TO THE MEMBER STATES OF OTIF

COPY TO REGIONAL ORGANISATIONS THAT HAVE ACCEDED TO COTIF

Information on and call for applications for the post of a senior legal advisor in the legal department (from 1 May 2023)
1. Article 24 § 3 of the Staff Regulations (SR) stipulates that the Member States must be informed in good time of any vacant posts at senior grade and in grades 1 to 4. In principle, the minimum period for the submission of applications is three months. The Secretary General therefore wishes to start the recruitment procedure as soon as possible. The Administrative Committee was informed at its 136th session and approved the call for applications. The purpose of this document is to inform OTIF’s members and suitable candidates of this vacancy. The document will also be published on OTIF’s website.

2. In accordance with Article 24 § 2 SR, staff members in grades 1 to 10 shall be appointed by the Secretary General, subject to approval of the Administrative Committee with regard to the appointment of staff members in grades 1 to 4.

3. The Secretary General intends to classify the vacant post as “Senior officer” (grade 2), depending on the post holder’s experience and qualifications.

4. This vacancy will be notified by no later than 5 September 2022 and the Secretariat should receive candidates’ applications by no later than 23 December 2022, which is the three month period required in accordance with Article 24 SR.

5. The Secretary General, the head of the legal department and the head of the financial and administrative department will check the applications and hold selection interviews with the shortlisted candidates in the weeks from 9 January 2023 to 3 February 2023 to prepare a proposal for the Administrative Committee. To this end, a document will be submitted to the Administrative Committee for approval by written procedure.

6. The new post holder will be a senior legal advisor in transport law (100%) with proven international experience. Ideally, she/he should have practical experience of negotiating and drafting statutory texts (regulations and legislation) in a multilateral context. She/he must be able effectively to represent OTIF externally. Her/his tasks will include:

**Responsibilities/ duties:**

- drafting working documents, legal opinions, legislative proposals and meeting reports;
- examination of and advice on multidisciplinary legal questions involving issues relating to the interpretation and application of COTIF;
- contribution to monitoring and assessing the implementation and application of OTIF’s legal instruments;
- representation of the OTIF Secretariat at international meetings;
- participation in legislative work;
- organisation, preparation and coordination of international meetings and legal working groups;
- examination of case law;
- legal support for the Secretary General and OTIF’s other departments;
- drafting articles for OTIF’s Bulletin of International Carriage by Rail;
- deputise for the head of the Legal Department;
- perform other duties as required.
Required profile and requirements / skills:

- Nationality of one of the Member States of OTIF;
- Bachelor’s and Master’s or equivalent university degree in law;
- at least seven years’ professional experience in law, including at least two years of professional experience in railway law. The professional experience must include legal analysis, research and writing;
- good knowledge of COTIF;
- very good knowledge of one of the Organisation’s working languages (French, English or German) and good knowledge of another working language; the post holder must be able to draft comprehensibly in one of the working languages;
- ability to work independently under general guidance and to exercise initiative;
- ability to multitask and to work under pressure to tight deadlines;
- ability to work as part of a team in an international multicultural context;
- negotiating ability in order to reach understanding and resolve points of difference;
- networking ability to build and maintain relations;
- willingness to travel;
- willingness to support the Secretary General and OTIF’s other departments regarding legal questions;
- training and experience in transport law, public international law and comparative law would be considered an advantage.

7. In accordance with the explanations above, the deadline for the submission of personal applications by candidates is:

   23 December 2022.

Up to this date, candidates may send their applications by post or email (join.otif@otif.org) to the Secretariat of the Organisation, Gryphenhübeliweg 30, CH – 3006 Berne for the attention of the Secretary General.

8. The Member States are strongly urged to bring this call for applications to the attention of the relevant authorities, ministries and other institutions in the private sector employing suitably qualified staff who might be interested in a post at OTIF.

9. If you have any questions or require further information, please do not hesitate to contact the Secretary General.

(Wolfgang Küpper)
Secretary General

Annex: call for applications Senior Legal Advisor in the legal department
ANNEX:

CALL FOR APPLICATIONS

SENIOR LEGAL ADVISOR
IN THE LEGAL DEPARTMENT

A full-time post for a senior legal advisor (grade 2) in the Legal Department of the OTIF Secretariat is created from 1 May 2023. The post requires proven legal knowledge and expertise, negotiating abilities, the ability to take the initiative, organisational skills, willingness to assume responsibility and a high level of independent work. The senior legal advisor is directly accountable to the head of the Legal Department.

Background

OTIF is an international organisation in Berne that works to achieve uniform law in the rail sector. It currently has 51 Members. Its areas of work include legal rules for the transport of passengers and freight, technical regulations and the carriage of dangerous goods (see http://www.otif.org/).

The Legal Department is a key department for the Organisation, because in addition to being responsible for all the legal aspects in connection with international contracts of carriage, the head of the Legal Department is the guardian of legal consistency in the Convention itself, executes the depositary functions of the Secretary General, and participates actively in the Organisation’s strategy.

To this end, one of the Organisation’s major strategic objectives is to become a forum for uniform railway law between Europe and Asia, so the Legal Department constitutes the linchpin of this process.

The Organisation has 20 members of staff and is arranged around three operational departments (law, technical interoperability and carriage of dangerous goods), an administrative and financial department which brings together the support services, a translation department and a communication department.

The post holder will support the head of the Legal Department, who is responsible for considering how the regulations need to be developed and for having them approved by OTIF’s Member States. This is therefore a conceptual and impetus-giving role in an international environment, requiring negotiating abilities and proven expertise in drafting legal instruments.

Duties:

- drafting working documents, legal opinions, legislative proposals and meeting reports;
- examination of and advice on multidisciplinary legal questions involving issues relating to the interpretation and application of COTIF;
- contribution to monitoring and assessing the implementation and application of OTIF’s legal instruments;
- representation of the OTIF Secretariat at international meetings;
- participation in legislative work;
- organisation, preparation and coordination of international meetings and legal working groups;
- examination of case law;
- legal support for the Secretary General and OTIF’s other departments;
- drafting articles for OTIF’s Bulletin of International Carriage by Rail;
- deputise for the head of the Legal Department;
- perform other duties as required.

**Required profile and requirements:**

- Nationality of one of the Member States of OTIF;
- Bachelor’s and Master’s or equivalent university degree in law;
- at least seven years’ professional experience in law, including at least two years of professional experience in railway law. The professional experience must include legal analysis, research and writing;
- good knowledge of COTIF;
- very good knowledge of one of the Organisation’s working languages (French, English or German) and good knowledge of another working language; the post holder must be able to draft comprehensibly in one of the working languages;
- ability to work independently under general guidance and to exercise initiative;
- ability to multitask and to work under pressure to tight deadlines;
- ability to work as part of a team in an international multicultural context;
- negotiating ability in order to reach understanding and resolve points of difference;
- networking ability to build and maintain relations;
- willingness to travel;
- willingness to support the Secretary General and OTIF’s other departments regarding legal questions;
- training and experience in transport law, public international law and comparative law would be considered an advantage.

**Terms and conditions of employment:**

The conditions of employment are those laid down in the Staff Regulations. The post holder will receive a fixed term three year contract with a probation period of three months, renewable once for three months. The annual salary is set at grade 2, step 1, i.e. CHF 101,172 (tax-free in Switzerland) on a full time basis (40 hours/week). The step may be adjusted, depending on the candidate's references. The post holder will be subject to the Staff Regulations in force. Other components of the remuneration according to the Staff Regulations are:

- Allowance for spouse CHF 3,552
- Child allowance CHF 4,080
- Contribution to health insurance CHF 2,429
- Pension fund The amount of contributions depends on age and salary.

Teleworking in accordance with the internal rules may be possible after successful completion of a probation period.
Submission of applications

Candidates for this post are invited to send their applications by email only to join-otif@otif.org, by 23 December 2022 for the attention of the Secretary General.

Applications must contain:

- A cover letter with a concise statement explaining why the candidate is applying and how he/she is qualified for the post;
- A detailed curriculum vitae demonstrating that the required profile and requirements are met.

Assessment of applications

The assessment of applications from qualified candidates may include an assessment exercise. Shortlisted candidates will be invited for a competency-based selection interview. An equitable geographical distribution in respect of the nationality of staff members will be taken into account as far as possible.