



AFRICAN PETROLEUM PRODUCERS' ORGANIZATION
ORGANISATION DES PRODUCTEURS DE PETROLE AFRICAINS
APPO

VACANCY

The African Petroleum Producers' Organization (APPO) is looking for qualified candidates, citizens from its fifteen (15) Member Countries to fill the vacancy below:

| LEGAL COUNSEL | | | |
|--|------------------------|-------------------------------|-------------------------|
| Code of the Position: | 09.1 | Minimum qualification: | First degree |
| Title (Acronym): | Legal Counsel (LO) | Experience: | 10 years |
| Group: | Group II | Category | GIC2E1 |
| Reporting Authority: | Secretary General (SG) | Age range: | Between 35 and 50 years |
| Duration of mandate: 3 years renewable once | | | |

| No. | Position | Main missions | Required profiles |
|-----|----------------------|--|---|
| 1. | LEGAL COUNSEL | <p>Objective:</p> <p>The Legal Counsel as Head of the Legal Office contributes to the conduct of the affairs of APPO by promoting the rule of law within the Organization and in its relations with Governments, Organizations, enterprises and individuals and by maintaining and defending the legal claims and interest of the Organization. The Office participates in the drafting and negotiations of contracts and agreements with external entities. It provides legal support and proposes amendments in respect of the Organization's Statutes, Regulations, Rules and Procedures. He/She monitors developments of relevant legal aspects pertaining to the oil and gas sectors, nationally, regionally and internationally.</p> <p>The LC conducts legal research and publishes up-to-date legal articles on recent and emergent trends in the hydrocarbons industry. He/She protects and advances the interests of the Organization and its Member Countries in international fora.</p> | <ol style="list-style-type: none"> 1. Holds a first degree in law issued by a recognized university/higher education institution; 2. Age range: Between 35 and 50 years; 3. Minimum of ten (10) years professional experience in the petroleum sector or in international organization; 4. Good knowledge of computer and office tools, and MS Excel, PowerPoint and MS Project would be an added advantage; 5. Good analytical skills, organizational skills and ability to work in a team setting within a multicultural environment; 6. Ability to take initiative, sense of discipline and ability to work under pressure; 7. Ability to manage a team in a multicultural environment, develop good relationships with other staff and share knowledge; 8. Delegation and decision-making capacity. |

Tasks:

1. Plans, organizes, coordinates, manages and evaluates the work in the Legal Office by providing legal advice on:
 - a. All internal legal issues, including reviewing contracts as well as the application of the Staff Regulations and Financial Regulations, including recommending amendments where necessary;
 - b. Statutes of APPO, suggesting amendments, as necessary, to the Statutes, Regulations, Rules and Procedures of APPO;
 - c. All pertinent legal developments in the global hydrocarbons industry;
 - d. matters relating to and arising from various international fora in particular the implications of developments in the legislation, judicial decision, arbitration awards, agreements and treaties of the WTO, UNCTAD, UNFCCC, UNCSD, ECT and national policies and actions on the APPO and its Member Countries;
2. Recommends a programme of legal research suggesting new policies and resolutions, and carrying out special legal studies on particular aspects of the hydrocarbons industry as well as international developments, with a view to ascertaining how best the interest of the Organization and Member Countries may be served;
3. Develops and maintains a network with external legal experts, especially the legal Experts from Member Countries and institutions in fields relating to the work of the Office;
4. Keeps the Secretary General fully informed on all aspects of the work of the Office, and draws his attention to important analyses performed by it, or others that may have implications on APPO and Member Countries;
5. Evaluates the performance of the staff of the Office (if any) and recommends to the Secretary General of staff development, salary increase, promotion and separations as appropriate;
6. Ensures that the staff of the Secretariat receive(s) the supervision and guidance necessary to broaden and deepen their skills and continuously improve their performance;
7. Prepares the annual work programme and budget for the Office;
8. Gives technical legal support to the work of other Departments and Units of the Secretariat as may be required from time to time by their various Heads;
9. Carries out any other tasks assigned to him/her by the Secretary General.

APPLICATION METHODOLOGY

All applications shall be sent to the Executive Board Member of the country of origin of the candidate who shall make a national preselection and send the best candidate to the APPO Secretariat through an official letter. The application shall contain:

1. Application letter;
2. Cover Letter;
3. One (01) letter of reference;
4. Certified true copies//Notarized copies of degrees and work certificates; [Background Check]
5. Copy of valid ID card/passport;
6. Copy of a police record dated no less than three (03) months;
7. Curriculum Vitae dated and signed by the author.