

United Nations Mechanism for International Criminal Tribunals

Witness Support Officer (Coordinator of Office), P-3

DEADLINE FOR APPLICATIONS : 04 April 2017
DATE OF ISSUANCE : 06 March 2017
ORGANIZATIONAL UNIT : Registry/Witness Support and Protection Unit (Kigali)
LOCATION : Kigali (Rwanda)
JOB OPENING NUMBER : 17-JUR-RMT-75551-R-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the Witness Support and Protection (WISP) Unit (Kigali Office), Office of the Registrar, Arusha Branch, Registry. Under the immediate supervision of the Head of WISP and overall supervision of the Officer in Charge of the Arusha Branch, the incumbent will oversee the day-to-day operations of the Witness Support and Protection Unit in Kigali.

Responsibilities:

- Supervise and coordinate the work of the staff of the Witness Support and Protection Unit (Kigali Office).
- Coordinate and ensure effective implementation of support services to witnesses and victims. Supervise the provision of direct, practical support to witnesses and victims. Supervise follow-up on and monitoring of the well-being of witnesses after trial and facilitate after-care by maintaining contact and liaising with relevant national bodies and NGO that provide such services for witnesses and victims.
- Plan and oversee the implementation of a witness protection programme for witnesses prior to, during and following testimony before the International Criminal Tribunal for Rwanda and/or the Mechanism. Oversee the implementation of protective measures ordered by the Chambers. Liaise with relevant national and local governmental bodies that will provide protection services. Oversee the movement of witnesses, as required.
- Establish and maintain a wide network of contacts with specialized agencies and liaise with relevant national and local governmental and non-governmental bodies on witness protection and support matters. Prepare, revise and monitor interagency agreements and agreements with Governments in relation to the implementation of relevant programmes in the field for the protection and support of witnesses. Support networking between NGO's, relevant Government partners and institutions to mobilize awareness and support for the Mechanism's policies and programmes on victims' and witnesses' support and protection measures.
- Maintain detailed records on individual cases of witnesses, including their needs and assistance required and provided to them, and ensure strict confidentiality of sensitive information.
- Provide regular analytical reports to the Officer in Charge on witness support and protection activities and the activities of the Unit.
- Coordinate all activities of the Kigali Office including ensuring provision of administrative support to staff at that office
- Represent the MICT at Official meetings including participation in UN system meetings in Rwanda

Core Competencies:

- **Professionalism** – Thorough knowledge of victim and witness management schemes. Proven knowledge of Rwandan environment, culture and historical background. Demonstrated leadership skills. 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.
- **Teamwork** – Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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.
- **Leadership** – Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes

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responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

- **Empowering Others** – Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility; genuinely values all staff members' input and expertise; shows appreciation and rewards achievement and effort; involves others when making decisions that affect them.

QUALIFICATIONS

Education:

Advanced University degree in Social Sciences, Law, or any other relevant degree. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Work Experience:

At least 5 years of progressively responsible experience in witness management schemes at national or international level. Relevant experience in the African continent, particularly in the Great Lakes region, is highly desirable.

Languages:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English and/or French is required. Working knowledge of the other is required. Working knowledge of Kinyarwanda is desirable.

Special Notice:

The appointment is limited to the Mechanism. 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. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

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.

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:

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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>
