

10/2019

IRU is the global industry association for road transport, driving the sustainable mobility of people and goods across the planet.

Our rapidly evolving and dynamic organisation is looking for a

Legal Adviser **(80%-100%)**

JOB SUMMARY

Reporting to the Senior Legal Adviser, the incumbent will be responsible for providing various legal assistance to IRU Management and to other IRU line managers on various legal and corporate matters and respective laws that impact, or may impact, IRU.

Reports to: Senior Legal Adviser

Location: IRU Geneva

RESPONSIBILITIES

- Prepare, draft, negotiate, review notes, official letters, agreements, template agreements, memoranda of understanding and provide legal advice in various legal areas (IT, services, license, agency, non-disclosure, loan etc.)
- Conduct legal analysis and research on various legal matters and draft legal opinions, memoranda and other briefing documents
- Monitor external developments in relation to new legislation and regulations relevant to IRU
- Prepare, draft and review corporate documents for IRU (headquarters and delegations) and its members under the leadership of the Sr Legal Advisor
- Develop knowledge in the field of international road transport ("TIR System") and become in particular acquainted with relevant legal documentation and the TIR Convention
- Provide counsel and guidance on legal implications and risks to the management and other IRU personnel
- Participate in the development and review of IRU's policies, procedures and ensure compliance with applicable laws
- Manage delegated special projects and tasks to completion in an efficient, economical manner and with a view to achieve IRU goals and objectives
- Foster IRU culture and values

QUALIFICATIONS & EXPERIENCE

- Swiss Law degree (License in Law, Master's Degree in Law or equivalent) from an accredited university
- 8 to 10 years professional legal experience including experience working as an in-house legal advisor with multi-national companies. Experience in an intergovernmental or governmental or NGO involved in international transport would be an asset
- Proficiency and excellent working knowledge of commercial and contract law in English and French
- Familiar with international laws and regulations
- Proficient in Microsoft Office

COMPETENCIES, SKILLS & BEHAVIOURS

- Ability to exercise sound, reasoned judgment
- Willingness and ability to handle various tasks
- Proactive attitude. Ability to work independently while keeping others informed
- Strong communication, analytical and problem solving skills
- Industry expertise and customer knowledge
- Drive for results
- Influence & inspire internal & external stakeholders
- Mobilise & successfully lead and develop a team
- Emotional intelligence: self-awareness, empathy, managing self and other emotions
- Leading by example: be a trusted leader by showing accountability & empowering others
- Understand the sense of urgency & drive change
- Commitment to IRU
- Proactively driving IRU agenda both dealing with day to day operations and shaping long term strategic objectives
- Cross-functional collaboration to successful in a matrix organisation

If you are interested in this exciting opportunity, please send your motivation letter in English to hr@iru.org, indicating your interest and why you believe you are the right fit for the position. Your most recent CV would also be very much appreciated.