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**No. I-21023/30/2015-IPS.III**  
**भारत सरकार / Government of India**  
**गृह मंत्रालय / Ministry of Home Affairs**

North Block, New Delhi-1,  
Dated, the 3<sup>rd</sup> September, 2015

To

The Chief Secretary(s)  
All State Governments  
(Except Arunachal Pradesh, Goa, Mizoram & UTs)

Subject: **Recruitment of Director of the Office of Legal Affairs (OLA) at INTERPOL.**

Sir,

I am directed to say that INTERPOL has circulated the post of Director of the Office of Legal Affairs (OLA) at INTERPOL. A vacancy circular reference No. INT00335 dated 23.07.2015 containing all details is uploaded on the Ministry of Home Affairs website. However, relevant extracts of said vacancy circular are enclosed for information.

2. The State Governments are, requested to sponsor the names of eligible and willing IPS officers to this Ministry within fortnight, if any. While sending the nominations it may please be ensured that the officers are clear from vigilance angle and have completed the required 'cooling off' / debarment period wherever applicable. Officer must apply on-line on the INTERPOL website as mentioned in attached circular. No direct application will be entertained.

Yours faithfully,

Encl : As above

(Mukesh Sawhney)

Under Secretary to the Govt. of India  
Tel No. 23094038

Copy to:-

1. The DGP of all States except Arunachal Pradesh, Goa, Mizoram and UTs.
2. The Under Secretary (UTS-I), New Delhi – for similar action.
3. Chiefs of CAPFs.
4. CBI, National Central Bureau- India, 5-B, 6<sup>th</sup> Floor, CGO Complex, Lodhi Road, New Delhi – w.r.t. their ID No. IP-16/6/2015/214 dated 07.08.2015.
5. SO (IT), MHA – for uploading on MHA's website.

(Mukesh Sawhney)

Under Secretary to the Govt. of India

14 (Kashmir)

पुलिस महानिदेशक (कार्मिक)

9/9/2015

पुलिस महानिरीक्षक (कार्मिक)

उत्तर प्रदेश

9.9.15



## INTERPOL

### Circular

EDRM/AB/HRM/RU

To: The Heads of the National Central Bureaus  
The national Chiefs of Police (c/o the Heads of the National Central Bureaus)  
From: The Secretary General  
CC:  
Date: 23 July 2015 Original: English  
Reference: INT00335 Available in: Arabic, English, French, Spanish  
Followed by:  
Subject: Recruitment of a Director of the Office of Legal Affairs.

I would like to inform you that, in conformity with Regulation 2.1(5) of the Staff Manual, the General Secretariat is launching an international recruitment procedure to fill a post as Director for the Office of Legal Affairs (OLA).

A vacancy notice is attached in Appendix 1, providing details of the main duties of the Director for the Office of Legal Affairs.

Reporting to the Secretary General<sup>1</sup>, the Director will be in charge of overseeing the legal files treated by the staff of the Office of Legal Affairs, and of directly treating some important files at the request of the Secretary General. The incumbent will also have to implement pro-active legal methods, aiming, for the interest of the Organization, at anticipating legal issues, emphasizing theories and practices of international law - including the law of international organizations -, and the criminal law, and of proposing optimal legal solutions.

Countries are reminded that it is of the utmost importance for INTERPOL to recruit the best applicants available.

We would also like to point out that:

- This circular is valid until 24 September 2015.
- Only candidates with the experience and qualifications defined in the vacancy notice will be considered.
- The selected candidates will be interviewed by a panel composed of senior managers (by interview or video-conference) before a decision or an offer can be made.

INTERPOL is a dynamic organization that provides an opportunity for police officers, Law Enforcement Officers or civil servants to gain experience at an international level, which will benefit the home organization upon their return. The officers will further develop professionally and will bring to their home organization:

- Experience in policing capabilities at many different levels;
- International contacts at many different levels;
- Developed awareness of complex international issues;
- Understanding of multi-cultural issues.

The post of Director is classified in the Senior Management Staff category, Grade 1, and will be filled on a secondment basis. The successful candidate will be recruited for an initial period of

<sup>1</sup> It shall be noted that the General Secretariat is currently reviewing its management structure and that the reporting of the position may change in the future.

*Gray*

3 years. The conditions of secondment currently in force are given in Appendix 2. For any selected candidate, the NCB will be requested to perform an Enhanced security screening, following the principles mentioned in appendix 3. As the requirement to obtain INTERPOL security clearance could lead to some delay in the global recruitment process, the NCB is invited to start the corresponding procedures as soon as possible in the recruitment process.

Application Forms should be submitted on-line using the "current vacancies" link available in the recruitment page of INTERPOL's Website (<http://www.interpol.int/Recruitment>) as soon as possible and at the latest by 24 September 2015, together with a covering letter by the relevant national administration, confirming that the country is prepared to second the candidate, to the Human Resources Sub-Directorate.

Should you require any further information, please contact the Human Resources Sub-Directorate (telephone +33 4 72 44 57 62 or 7028 or e-mail [AB-HRM-RU](mailto:AB-HRM-RU)).

Yours faithfully,

Jürgen Stock  
Secretary General

Encl. 3

\*The Organization reserves the right to change the duty station proposed in the present circular at any time, subject to the rules in force, and will inform the authorities concerned accordingly.



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INTERPOL

## VACANCY NOTICE No. INT00335

This vacancy announcement pertains to law enforcement officials within INTERPOL's member countries only.

Please read the Conditions of Secondment in force at INTERPOL by following the link: [Conditions of secondment](#).

Please be aware that your home Administration/Agency/Service/Government will be responsible for all of your salary/remuneration, social insurance, pension contributions, welfare benefits, family allowances, benefits during your assignment at INTERPOL as well as travel, removal expenses related to your arrival at and departure from INTERPOL and any other related costs depending on your circumstances. It is requested that you obtain in writing, confirmation from your home Administration/Agency/Service/Government that it agrees with these CONDITIONS OF SECONDMENT PRIOR TO APPLYING THROUGH THE NCB.

INTERPOL is the world's largest international police organization, with 190 Member Countries. Created in 1923, it facilitates cross-border police co-operation, and supports and assists all organizations, authorities, and services whose mission is to prevent or combat international crime. INTERPOL is now looking for one qualified candidate as Director for the Office of Legal Affairs.

Job Title:	Director
Reporting To:	Secretary General
Location:	General Secretariat, Lyon
Duration:	Three-year secondment (renewable)
Grade:	Grade 1
Security Clearance Level:	Enhanced
Deadline for applications:	31 August 2015

The mission of the Director is to manage the Office of Legal Affairs and act as the senior legal advisor to the Secretary General. The incumbent may be called to advise directly the Executive Committee and the General Assembly.

In pursuit of that mission, the post holder will have to:

- Ensure the Organization establishes a pro-active attitude regarding the anticipation of legal issues, essentially by developing the legal theories and practices relevant to International Organizations or international law, and by proposing adequate legal solutions.
- Handle directly important files at the request of the Secretary General.
- Represent the Secretary General as needed.

The incumbent would be required to manage complex legal issues for the Secretary General.

The incumbent will be directly responsible for managing the staff of the Office of Legal Affairs, for supervising all INTERPOL legal files and for assisting in defending, in compliance with international rules, the interests of the Organization at the international level.

The post holder will be responsible for alerting the Secretary General on any identified legal issue in a timely manner and for assisting in developing, implementing, and stressing a pro-active legal approach to the benefit of the Organization.

#### Primary Duties

Reporting to the Secretary General the Director will:

1. Distribute, coordinate and oversee all legal files treated by the lawyers of the Office of Legal Affairs
2. Report to the Secretary General on the legal files managed by the Office of Legal Affairs
3. Be the senior legal advisor to the Secretary General on any legal issue he would request a legal recommendation on.
4. Anticipate legal risks for the Organization and to propose creative solutions as well as elaborate legal texts, rules, or regulations of particularly outstanding importance for the Organization.
5. Represent the Office of Legal Affairs by attending international conferences and undertaking any necessary discussion with high level legal representatives from other international organization or bodies.
6. Handle any other legal matter at the Secretary General's request.

#### Requirements

All candidates will be assessed on the under mentioned requirements.

##### Training/Education required

- Master required in Law (preferably in international law). PhD would be an asset.
- Law enforcement training at senior level would be an additional asset.

##### Languages

- Fluency in English is required.

##### Experience required

- Extensive experience in a high level legal advisory capacity and management experience in a public or private organization is required.
- Sound experience of theoretical and practice of international law, including the law of international organizations.
- Knowledge and practice of criminal law.
- Knowledge and practice of processing of information issues.
- Management experience.

##### Specific skills

- Personal and professional maturity
- Absolute sense of discretion

- Strong communication skills, both in written and oral form
- Service/client oriented
- Ability to work persistently and under pressure
- Ability to work in teams as well as individually
- Good social, specifically multicultural, skills
- Demands initiative, creativity (original thinking) and curiosity
- Ability to develop and maintain professional networks
- Ability to synthesize
- Good listening skills
- Excellent drafting skills.
- Good computer skills. As a minimum proficiency in standard office word-processing, spreadsheet, database and presentation software.
- Ability to exploit the Internet and other electronic sources for the collection of open-source information relevant to identifying legal issues would be highly desirable.

In addition to the requirements, the following Assets and Special Aptitudes would be beneficial.

- Fluency or proficiency in a third official working language (Arabic, French or Spanish) would be an additional asset.
- Experience working in an international environment would be highly desirable; either from employment in an international organization or from participating in e.g. international working groups, joint international projects etc.

#### Working Conditions

Remuneration: INTERPOL does not pay salary to seconded officials. Depending on the nationality of official, an expatriation allowance may be paid for a maximum period of six years. For more information regarding conditions of service see Employment conditions for seconded officials available on the web site ([www.interpol.int](http://www.interpol.int)).

The incumbent will be occasionally required to work irregular hours or overtime based upon workload.

This post requires occasional travel on missions, sometimes of a long duration and at a short notice.

\*The Organization reserves the right to change the duty station proposed in the present circular at any time, subject to the rules in force, and will inform the authorities concerned accordingly.

In compliance with INTERPOL's Confidentiality regime the successful candidate will have to undergo a security screening according to the clearance level attached to the function.

INTERPOL recruits throughout the world in order to attract the best and most varied candidates. Nationals of all Member states are encouraged to apply.

INTERPOL has four official languages: English, French, Spanish and Arabic. Working languages in Lyon are English and French.

INTERPOL retains the right not to make any appointment to this vacancy, to make an appointment at a lower or upper grade or to make an appointment with a modified job description or for a shorter or longer duration than indicated above.

INTERPOL would like to inform candidates that their application may be considered for other similar positions.

INTERPOL operates a non-smoking policy.