United Nations Mechanism for International Criminal Tribunals

Associate Support Officer, P-2

DEADLINE FOR APPLICATIONS	**:**	**15 November 2016**
DATE OF ISSUANCE	**:**	**17 October 2016**
OFFICE	**:**	**Witness Support and Protection Unit (WISP)**
LOCATION	**:**	**The Hague**
JOB OPENING NUMBER	**:**	**16-JUR-RMT-68371-R-THE HAGUE**

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

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ORGANIZATIONAL SETTING AND REPORTING:
This position is located in the Witness Support and Protection Unit (WISP), The Hague Branch, Registry. Under the general supervision of the Head, Witness Support and Protection Unit (WISP), the Associate Support Officer will ensure the provision of support services to maintain the physical, emotional and psychological well-being of victims and witnesses under MICT mandate.

RESPONSIBILITIES

- Conduct needs assessment for and provide psycho-social support to witnesses appearing before the MICT;
- Conduct needs assessment for and provide psycho-social support to relocated and temporarily relocated witnesses;
- Assist in the preparation of all victims and witnesses traveling to The Hague and where necessary making prior arrangements to facilitate effective provision of support while under WISP care;
- Follow on regular basis Court hearings to monitor the well-being of victims and witnesses during their testimony;
- Provide counseling, support interventions and debriefing to witnesses before court, during court session breaks and at the end of testimony or anytime while under WISP care;
- Ensure witness' assistance is effectively provided by liaison with relevant specialist bodies in The Netherlands that provide medical, psychological and psychiatric assistance;
- Facilitate referrals for follow-up services to the Sarajevo Field Office or with relevant national bodies and NGO's that provide assistance and support to victims and witnesses in countries where they reside;
- Work collaboratively with other Units of the Registry to ensure comprehensive support services to witnesses;
- Assist the Head of WISP in the development of WISP policies, program and procedures;
- Maintain up-to-date and detailed records on individual cases of victims and witnesses, their needs, and the assistance required and provided to them;
- Maintain strict confidentiality about any matters relating to victims and witnesses;
- Perform other duties as assigned.

CORE COMPETENCIES

- Professionalism – Thorough knowledge of victim and witness protection and support matters, combined with extended experience in a related field. 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. 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 motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

- Accountability – Takes ownership of all responsibilities and honours commitments; operates in compliance with organisational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- Client Orientation – Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients' informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

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QUALIFICATIONS

EDUCATION:
Advanced university degree in Social Work, Psychology or other relevant subject. A first level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

WORK EXPERIENCE:
Minimum of 4 years of progressively responsible experience in the witness support field

LANGUAGES:
English and French are the working languages of the Mechanism. For the post advertised fluency in oral and written English and Bosnian/Serbian/Croatian is highly desirable. Knowledge of French is desirable.

ASSESSMENT METHOD:
There may be a technical examination and 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 https://careers.un.org