largely independently. It involves the direction, supervision and review of work of staff at lower levels and the provision of authoritative advice to management and the established bodies of the Organization on the full range of legal issues. Typical duties include:

- Coordinating, approving and, as appropriate, undertaking research and studies and examining legal precedents for issues relating to the functions, structure and activities of the Organization. Such issues may bear upon the general field or upon specialized aspects of constitutional, international, public, private and administrative law. Studies undertaken generally pertain to intricate and/or sensitive areas.
- Providing and checking for consistency of interpretations of legal instruments, such as constitutions, statutes, treaties, agreements, regulations and rules, resolutions or other legal materials relevant to the Organization.
- Giving legal opinion or advice on issues relating to the functions, structure and activities of the Organization.
- Providing advice and assistance in resolving procedural and substantive legal questions in committees, at conferences and meetings.
- Drafting and/or reviewing legal instruments, such as treaty texts, contracts, agreements, internal regulations and rules and other legislative materials.
- Undertaking consultations and participating in negotiations with contractors and with representatives of Member States or other organizations. Representing the Organization in conferences and meetings of other organizations and bodies.
- Reviewing, revising and clearing the legal aspects of draft letters, agreements and other texts, which have been passed to the office for review and comments.

- Preparing and/or reviewing briefs and representing the Organization in proceedings before courts of law, administrative tribunals and other judicial or quasi-judicial bodies.
- Representing the office or organization at specialized meetings and on internal bodies, boards or committees to provide expertise within overall policy considerations.
- Organizing and participating in meetings with senior officers and legal advisers of other agencies on matters of common concern.
- Acting as secretary to various committees and bodies dealing with subject matters falling within the competence of the office by:
  - (a) Preparing notes and statements for the chair;
  - (b) Formulating and revising texts and proposals;
  - (c) Analysing and clarifying legal issues involved;
  - (d) Advising the chair on all matters under consideration.

## *B. Factor rating rationales*

### **I. PROFESSIONAL KNOWLEDGE**

#### **H. Theoretical knowledge**

Theoretical knowledge equivalent to that obtained at the advanced university degree level is required to understand and apply principles and concepts of the different legal fields. Such knowledge is customarily acquired through advanced university studies in a relevant field of law (e.g. international, agrarian, commercial, comparative, labour, economic, maritime law, etc.). Work at this level requires ability to conduct independently comprehensive legal research, as well as some knowledge of management.

#### **V. Practical experience required**

Work at this level requires a thorough understanding of legal concepts, principles and practices, as well as the ability to formulate legal opinions on complex questions, to draft legal instruments and to provide leadership in coordinating research. Such understanding and experience is normally gained by a varied legal experience of at least ten years at the national level or eight to ten years in an international legal context.

#### **D. Language knowledge**

Proficiency is required in two working languages of the Organization for the purpose of reviewing and/or conducting studies, preparing legal opinions and advising counterparts in other organizations and representatives of Member States.

### **II. DIFFICULTY OF WORK**

#### **V. Individual contributions**

Work at this level requires the provision of authoritative legal expertise and the formulation of opinions on legal questions in areas where practices and/or precedents do not exist or are of a conflicting nature. Work also involves the coordination of research activities and representation of the Organization in legal proceedings.

#### **H. Complexity of assigned work**

Assignments involve applying the principles of the discipline to the analysis of administrative, substantive, procedural and other problems of considerable intricacy and of major concern to the Organization. Work requires identification and in-depth consideration of the implications of new or revised policies in the formulation of legal advice and alternative solutions to problems.

### **III. INDEPENDENCE OF WORK**

#### **H. Guidelines**

Practices, precedents and legal manuals provide only limited guidance for work at this level. Broad policy guidance is provided by executive head or legislative bodies. Work at this level requires interpretation of existing guidelines, establishment of operational guidelines and contribution to the development of policy guidelines, by advising during negotiations, deliberations, etc.

#### **V. Supervisory controls**

Incumbents formulate the approach to be followed to analytical work and identify all legal implications of different policy alternatives. The work is assigned in broad terms (substantive problem, time constraints, general objectives, policy framework, etc.). Legal implications and interpretations are discussed and major deviations from agreed objectives or policies are discussed with the supervisor. The final product is reviewed by the supervisor or other requester of legal advice for conformity with organizational policies and objectives.

### **IV. WORK RELATIONSHIPS**

#### **Internal**

#### **H. Skill**

Work relationships involve the provision of substantive legal advice in negotiations and resolution of problems. Advising and representing the Organization in litigations and negotiations in the field of specialization.

## V. Importance

Work requires extensive contacts throughout the Organization at all levels outside the functional area and also with units outside the duty station regarding implications on technical, policy, administrative, political, protocol related and other issues.

### **External**

#### **H. Skill**

Work relationships include negotiating legal instruments and providing advice on matters of law to competent authorities, delegations, bodies, as well as contacts with other legal offices of the United Nations common system for the purpose of coordinating joint projects and programmes. Represent the Organization in contacts with other organizations, private, corporate or government attorneys, in proceedings before tribunals, etc., in a consultative and advisory capacity, providing professional advice on the Organization's policies, procedures, regulations and rules, etc. to intergovernmental bodies.

#### **V. Importance**

Frequent contacts with senior Professional staff in other United Nations system organizations, members of delegations, legal advisers and representatives of national and international organizations for the purpose of coordinating joint projects, negotiating agreements and contracts, and providing advice on the Organization's policies, mandates, procedures, regulations and rules, etc.

## **V. SUPERVISORY RESPONSIBILITY**

### **H. Responsibility for support staff**

Work at this level normally involves supervision of subordinate staff in the General Service category.

### **V. Responsibility for Professional staff**

Work at this level normally involves supervision of subordinate staff in the Professional category.

## VI. IMPACT OF WORK

### H. Effect on work

Decisions affect the scope, structure and content of legal instruments, research studies prepared for intergovernmental bodies, and the deliberations of expert groups and other bodies as well as the conduct of negotiations and resolution of legal issues with political, policy, institutional, administrative and financial implications for the Organization/requester. Proposals, based on legal analysis, consist of recommendations for changes in policies, agreements, texts, procedures, etc. They also involve proposals for reconciling conflicting views in studies, meetings, texts, documents, etc., and the formulation of alternative strategies, work plans and agendas of legislative bodies, etc.

### V. Consequence of errors

Providing inappropriate legal advice could delay deliberations or project execution, or cause financial losses. Incorrect interpretations of principles and norms of international law could result in inadequate formulation of legal texts, resolutions, or recommendations. Internally, erroneous legal advice would have a negative effect on executive and managerial decisions which may, in turn, result in financial losses and have negative effects on the Organization's administration. Such errors would damage the Organization's programme in terms of time and money required to re-orient and redo the work.



**D-1 GRADE LEVEL**

***A. Description of typical duties***

Work at this level involves direction and coordination of general and specialized legal work, review of work of staff at lower levels and provision of authoritative advice to management and established bodies of the Organization on issues of a complex and/or sensitive nature. Typical duties include:

- Providing guidelines for, and/or directing, the conduct of research and preparation of opinions, studies, reports and correspondence on legal issues relating to the functions, structure and activities of the Organization. Such issues may bear upon constitutional, international, public, private and administrative law. Examining precedents and carrying out research for this purpose on complex, highly specialized or sensitive issues, which may have a major impact on the Organization or its work.
- Providing and ensuring consistency in interpretations of legal instruments, such as the constitution of the Organization, statutes, treaties, agreements, regulations and rules, resolutions and other legal materials adopted by or under the auspices of the Organization.
- Supervising and establishing guidelines for the provision of legal opinions or advice on issues relating to the functions, structure and activities of the Organization. Providing such opinions and advice on issues of a highly sensitive and complex nature, which might have a major impact on the Organization or its work.
- Providing advice and assistance in resolving procedural and substantive questions at meetings, conferences and in committees, in particular to the main organs of the Organization.
- Supervising, coordinating and/or overseeing the drafting of legal instruments, such as contracts and agreements, internal rules and regulations and other legislative materials.
- Undertaking consultations and participating in negotiations with contractors and with high-level representatives of Member States or other organizations. Representing the Organization in conferences and at meetings of other organizations and bodies.

- Reviewing, revising and clearing the legal aspects of draft letters, agreements and other texts of a sensitive nature, which have been passed to the office for review and comments.
- Coordinating the preparation and review of briefs for representing the Organization in proceedings before courts of law, administrative tribunals and any other judicial or quasi-judicial bodies.
- Representing the office at specialized meetings and on internal bodies, boards or committees on issues of importance to the Organization.
- Initiating and participating in meetings with senior officers and legal advisers of other agencies on matters of common concern.
- Acting as secretary to various committees and bodies dealing with subject matters falling within the competence of the office by:
  - (a) Preparing notes and statements for the chair;
  - (b) Formulating and revising texts and proposals;
  - (c) Analysing and clarifying legal issues involved;
  - (d) Advising the chair and the meeting on all matters under consideration.

## *B. Factor rating rationales*

### **I. PROFESSIONAL KNOWLEDGE**

#### **H. Theoretical knowledge**

Theoretical knowledge equivalent to that obtained at the advanced university degree level is required to understand and apply principles and concepts of the different legal fields. Such knowledge is customarily acquired through advanced university studies in law with specialization in a relevant legal field (e.g. international, agrarian, commercial, comparative, labour, economic, maritime law, etc.). Work at this level requires sound knowledge of management principles.

#### **V. Practical experience**

Work at this level requires experience in applying theoretical knowledge to problems and situations of national and international legislation, as well as substantive experience relevant to the functions of the Organization. Such experience is generally gained by a minimum of five years' work at the national level in a legal practice or in the legal department of a governmental or private organization. In addition work requires experience in every aspect of international legislative questions relevant to the functions of the Organization and extensive experience of no less than ten years' work at the international level in order to coordinate and direct substantial activities which are of major importance to the Organization.

#### **D. Language knowledge**

Proficiency is required in two working languages of the Organization for the purpose of reviewing and/or conducting studies, preparing legal opinions and advising counterparts in other organizations and representatives of Member States.

### **II. DIFFICULTY OF WORK**

#### **H. Individual contribution**

Work requires providing authoritative advice on complex, unprecedented or sensitive issues which are of major importance to the Organization; formulating policy and programme objectives and ensuring their implementation by senior subordinate staff and by related sectors in the Organization.

#### V. Complexity of assigned work

Work involves broad consideration of the principles of the discipline and their implementation by subordinate staff to the analysis of administrative, substantive, procedural and other intricate problems of critical concern to the Organization.

### III. INDEPENDENCE OF WORK

#### H. Guidelines

Practices, precedents and legal manuals provide only limited guidance. Broad policy guidance is provided by executive head or legislative bodies. Required to interpret and adapt guidelines, to establish operational guidelines, and to contribute to the development of policy guidelines, by advising in negotiations, deliberations, etc.

#### V. Supervisory controls

The approach to be followed in analytical work is formulated and all legal implications of different policy alternatives are identified independently. The work is assigned in broad terms (substantive problem, time constraints, general objectives to be attained, policy framework, etc.). Legal implications and interpretations are discussed and major deviations from agreed objectives or policies are discussed with supervisor. The final product is reviewed by the supervisor or other requester of legal advice for conformity with organizational policy and objectives

### IV. WORK RELATIONSHIPS

#### **Internal**

#### H. Skill

Work relationships involve providing authoritative legal advice in negotiations and resolution of problems; coordinating work programmes and resource allocation and advising and representing the Organization in litigations and negotiations.

#### V. Importance

Work requires extensive contacts throughout the Organization at all levels outside the functional area and with units outside the duty station.

## **External**

### **H. Skill**

Work at this level requires providing authoritative advice on organization's policies, procedures, rules and regulations, etc. and coordination of the servicing of inter-organizational conferences and the organization's legislative bodies. Work relationships include the negotiation of legal instruments with high-level representatives of Member States and/or other organizations, as well as representation in proceedings of major importance.

### **V. Importance**

Work requires frequent contacts with senior Professional staff in other United Nations system organizations, members of delegations, legal advisers and representatives of national and international organizations for the purpose of coordinating joint projects, negotiating agreements and contracts, and providing advice on the Organization's policies, mandates, procedures, regulations and rules, etc.

## **V. SUPERVISORY RESPONSIBILITY**

### **H. Responsibility for support staff**

Work at this level involves supervisory and managerial responsibility, typically over six to eight support staff.

### **V. Responsibility for Professional staff**

Work at this level involves supervisory and managerial responsibility, typically for two to ten Professional staff.

## **VI. IMPACT OF WORK**

### **H. Effect on work**

Decisions affect deliberations of a variety of bodies and committees, including those dealing with the main functions of the Organization: they are made on broad programme policies as well as on the scope, structure and content of legal instruments and important

research studies, on changes in policies, agreements, texts, procedures, etc. Proposals relate to the development of policy objectives on important legal issues and would affect a wide range of the Organization's programmes and activities.

V. Consequence of errors

Errors would result in inappropriate courses of action, and could delay major negotiations and deliberations or project execution, as well as leading to losses or ineffective use of resources. Such errors would result in significant damage to the Organization's reputation and programmes in terms of time and money and would affect the Organization's commitments to constituents.

**D-2 GRADE LEVEL**

***A. Description of typical duties***

Work at this level involves responsibility for the planning, coordination and direction of the general legal work or a specialized field constituting a vital area of the Organization's programmes and for ensuring that the Organization's activities are carried out in accordance with its constitution and other basic texts. Such tasks are typically carried out through subordinate managers of specialized units. In addition, posts at this level play an active role in the formulation and approval of the Organization's overall work programme. Major duties include:

- Planning, directing and supervising the legal functions and activities of the Organization.
- Ensuring legality in the implementation of the Organization's activities by advising on policy, programme or other matters that have constitutional or legal aspects or are related to the interpretation and application of legal instruments.
- Advising the executive head and the highest organs of the Organization on complex and sensitive issues relating to the functions, structure and activities of the Organization.
- Directing the drafting of legal instruments, such as contracts and agreements, rules and regulations and other legislative materials.
- Representing the executive head or the Organization in consultations and negotiations with contractors and with high-level representatives of Member States or other organizations and at high level meetings of other organizations and bodies involving constitutional and legal questions.
- Directing the preparation and review of briefs for representing the Organization in proceedings before courts of law, administrative tribunals and any other judicial or quasi-judicial bodies.

## *B. Factor rating rationales*

### **I. PROFESSIONAL KNOWLEDGE**

#### **H. Theoretical knowledge**

Theoretical knowledge equivalent to that obtained at the advanced university degree level is required to understand and apply principles and concepts of the different legal fields. Such knowledge is customarily acquired through advanced university studies in a relevant legal field (e.g., international, agrarian, commercial, comparative, labour, economic, maritime law, etc.). Work at this level requires sound knowledge of management principles.

#### **V. Practical experience**

Work at this level requires experience in the application of theoretical knowledge to problems and situations of national and international legislation, as well as substantive experience relevant to the functions of the Organization. Such experience is generally gained by a minimum of eight years' work at the national level in a legal practice or in the legal department of a governmental or private organization. In addition, work requires experience in every aspect of international legislative questions relevant to the functions of the Organization and extensive experience of no less than 10 years' work at the international level in order to coordinate and direct substantial activities which are of major importance to the Organization.

#### **D. Language knowledge**

Proficiency is required in two working languages of the Organization for the purpose of drafting and reviewing legal instruments and advising senior management and senior representatives of Member States and other organizations.

### **II. DIFFICULTY OF WORK**

#### **H. Individual contribution**

Work includes managerial responsibility for a vital area of the Organization's programmes and the direction of work in various organizational units; providing authoritative advice on substantive issues of greatest importance to the Organization and contributing to the overall policy objectives of the Organization.



V. Complexity of assigned work

Work involves the broad consideration of the principles of the discipline and their application by subordinate staff to the analysis of administrative, substantive, procedural and other intricate problems which are of critical concern to the Organization.

**III. INDEPENDENCE OF WORK**

H. Guidelines

Policy guidelines are broadly stated by executive head or legislative bodies and require significant interpretation and adaptation. Work at this level requires establishing both policy and operational guidelines by advising on negotiations, deliberations, etc.

V. Supervisory controls

Incumbents direct a vital area of the Organization's programmes and operate with broad management authority and receive virtually no technical direction. The activities of the legal office are evaluated on the basis of its attainment of objectives.

**IV. WORK RELATIONSHIPS**

**Internal**

H. Skill

Contacts are for the purpose of providing authoritative advice on legal issues which are of the greatest importance to the Organization, defining objectives and reviewing the work programme of the legal office.

V. Importance

Work requires extensive contacts throughout the Organization at all levels outside the functional area and with units outside the duty station.

## **External**

### **H. Skill**

Incumbents at this level negotiate and conclude agreements and contracts pertaining to the mandate of the Organization, provide authoritative expertise on the Organization's policies, procedures, regulations and rules, etc.

### **V. Importance**

Work requires extensive contacts with senior representatives of Member States and industry and with the Organization's legislative bodies to represent the Organization in proceedings of greatest importance.

## **V. SUPERVISORY RESPONSIBILITY**

### **H. Responsibility for support staff**

Work at this level involves supervisory and managerial responsibility, typically for 8 to 18 support staff.

### **V. Responsibility for Professional staff**

Work at this level involves supervisory and managerial responsibility, typically for 10 to 20 Professional staff.

## **VI. IMPACT OF WORK**

### **H. Effect on work**

Decisions are taken on negotiations and agreements between the Organization and Member States and on the functioning of various bodies and committees, including those dealing with the main objectives of the Organization. They affect the overall objectives and broad programme policies of the Organization as well as the scope, structure and content of legal instruments and important research studies, texts, procedures, etc. Proposals relate to the development of policy objectives for legal issues of vital importance, as well as the Organization's overall work programme and, if accepted, would directly affect a wide range of the Organization's programme and activities.

V. Consequence of errors

Errors would result in inappropriate courses of action, and could delay major negotiations and deliberations or project execution, as well as leading to losses or ineffective use of resources. Such errors would result in significant damage to the Organization's reputation and programmes in terms of time and money and would affect the Organization's commitments to constituents.

## Annex

### DETAILED RATIONALE FOR FACTOR-POINT Level OF TYPICAL DUTIES

#### Factor I - Professional knowledge required

(a) Theoretical knowledge

**Level 2.** (Applies to typical duties at all levels.) Knowledge at the advanced university degree level or its equivalent is required to understand and apply principles and concepts of the different legal fields.

(b) Practical experience

**Level B.** (Applies to typical duties at the P-2 level.) Work at this level requires a minimum of three years of experience at the national level or up to two years at the international level in analysing and applying legal principles and concepts to carry out legal research and studies and to perform legal drafting.

**Level C.** (Applies to typical duties at the P-3 level.) Work at this level requires a minimum of five years of experience at the national level or over two years at the international level in carrying out extensive legal research, analyses and studies and in drafting and reviewing legal texts of considerable complexity.

**Level D.** (Applies to typical duties at the P-4 level.) Work at this level requires over five years of experience at the national level and a minimum of three years at the international level in planning and organizing legal research work and in drafting legal texts of considerable complexity.

**Level E.** (Applies to typical duties at the P-5 level.) Work at this level requires a minimum of ten years of experience at the national level or at least eight years of experience at the international level in planning and coordinating legal research work, formulating legal opinions and drafting legal texts on complex legal issues.

**Level G.** (Applies to typical duties at the D-1 and D-2 levels.) Work at these levels requires over five years of relevant professional experience at the national level along with over ten years of professional experience at the international level in directing the legal functions of a large organization. To be relevant, experience should include managerial skills and the ability to administer and direct the legal function of an international organization.

(c) Language knowledge

**Level 1.** (Applies to typical duties at the P-2 level.) Proficiency in an official language of the Organization to conduct studies, prepare drafts and to communicate with representatives of Member States and other organizations.

**Level 2.** (Applies to typical duties at the P-3 to D-2 levels.) In addition to proficiency in an official language of the Organization, a good knowledge of at least one other working language of the Organization is essential to conduct studies, prepare drafts and legal opinions and to participate in discussions with counterparts in other organizations or representatives of Member States.

**Factor II - Difficulty of work**

(a) Individual contribution

**Level 5.** (Applies to typical duties at the P-2 and P-3 levels.) Work involves the analysis of legal issues, interpretation of legal texts, conduct of studies and drafting of components of legal documents.

**Level 6.** (Applies to typical duties at the P-4 level.) In addition to the interpretation of complex legal instruments and texts, work at this level involves the review of legal analyses, interpretations and studies performed by other jurists.

**Level 7.** (Applies to typical duties at the P-5 and D-1 levels.) Work at these levels involve the direction and coordination of the Organization's legal function or an important segment thereof. It requires both the exercise of managerial responsibility as well as the development of appropriate methods and procedures for the conduct of analytical studies, drafting of legal instruments, etc.

**Level 8.** (Applies to typical duties at the D-2 level.) Work at this level includes responsibility for the legal function as a major component of the Organization's programmes. In addition to the formulation of programme policies and objectives and the provision of authoritative advice to the Executive Head, work includes responsibility for the coordination of the legal work with related activities in other organizations.

(b) Complexity of assigned work

**Level I.** (Applies to typical duties at the P-2 and P-3 levels.) Assignments involve applying the principles of the discipline to the analysis of a variety of subject matters and require consideration of the interrelationships between the subject under review and existing legislation and practices in the Organization.

**Level J.** (Applies to typical duties at the P-4 and P-5 levels.) Assignments involve the analysis

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and review of a wide range of complex legal issues and require in-depth consideration of the implications of new and revised policies in the formulation of legal advice.

*Level K.* (Applies to typical duties at the D-1 and D-2 levels.) Assignments involve the supervision of a substantive function of the Organization and require consideration of a broad and complex range of policies in advising senior management on courses of action on issues of major importance to the Organization.

### **Factor III - Independence of work**

(a) Guidelines

*Level 11.* (Applies to typical duties at the P-2 and P-3 levels.) General guidelines in the form of defined reference sources and directives from the supervisor are available but may not always be specifically applicable and may require judgement and interpretation.

*Level 12.* (Applies to typical duties at the P-4 level.) Guidelines are generally available in the form of policies, practices and precedents. The studies and drafts under review, however, require judgement, interpretation and adaptation to the particular circumstances of the Organization.

*Level 13.* (Applies to typical duties at the P-5 and D-1 levels.) Interpretation and adaptation of policies which are generally only partially applicable to work under review. Providing guidance to legal staff at lower levels and determining guidelines for staff on legal matters throughout the Organization.

*Level 14.* (Applies to typical duties at the D-2 level.) Guidelines exist only in the form of the broadest policy directives. Establishing operational and policy guidelines for the legal functions of the Organization.

(b) Supervisory controls

*Level N.* (Applies to typical duties at the P-2 level.) Work is assigned by the supervisor, who explains problems and course of action to follow and provides other instructions. Work is usually reviewed on completion of a major segment of the assignment to ensure accuracy, quality and soundness of judgement.

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**Level O.** (Applies to typical duties at the P-3 and P-4 levels.) Approaches to analytical studies are developed jointly with the supervisor who provides general guidance. Problems having policy implications are discussed with the supervisor, who reviews final product for soundness of conclusions.

**Level P.** (Applies to typical duties at the P-5 and D-1 levels.) Work is assigned with broad outline of objectives and direction. Assignments are carried out independently, relying on the judgement of incumbent to seek guidance when and if required. Final product is reviewed for attainment of objectives.

**Level Q.** (Applies to typical duties at the D-2 level.) Posts at this level determine the approach and working methods and coordinate the activities and work programme of a vital area of the Organization. General objectives are identified by the supervisor or the supervisory body; the legal programme is reviewed for attainment of objectives and conformity with organizational policies.

#### **Factor IV - Work relationships**

(a) Contacts INSIDE the Organization - skills

**Level 16.** (Applies to typical duties at the P-2 level.) Contacts are with library and other reference sources to obtain and clarify information related to the assignment.

**Level 17.** (Applies to typical duties at the P-3 and P-4 levels.) Contacts are to provide assistance and advice on substantive and procedural matters.

**Level 18.** (Applies to typical duties at the P-5 level.) Contacts are to provide authoritative advice on sensitive legal questions, in negotiations and in the resolution of problems.

**Level 19.** (Applies to typical duties at the D-1 and D-2 levels.) Contacts are to provide authoritative advice on policy issues and on legal matters of greater importance to the Organization.

(b) Contacts INSIDE the Organization - importance

**Level S.2.** (Applies to typical duties at the P-2, P-3 and P-4 levels.) Contacts are primarily with staff at the duty station and throughout the Organization.

**Level S.3.** (Applies to typical duties at the P-5, D-1 and D-2 levels.) Contacts are both inside and outside the duty station and throughout the Organization.

(c) Contacts OUTSIDE the Organization - skills

**Level 16.** (Applies to typical duties at the P-2 level.) Contacts are primarily to verify data and to seek information related to the assignment.

**Level 17.** (Applies to typical duties at the P-3 level.) Contacts are to provide advice on the interpretation of legal instruments and on procedural questions.

**Level 18.** (Applies to typical duties at the P-4 and P-5 levels.) Contacts are to provide expert advice on the Organization's policies, procedures, rules and regulations in servicing intergovernmental bodies and in negotiating contracts and to represent the Organization in proceedings with other organizations, tribunals, etc.

**Level 19.** (Applies to typical duties at the D-1 level.) Incumbents at this level act as representative of the Organization in negotiating contracts and agreements and provide authoritative advice on proceedings of major importance to the Organization.

**Level 20.** (Applies to typical duties at the D-2 level.) Incumbents at this level act as representative of the Organization in negotiating contracts and agreements pertaining to the mandate of the Organization and provide authoritative advice on proceedings of greatest importance to the Organization.

(d) Contacts OUTSIDE the Organization - importance

**Level T.2.** (Applies to typical duties at the P-2 and P-3 levels.) Contacts are with counterparts in national governments, in committees, bodies and in other United Nations system organizations for the purpose of collecting and providing information related to the assignment.

**Level T.3.** (Applies to typical duties at the P-4 to D-1 levels.) Contacts are with counterparts and senior officials of United Nations system organizations, representatives of Member States and of non-governmental and intergovernmental organizations and with research institutes on issues of importance to the Organization.

**Level T.4.** (Applies to typical duties at the D-2 level.) Contacts are with senior officials of United Nations system organizations, senior representatives of Member States and of non-governmental and intergovernmental organizations and with research institutes on issues of greatest importance to the Organization.



### **Factor V - Supervisory responsibility**

**Level 22-U.** (Applies to typical duties at the P-2 and P-3 levels.) Supervision of staff is not typically required. At the P-3 level work may include reviewing the work of lower level jurists but this would not necessarily entail supervisory responsibility.

**Level 22-V.** (Applies to typical duties at the P-4 level.) Incumbents at this level may provide guidance and training to jurists at lower levels.

**Level 23-V.** (Applies to typical duties at the P-5 level.) Work at this level normally entails supervisory responsibility for between five and ten support staff and two to three Professional staff.

**Level 23-W.** (Applies to typical duties at the D-1 level.) Work at this level normally entails supervisory responsibility for between five and ten support staff and up to eight Professional staff.

**Level 24-X.** (Applies to typical duties at the D-2 level.) Work at this level normally entails supervisory responsibility for between 12 and 18 support staff and up to 20 Professional staff.

### **Factor VI - Impact of work**

(a) Effect on work

**Level 31.** (Applies to typical duties at the P-2 level.) Decisions are taken on the Organization of the incumbent's own work and in determining the substantive and qualitative contents of research assignments. Recommendations are made on specific research elements and may lead to a more effective discharge of the functions of the work unit.

**Level 32.** (Applies to typical duties at the P-3 and P-4 levels.) Decisions are taken on the interpretation of legal texts and internal rules and procedures as well as on the scope and presentation of research projects and methods of analysis. Recommendations are made on procedures of research studies and on improvements in the servicing of bodies.

**Level 33.** (Applies to typical duties at the P-5 and D-1 levels.) Decisions are taken on the approach, scope and content of important studies; deliberations of expert groups and other bodies; and negotiations and resolutions regarding issues of greater importance to the Organization. Recommendations are made on the formulation or revision of major policies, procedures and texts.

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**Level 34.** (Applies to typical duties at the D-2 level.) Decisions are taken on negotiations and agreements between the Organization and Member States, the functioning of various bodies and committees, including those dealing with the main functions of the Organization and affect overall objectives of the Organization and broad programme policies as well as the scope, structure and content of legal instruments and important research studies, texts and procedures.

(b) Consequences of error

**Level d.** (Applies to typical duties at the P-2 and P-3 levels.) Errors at these levels would delay the implementation of the work programme and may result in the formulation of inaccurate preliminary conclusions in research.

**Level e.** (Applies to typical duties at the P-4 and P-5 levels.) Errors consisting of provision of incorrect legal interpretation or advice may lead to factual inaccuracy and wrong conclusions and the wrong application of legal instruments, which in turn could result in financial losses and reflect poorly on the functioning of the work unit and could cause embarrassment to the Organization.

**Level f.** (Applies to typical duties at the D-1 and D-2 levels.) Errors consisting of provision of incorrect legal advice could result in delaying major negotiations and deliberations or project execution, and could lead to losses or ineffective use of resources.

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