

United Nations Mechanism for International Criminal Tribunals

External Relations Officer, P-4

DEADLINE FOR APPLICATIONS	:	15 February 2015
DATE OF ISSUANCE	:	17 December 2014
OFFICE	:	Registry/Office of the Registrar
JOB OPENING NUMBER	:	14-PUB-RMT-39431-R-ARUSHA

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

Organizational setting and Reporting:

This position is located in the Registry of the Arusha Branch, Mechanism for International Criminal Tribunals (“Mechanism”). The incumbent will report to the Registry Officer-in-Charge.

RESPONSIBILITIES:

Under the authority of the President and the supervision of the Registrar, the incumbent will implement the Mechanism’s public information and external relations activities, including, in particular explaining its legal framework, procedures and decisions at the Arusha Branch. The incumbent will be the focal point for key external stakeholders, advise the President and Registrar on policy and strategy, monitor external communications of the Mechanism’s Arusha Branch, disseminate information about the Mechanism to the public, and safeguard the integrity of the Mechanism’s institutional communication policy at the Arusha Branch. More specifically, the incumbent will:

- Under the authority of the President, act as the focal point for the Arusha Branch relations with external actors, including UN Member States, in all matters pertaining to the Mechanism (Chambers and Registry). Draft or review correspondence addressed to government officials, UN agencies, NGOs, civil society and the private sector.
- Create, foster and maintain a wide network of contacts and partnerships in the Host State, Rwanda and the Great Lakes region. Key contacts include State authorities and other government bodies, judicial institutions, civil society and non-governmental institutions, professional associations, universities and other educational establishments, victims’ associations and citizens at grass roots level.
- Advise the Registrar on the external relations aspects of a wide variety of issues, including enforcement of sentences, witness protection, archives and Host Country related matters, including the construction of facilities, and participate in missions and meetings related to these issues.
- Provide strategic advice to senior Mechanism officials and staff on external relations, public affairs, communication and public relations of the Arusha Branch operations.
- Under the authority of the President, represent the Arusha Branch and/or Mechanism in meetings and conferences; undertake speaking engagements and make presentations to groups on the Mechanism’s legal work and activities; organise seminars, lectures, conferences and public events on major issues and events concerning the Mechanism’s legal activities.
- In consultation with the President, formulate, develop and advance the Mechanism’s communication strategy by identifying key messages to be promoted, as well as target audiences. Develop and implement the Arusha Branch’s communications and outreach strategy in the Great Lakes region.
- Under the authority of the President, act as Spokesperson for the President and Registrar of the Mechanism at the Arusha Branch. Subject to the President’s authorization, give on-the-record interviews to all media outlets, provide background information, and issue press releases regarding the Arusha Branch. Act as the focal point for journalists seeking information or assistance from the Arusha Branch; provide pertinent information to the media on the legal and other activities through press briefings and other means. Organize and moderate press conferences for senior Mechanism officials including the President, Prosecutor, the Registrar and/or their deputies. Screen interview requests and schedules as required. Supervise media access to the Arusha Branch, both on a day-to-day basis and for high interest events. Monitor all media sources and in consultation with the President respond to any incorrect reporting on the legal and other activities of the Mechanism.
- Develop capacity-building activities in consultation with the President and in conjunction with relevant offices and secure funding for these activities.
- Supervise, guide and train the relevant staff at the Arusha Branch.
- Cooperate and provide support as required to The Hague Branch of the Mechanism to ensure synergic and complementary communication.
- Perform any other duties as required.

CORE COMPETENCIES:

- Professionalism – Ability to diplomatically handle sensitive situations. Excellent communication skills, including the ability to produce a variety of written communication products, to deliver oral presentations to various audiences as required, and to build and maintain effective business connections. Understanding of the mandate, operations, legal issues and decisions of the ICTY and ICTR. Demonstrated ability to formulate policy recommendations. Thorough knowledge of current affairs in Rwanda and the Great Lakes Region and of target audience attitudes towards the ICTR and Mechanism. Knowledge of diverse communication approaches, tools and methodologies relevant to planning and executing effective campaigns and programmes. Ability to identify public affairs needs, opportunities and risks. Experience in drafting of project proposals, fundraising and donor relations would be an asset. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. Ability to summarise and explain legal decisions and judgements. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is

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motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

- **Communication** – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.
- **Planning and 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.
- **Vision** – Identifies strategic issues, opportunities and risks; clearly communicates links between the Organisations' strategy and the work units' goals; generates and communicates broad and compelling organisational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.
- **Judgement/Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organisation; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

QUALIFICATIONS

Education:

Advanced university degree in law, communications, journalism, public relations, international relations, political science, or similar. A first level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree. A degree in law and legal practice/experience is highly desirable.

Work Experience:

Minimum of 7 years of progressively responsible relevant experience in law, external relations, international affairs, public information and/or media. The following is desirable: considerable and sufficiently senior experience working on the ground with diplomatic and external relations matters in an African context; knowledge of operations and decisions of international tribunals; and experience in dealing with a varied audience such as government representatives, media and local communities.

Languages:

English and French are the working languages of the Mechanism for International Criminal Tribunals. For the post advertised, fluency in both oral and written English and French is required. Working knowledge of Kinyarwanda or Swahili is desirable.

Assessment Method:

There may be a technical test and/or a competency-based interview.

Special Notice:

The appointment is limited to the Mechanism for International Criminal Tribunals. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

No Fee:

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

United Nations Considerations

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism for International Criminal Tribunals is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <http://careers.un.org>