

Posting Title : Associate Contracts Officer (P2)  
Job Code Title : Associate Contracts Officer  
Department/ Office : International Seabed Authority  
Location : KINGSTON  
Posting Period :  
Job Opening number :  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

This position is located within the Compliance Assurance and Regulatory Management Unit (CARMU), of the International Seabed Authority (ISA) located in Kingston, Jamaica, reporting to Chief, CARMU.

CARMU support the continued development of the regulations on exploitation of mineral resources in the Area, enhance the processing and management of annual reports and periodic review (five yearly) reports from contractors.

CARMU is also the custodian of ISA contracts, data and information submitted in connection with the contracts, and applications for approval of plans of work.

CARMU implements in a timely and effective manner the functions of the Secretary-General concerning the submission by contractors of environmental impact statements for designated activities, as outlined in the relevant recommendations of the Legal and Technical Commission.

### **Responsibilities**

The incumbent will be responsible for the following duties:

1. Proactively engage with contractors to support on the implementation of plans of work particularly with respect to data and information submitted with respect to the classification of mineral resources, identification of mineable areas, technologies used for this purpose, proposed technologies for exploitation, associated tests and impacts on economic viability.

2. Contribute to promote better communication and workflow between relevant work units in the Secretariat in matters relating to processing of applications for approval of plans of work, annual reports and the provision of contract related information to the Legal and Technical Commission.
3. Support the development and implementation of internal work processes and procedures to promote clarity of process ownership and accountability.
4. Contribute to the development of a common definition and understanding of individual roles and responsibilities.
5. Support CARMU administrator in contract document management and processing.
6. Promote and enhance the communication and dialogue between CARMU and Sponsoring States.

## **Competencies**

**Professionalism:** Knowledge and understanding of ISA mandate, as well as key policy issues and trends. The person we are looking for must have good professional qualifications and high work capacity. We are looking for the ability to quickly acquire new knowledge and work purposefully and independently. The right person for the position is flexible and comes with a positive attitude. In return, we offer challenging and varied tasks in an active, pleasant, and committed work environment.

We look for the ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. The right candidate for the position shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matters. Is conscientious and efficient in meeting commitments, observing deadlines, and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

**Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

## **Education**

1. Advanced university degree (Master's degree or equivalent) in Law, Public Administration, or a related field. A first-level university degree in combination with two additional years of relevant experience may be accepted in lieu of the advanced university degree.

## **Work Experience**

1. A minimum of two (02) years of relevant experience in law or Public Administration is required.
2. Working experience from regulatory compliance, contract law or negotiations with a general understanding of sustainable contract management is preferred.
3. Experience in writing reports is required.
4. Experience in dealing with policies, regulations and rules within the UN common system or other intergovernmental organizations is desirable.

## **Languages**

English and French are the working languages of the Authority. For the post advertised, fluency in English is required. Knowledge of another UN official language is an advantage.

## **Assessment**

Candidates may undergo a substantive and a competency-based interview. Only shortlisted candidates will be contacted.

## **Special Notice**

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

## **Other Information**

1. The selected candidate will be subject to a reference verification process in accordance with the ISA policy. The process will include but is not limited to, verification of the information provided in the personal history form and a criminal record check. All candidates should be in a position to submit electronic copy of their passport and all diplomas listed on their profile when requested;
2. Applicants may check the status of vacancies on ISA web-site;
3. Only nationals of ISA Member States are eligible for consideration;
4. Consideration is given to achieving diverse gender, geographical and economic representation at the ISA, to the extent possible;

The ISA reserves the right to not make any appointment to the vacancy, and/or to make an appointment at a lower level from the one advertised.

## **Application guidelines**

Candidates can access JPO vacancy announcements and the correct application procedure on the donor's website (ie. Website of the Ministry of Foreign Affairs of the donor country or similar dedicated website). Candidates do not directly apply to ISA. Please verify and send your application as guided by the donor.

The preliminary assessment of candidacies is carried out, in most cases, by the respective donor(s) who take into account language skills, academic background and professional experience. A short-list is then submitted by the donor to ISA for further processing.

In all cases, candidates will be asked to complete the required Personal History Form (P11). The form can be found online at this link - > <https://www.isa.org.jm/jobs>

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts.

The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship.

Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening.

No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

## **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.