

Terms of Reference – Legal internship at the Regional Bureau for Eastern Africa (RBN)

Title:	Legal Intern
Functional unit:	HQ Legal Office / RBN Front Office
Country, Location:	Kenya, Nairobi
Reporting line:	The legal Intern will report directly to the Regional Legal Advisor (RLA)

Description of the duties and responsibilities

The regional legal function is responsive to needs of country offices and RBN units as they arise. The intern will support the RLA in the performance of all legal functions and will be assigned individual tasks with a suitable level of complexity.

Under the direct supervision of the RLA, the candidate may perform the following duties:

- Conduct legal research into and assist in interpreting WFP's regulations and rules and other internal normative sources of law, and public international law, including but not limited to international treaties governing privileges and immunities.
- Prepare legal briefs, opinions, memoranda and correspondence.
- Interpret and apply international treaties and assist in drafting diplomatic communications to the governments of countries in which WFP works.
- Assist in the drafting, review and negotiation of commercial contracts and agreements with governments, UN agencies, international and national partners and vendors.
- Study legal questions relating to procurement, shipping, aviation, land transport, insurance, and commercial and contract law.
- Assist in the preparation, pursuit and negotiation of claims.
- Perform other related duties as required.

Qualifications and experience

- Candidates must be currently enrolled in, or about to begin, the final year of an undergraduate law programme (first degree); be currently enrolled in a graduate law programme (second degree, e.g., master's or JD); or have graduated from an undergraduate or graduate law programme within six months of the deadline for applications. In all cases, candidates must have attended a course within the last 12 months for credit towards the law degree.
- Fluency (written and spoken) in English is required. Intermediate knowledge of French and/or Arabic is an advantage, but not required.
- Proficiency in MS Office (in particular, Word, Excel, and Power Point) is required.
- Some experience in international law subjects, or legal experience in a law firm, in-house, the legal office of another international organization is an advantage, but not required.

Required soft skills / WFP competencies

Purpose:

- Understands WFP's strategic objectives and the link to the individual's work objectives.
- Flexibly adapts individual contributions to accommodate changes in direction from supervisors.
- Recognizes and shares with team members the ways in which individual contributions relate to WFP's mission.

- Sets daily tasks that align with WFP's overall operations.

People:

- Assesses own strengths and weaknesses to increase self-awareness and includes these in conversations on the individual's professional development goals.
- Participates in open dialogue, and values the diverse opinion of others, regardless of background, culture, experience, or country assignment.
- Proactively seeks feedback and coaching to build confidence and develop and improve individual skills.
- Participates in accomplishing team activities and goals in the face of challenging circumstances.

Performance:

- Shows willingness to explore and experiment with new ideas and approaches in own work.
- Aims to deliver results within individual scope of work on time and without errors; seeks assistance and guidance from senior lawyers, as needed.
- Commits to upholding individual accountabilities and responsibilities in the face of ever-changing country or functional priorities.
- Makes rational decisions about individual activities when faced with uncertain circumstances including in times of ambiguity regarding information or manager direction.

Partnership:

- Seeks to understand and adapt to internal or cross-unit teams' priorities and preferred working styles.
- Demonstrates ability to understand and appropriately escalate needs of external partners.
- Portrays an informed and professional demeanour toward internal and external partners and stakeholders.
- Provides operational support on analysis and assessments that quantify and demonstrate WFP's unique value as a partner.

Training components and learning elements

The internship offers law students and recent law graduates an excellent opportunity to work on and develop their knowledge of the whole range of legal matters that arise in one of the most diverse and complex areas of operation of the world's largest humanitarian organization.