

United Nations Mechanism for International Criminal Tribunals

Head, Judicial Records Unit (JRU), P-3

DEADLINE FOR APPLICATIONS	:	04 February 2017
DATE OF ISSUANCE	:	06 January 2017
OFFICE	:	Registry, CSSS
LOCATION	:	The Hague
JOB OPENING NUMBER	:	17-LEG-RMT-72502-R-THE HAGUE (R)

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

Organizational setting and Reporting:

This position is located in the Registry and reports to the Chief of Court Support Services Section.

Responsibilities:

- Oversees the work of the Judicial Records Assistants (JRAs) and other JRU staff in regard of the daily management of filings;
- Ensures the receipt and accurate filing of judicial documents, identifying confidential documents and other types of documents requiring special attention;
- Coordinates the procedures for the handling of court exhibits in open cases and their storage;
- Supervises the preparation of files required for court hearings, if any, ensuring that all necessary documents are included, that they are indexed and tabbed before presentation to the Judges, and/or Parties;
- Responsible for compiling and providing monthly statistics in relation to court proceedings for the Registrar;
- Oversees the work of JRAs in the release and daily distribution of the transcripts of all hearings;
- Provides advice and assistance to the Chief of CSSS in respect to initiating and implementing new procedures and policies;
- Manages the case files in open cases and oversees the handing over of case files in closed cases to the judicial archives;
- Assumes responsibility for legal and practical issues related to the judicial databases.
- Coordinates the transmittal of court exhibits into the Unified Judicial Database;
- Corresponds with state parties and international entities involved in court proceedings, including on requests for information;
- Coordinates with CLSS with respect to translation;
- Oversees the Registry vaults for material in open cases;
- During the absence of the Head, Court Operations Unit, coordinates and manages the daily court operations, encompassing all necessary arrangements for all hearings, including the provision of support services required during the proceedings in accordance with Registry Directives and Instructions, and in consultation with Chambers;
- Undertakes any other tasks assigned by the Chief, CSSS.

Core Competencies:

- **Professionalism** – 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. Good record-keeping, management and administrative skills.
 - **Accountability** – Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; 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; identifies clients’ needs and matches them to appropriate solutions; 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.
 - **Managing Performance** – Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.
 - **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.
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QUALIFICATIONS

Education:

Advanced university degree in law. A first level university degree in combination with 2 years of additional qualifying experience may be accepted in lieu of an advanced university degree.

Work Experience:

Minimum of 5 years of experience is required in legal proceedings, international law or court records. Experience at an international level is an advantage. Experience working with RM8 is an advantage.

Languages:

English and French are the working languages of the Mechanism for International Criminal Tribunals. For the post advertised, fluency in oral and written English is required. Knowledge of Bosnian/Croatian/Serbian or French is an advantage.

Assessment Method:

There may be a technical test followed by 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.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

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

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

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>
