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### JOB VACANCY FORM

- **Full-time**
- **Part-time**
- **Summer-Job**
- **Internship**

**Job Title:** Legal services

**Reference Number:** 130514-9

**Application Deadline:** 25 May 2014

### Company Description

**FIRM/INSTITUTION NAME:** ILO

**TYPE:**
- **Local**
- **Regional**
- **Multinational**

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM DESCRIPTION:** The ILO is the only "tripartite" United Nations agency in that it brings together representatives of governments, employers and workers to jointly shape policies and programmes. The ILO is the global body responsible for drawing up and overseeing international labour standards. Working with its 184 member States, the ILO seeks to ensure that labour standards are respected in practice as well as principle.

**FIRM WEBSITE:**

### Job Description

**BRIEF JOB DESCRIPTION:**

The Office of the Legal Adviser provides legal counsel to the ILO. A description of its mandate can be found at [http://www.ilo.org/public/english/bureau/leg/ourmandate.htm](http://www.ilo.org/public/english/bureau/leg/ourmandate.htm).

The intern will assist in the work of the Office of the Legal Adviser, which includes advice on legal aspects of: commercial contracts and relationship agreements, personnel and financial management, technical cooperation, drafting and interpretation of international labour standards, and the regulatory functioning of policy-making organs. Intern projects involve legal research and writing concerning the application of international law (in particular, international organizations law) and general principles of law across the various subject matters above, including contracts and public administrative law. Interns also participate in staff meetings and other regular activities of the Office of the Legal Adviser, and may be requested to present research findings...
for internal Office discussion. Those internships which fall within the schedule of meetings of the ILO governing organs contribute to the variety of services provided by the Legal Office to Governing Body committees and, during the International Labour Conference, to the delegates and Secretariat of various technical and drafting committees.

Interns should expect to devote 10% to 20% of their time to administrative tasks.

JOB LOCATION(S):
City: Geneva  Country: Switzerland

DEGREE:
X Bachelor  □ Master is a plus  □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS:
Applicant should currently be enrolled in the final year of a graduate law degree programme, or in a relevant higher degree programme, or have completed such programme in the last 12 months preceding the internship application; studies of private or public international or transnational law is required; studies of commercial law, labour law would be an advantage.
Experience or courses in legal drafting course would be desirable.

WORK EXPERIENCE:  any relevant work experience and knowledge of IT would be an advantage.

SKILLS:

Languages Skills:  X English  □ Arabic  X French  Other: Spanish

Computer Skills:
Other Skills:
Adaptable to an international, multicultural and multilingual environment, good communication skills and be able to work in a team.

SALARY
Basic Salary Range:
Other benefits include:
□ Accommodation  □ Health Insurance  □ Return Ticket  □ Bonus
□ Laptop  □ Mobile Phone  □ Children’s Education  □ Transportation
□ Lebanese NSSF  □ None

WORKING DAYS:

WORKING HOURS:

How to Apply

Interested candidates may apply online on the following hyperlink:
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ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

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The job vacancies are for AUB students and alumni ONLY.