



Secretary General

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## CALL FOR APPLICATIONS

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**Post of Senior Legal Advisor or Legal Advisor in OTIF's Legal and External Affairs Department**

The Secretariat of the Intergovernmental Organisation for International Carriage by Rail (OTIF) is issuing a call for applications to fill **one vacancy in the Legal and External Affairs Department for the post of Senior Legal Advisor (P3–P4) or Legal Advisor (P1–P2)**.

Candidates for this post are invited to send their applications by email only to [join-otif@otif.org](mailto:join-otif@otif.org), by **6 August 2026** for the attention of the Secretary General. The post may be occupied from 1 September 2026 at the earliest, or as soon as possible thereafter.

Applications must contain:

- a one-page cover letter with a concise statement explaining why the candidate is applying and how he/she is qualified for the post;
- a curriculum vitae;
- an annexed application form requiring the candidate to provide specific information on their compliance with the required profile.

### **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.

The Organisation's work is guided by its [Long-term Strategy](#), and the Secretariat is currently implementing its [Work Programme 2026 -2027](#).

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

### **Background information about the Legal and External Affairs Department**

The Legal and External Affairs Department is responsible for policy and regulatory development and institutional governance in relation to the Base Convention<sup>1</sup> and the CIV UR<sup>2</sup>, CIM UR<sup>3</sup>, CUV UR<sup>4</sup> and CUI UR<sup>5</sup>. The Department also ensures the provision of legal advice on internal management and legal advice and support concerning external relations and the management of diplomatic protocol matters.

The Legal and External Affairs Department:

- a) contributes to the development, implementation, interpretation and application of OTIF's railway contract law (CIV UR, CIM UR, CUV UR and CUI UR) and institutional law (Base Convention), including assistance and guidance to Members and the railway sector in the implementation, interpretation and application of OTIF railway contract law and institutional law;

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<sup>1</sup> Convention concerning International Carriage by Rail (COTIF)

<sup>2</sup> Uniform Rules concerning the Contract of International Carriage of Passengers by Rail (Appendix A to the Convention)

<sup>3</sup> Uniform Rules concerning the Contract of International Carriage of Goods by Rail (Appendix B to the Convention)

<sup>4</sup> Uniform Rules concerning Contracts of Use of Vehicles in International Rail Traffic (Appendix D to the Convention)

<sup>5</sup> Uniform Rules concerning the Contract of Use of Infrastructure in International Rail Traffic (Appendix E to the Convention)

- b) prepares proposals for amendments to the Base Convention, CIV UR, CIM UR, CUV UR and CUI UR and examines amendment proposals submitted to the Organisation;
- c) organises and performs secretariat functions, including support for the preparation and conduct of the General Assembly, the Revision Committee and the Administrative Committee with regard to legal and institutional matters, and for the ad hoc Committee on Legal Affairs and International Cooperation, and for each of their respective subsidiary organs;
- d) ensures execution and coordination of the Organisation's depositary functions, including the development of depositary policy and the preparation and publication of depositary notifications in relation to the Base Convention, the CIV UR, CIM UR, CUV UR and CUI UR;
- e) monitors and assesses the implementation and application of the Base Convention and the CIV UR, CIM UR, CUV UR and CUI UR, including the collection and analysis of relevant information and supporting the work of the Organisation's competent organs in this regard;
- f) coordinates with other organisational units of the Secretariat and contributes to the exchange of information and development of synergies in matters of common relevance in order to ensure the coherent development, implementation and application of railway law under the Appendices to COTIF, including with regard to cross-cutting subjects such as digitalisation;
- g) represents the Secretariat and the Organisation in meetings of Members, international organisations, international associations and in other relevant fora concerning railway contract law and institutional matters, as well as related matters;
- h) cooperates and maintains relations with Members, international organisations and other relevant stakeholders in matters relating to railway contract law and institutional matters, as well as related matters;
- i) promotes and disseminates OTIF's railway contract law and institutional law through publications, seminars, guidance materials and other outreach activities;
- j) ensures the development and implementation of OTIF's strategies and work programme in the field of railway contract law and institutional matters;
- k) monitors legal, regulatory and policy developments relevant to OTIF's railway contract law and institutional law and assesses their implications for the development and application of the Base Convention, the CIV UR, CIM UR, CUV UR and CUI UR;
- l) provides legal advice and prepares legal opinions for the Secretary General, the Organisation's organs and the Secretariat, including on matters relating to internal governance and administration;
- m) manages diplomatic protocol matters related to the Organisation's activities and supports the Organisation's external relations with Members, international organisations and other relevant stakeholders;
- n) performs the secretariat functions of the Supervisory Authority established under the Luxembourg Protocol to the Convention on International Interests in Mobile Equipment on Matters specific to Railway Rolling Stock.

More information about legal affairs and international cooperation is available on [OTIF's website](#).

### **Main duties of the Senior Legal Advisor or Legal Advisor**

The post holder will help carry out the tasks of the Legal and External Affairs Department and will report to, and act under the supervision and direction of, the Head of the Legal and External Affairs Department.

The **Senior Legal Advisor** will perform these duties with a high degree of independence, autonomy and responsibility. The post holder will carry out legal analysis and provide advice, draft and review legal and meeting documents, contribute to legislative and policy development, coordinate legal work and meetings, represent the Secretariat in relevant fora, support the Secretary General and other departments on legal matters, and, where required, deputise for the Head of Department.

The **Legal Advisor** will perform corresponding duties under the guidance of the Head of Department or a Senior Legal Advisor, including legal research and analysis, drafting working documents, legal opinions, meeting reports and other legal texts, supporting legislative work, assisting in the organisation and preparation of meetings, contributing to the monitoring and assessment of the implementation and application of OTIF law, and representing or supporting the representative(s) of the Secretariat in relevant meetings.

The post holder will also perform any other duties required in the interest of the Organisation.

### **Main terms and conditions of employment**

The post is full-time. Full-time employment corresponds to 40 working hours per week over five working days, with flexible working hours subject to the needs of the service.

The initial contract will be for a fixed term of up to three years. It may be renewed in accordance with the applicable [Staff Regulations](#).

The appointment will be subject to a probationary period in accordance with the applicable Staff Regulations.

The annual basic net starting salary (at step 1 of the relevant grade) is as follows:

<b>Grade</b>	<b>Annual basic net salary at step 1</b>
P1:	CHF 80 131
P2:	CHF 89 404
P3:	CHF 102 103
P4:	CHF 119 314

Salaries and other emoluments paid by OTIF are exempt from direct national income tax.

In addition to the basic net salary, subject to the applicable conditions, the post holder may be entitled to other emoluments and benefits, including dependency allowances, education grant, home leave, travel and removal expenses, repatriation-related benefits, and accident insurance.

The post holder is entitled to 30 working days of annual leave for each twelve months of service.

There are eleven official holidays per year. Subject to approval and the needs of the service, up to two official holidays may be exchanged for a national holiday of the staff member's country of nationality or for religious observance.

Teleworking may be authorised, subject to the needs of the service and the applicable rules. Regular teleworking is not an entitlement and will not normally exceed three days per week for full-time staff members.

### **Required profile and requirements**

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

Appointment at a given grade will be determined on the basis of an overall assessment of the candidate's qualifications, knowledge, experience, competencies and suitability for the post. No single criterion, including the minimum number of years of professional experience, is sufficient by itself to determine appointment at a particular grade.

*General appointment requirements*

- Applicants must be nationals of an OTIF Member State.
- Applicants must have discharged any obligation concerning national service, whether military, civil or comparable.
- Applicants must not be the spouse, partner, child or sibling of a staff member of OTIF.
- Applicants must be under the statutory retirement age of 65 for the entire duration of the contract.

Appointment will be subject to the selected candidate being declared medically fit for service.

*Grade-specific appointment requirements*

Applicants for appointment at grade **P1 or P2** must:

- a) have basic knowledge of international railway law (COTIF and others), private law and public international law;
- b) hold a first-level university law degree that is a recognised qualification in order to practise as a lawyer in an OTIF Member State. In addition to a first-level law degree, an advanced university law degree (i.e. master's or doctoral degree, or equivalent) will be considered an advantage.

Degrees must be awarded by educational institutions accredited by the competent authority in the country where the issuing institution is based. In the case of an equivalent degree, an explanation should be provided;

- c) have at least two years of relevant professional experience for **P1**, or at least three years of relevant professional experience for **P2**. The professional experience must include legal analysis, research and writing, with a focus on interpreting, applying and advising on legal matters;
- d) possess proficient knowledge of English or, alternatively, independent knowledge of English combined with proficient knowledge of French or German, in accordance with the CEFR global scale.

Applicants for appointment at grade **P3 or P4** must:

- a) have good knowledge of, and experience in, international railway law (COTIF or others), private law and public international law;
- b) hold a first-level university law degree that is a recognised qualification in order to practise as a lawyer in an OTIF Member State. In addition to a first-level law degree, an advanced university law degree (i.e. master's or doctoral degrees, or equivalent) will be considered an advantage.

Degrees must be awarded by educational institutions accredited by the competent authority in the country where the issuing institution is based. In the case of an equivalent degree, an explanation should be provided;

- c) have at least four years of progressively responsible professional experience for P3, or at least five years of progressively responsible professional experience for P4. The professional experience must include legal analysis, research and writing, with a focus on interpreting, applying and advising on legal matters;
- d) for **P3**, be able to carry out independent professional work and assume responsibility for defined projects or areas of work within the Organisation's mandate;
- e) for **P4**, be able to carry out independent and complex professional work, assume responsibility for major projects or legal areas of work, and provide specialised advice to OTIF's organs and Member States;

- f) for **P3**, possess proficient knowledge of English or, alternatively, independent knowledge of English combined with proficient knowledge of French or German, in accordance with the CEFR global scale;
- g) for **P4**, possess proficient knowledge of English, together with at least basic knowledge of one of OTIF's other working languages (French or German), or, alternatively, proficient knowledge of French or German, combined with independent knowledge of English, in accordance with the CEFR global scale.

### **Outline of the selection procedure**

The selection procedure is governed by the Staff Regulations. The selection of candidates will take place in the following stages:

- a) Screening of applications for compliance with formal criteria, undertaken by a technical panel appointed by the Secretary General and composed of at least two persons; candidates meeting the criteria set out in the Staff Regulations and vacancy notice and whose applications demonstrate the best profile in terms of qualifications, experience and motivation will be shortlisted for a competence-based written assessment;
- b) Competence-based written assessment of shortlisted candidates. The written assessment will be evaluated by two or three internal or external experts in the relevant field; internal experts will not be in a direct reporting line to the vacant post and external experts will be free from conflicts of interest;
- c) Psychometric or equivalent aptitude tests, where deemed useful, administered by an external provider, with results submitted to the panel;
- d) Selection of candidates for interview by the technical panel based on the results of the competence-based written assessment and, if relevant, psychometric or equivalent aptitude tests;
- e) A competence-based interview and, where appropriate, an additional written exercise, conducted by the assessment panel;
- f) Final evaluation of candidates by the assessment panel, with a reasoned proposal for appointment submitted to the Secretary General.