



Organisation intergouvernementale pour les transports internationaux ferroviaires
Zwischenstaatliche Organisation für den internationalen Eisenbahnverkehr
Intergovernmental Organisation for International Carriage by Rail

Secrétaire général
Generalsekretär
Secretary General

SAF-23294
05.12.2023

Original : EN

CALL FOR APPLICATIONS

Post of Legal Advisor in OTIF's Legal Department

Background information about OTIF

The Intergovernmental Organisation for International Carriage by Rail ([OTIF](#)) is based in Berne, Switzerland. The aim of the Organisation is to promote, improve and facilitate, in all respects, international traffic by rail. The Convention concerning International Carriage by Rail ([COTIF](#)) is OTIF's basic text. The appendices to COTIF constitute uniform railway law for international railway transport among OTIF's members in the following areas: railway contract law, transport of dangerous goods and technical interoperability.

OTIF currently has fifty Member States, one regional economic integration organisation and one Associate Member (see [OTIF membership and application of Appendices to COTIF](#)).

The Organisation has 20 members of staff and has the following structural units: Legal Department, Dangerous Goods Department, Technical Interoperability Department, Administration and Finance Department, Translation Department and Communication Department.

Background information about Legal Department

The Legal Department is responsible for legal and administrative matters relating to COTIF itself and Appendices A (CIV UR), B (CIM UR), D (CUV UR) and E (CUI UR). In particular, it:

- provides legal advice mainly in the fields of transport law and private law, but also public international law and EU law;
- provides legal advice and assistance on the implementation and application of the Convention;
- provides legal advice and assistance on the procedure for accession to OTIF;
- exercises most of the depositary functions;
- provides substantive secretariat functions for the General Assembly (partially), the Revision Committee (partially) and the ad hoc Committee on Legal Affairs and International Cooperation;
- prepares and reviews proposals to amend the Convention, in particular with regards to the development of railway law;
- represents OTIF in diverse meetings (mostly in English), particularly in other international organisations and associations;
- promotes and disseminates information (mostly in English) on OTIF law in seminars, conferences and other events and by means of articles and reports.

For a more comprehensive understanding of the work of the Legal Department, please consult the information on OTIF's website on [Legal Affairs and International Cooperation](#), the [Work Programme](#) and the [Annual Report](#).

Organisational setting of the post and working hours

This is a full-time post (Legal Advisor – grade 3 in accordance with the Staff Regulations) in the Legal Department of the OTIF Secretariat. The Legal Advisor is directly accountable to the Head of the Legal Department.

Duties of the Legal Advisor

The main activities of the Legal Advisor are as follows:

- draft working documents, legal opinions, legislative proposals and meeting reports in accordance with specific instructions from the Head of the Legal Department;
- examine and provide for support in connection with multidisciplinary legal questions involving issues relating to the interpretation and application of COTIF, in particular the CIV UR, CIM UR, CUV UR and CUI UR;
- contribute to monitoring and assessing the implementation and application of OTIF's legal instruments, in particular by collecting and analysing data;
- represent the OTIF Secretariat at international meetings, particularly meetings organised by international organisations and associations (mostly in English);
- participate in legislative work;
- perform administrative tasks relating to the work of the Legal Department, in particular with regard to the organisation and preparation of international meetings and legal working groups;
- examine case law;
- perform other duties as required.

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 3, step 1, i.e. CHF 89,404 (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 include allowance for spouse, child allowance, education grant for child, contribution from the Organisation to health insurance and to pension fund as well as paid leave of 2.5 days per month worked.

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

Required profile and requirements for the post of Legal Advisor

Applicants must comply with the requirements set out below by the deadline for applications.

Nationality

Applicants must be nationals of an [OTIF Member State](#).

Age

Applicants must be under the statutory retirement age of 65 (see Article 47 of the [Staff Regulations](#)).

Education and Work Experience

Bachelor's or Master's or equivalent (brief explanation should be provided) university degree in law. At least three years' professional experience in law.

The professional experience must include legal analysis, research and writing. A PhD or equivalent studies in law (a brief explanation should be given) count as professional experience. Training and experience in transport law, public international law and comparative law would be considered an advantage.

Languages

Knowledge of English and at least one of OTIF's other working languages (French or German). Very good knowledge is required for one language and good knowledge is required for the other language.

Applicants with a very good knowledge of English and who commit to learning French or German whilst in post (during the probation period) may be accepted.

Core competencies

Professionalism: basic knowledge of international railway law (COTIF and others), private law and public international law. Ability to apply legal knowledge to analyse legal issues. Strong research skills. General knowledge of how rail transport operates is an advantage.

Accountability: work in compliance with the Organisation's rules, assume responsibility and honour commitments.

Teamwork: ability to work collaboratively as part of a team in an international multicultural context.

Communication: networking ability to build and maintain relations, proven sensitivity to diplomatic concerns.

Planning and organising: ability to allocate appropriate amount of time and resources to complete tasks within set deadlines. Capacity to multitask and to work under pressure to tight deadlines. Willingness to travel.

Submission of applications

Candidates for this post are invited to send their applications by email only to join-otif@otif.org, by **8 February 2024** for the attention of the Secretary General.

Applications must contain:

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

Assessment of applications

Once applications have been checked with regard to the formal criteria (nationality, age, languages, education and professional experience), eligible applicants will be selected on the basis of an overall assessment, in particular on the basis of their core competencies, for a written assessment of their legal knowledge.

The written assessment is conducted remotely and one week will be given to complete it. The written assessment will normally be based on case studies and will be in English only. Candidates should preferably reply in English. However, they may also reply in other OTIF working languages (French or German).

Based on the results of the written assessment, shortlisted applicants will be selected for a competency-based interview. The interview will be conducted mainly in English and will consist of:

- a brief presentation by applicants, focusing on the reasons for applying and how their experience and skills are relevant to the post, and in particular how they will add value to the post;
- general questions on core competencies, including requests for relevant examples of academic and professional experience;
- specific questions on legal competencies in international railway law (COTIF and others), private law and public international law.

Candidates who have recently taken part in a written assessment and/or interview for the post of Senior Legal Advisor, but were not selected for the post, may be exempted from the written assessment and interview and directly shortlisted.

An equitable geographical distribution in respect of the nationality of staff members will be taken into account as far as possible.

Following the interviews, the best (one or two) candidate(s) will be offered the post, subject to the approval of the Administrative Committee.