

United Nations Mechanism for International Criminal Tribunals

Legal Assistant, FS-4 (5 posts)

DEADLINE FOR APPLICATIONS	:	21 September 2017
DATE OF ISSUANCE	:	23 August 2017
OFFICE	:	Office of the Prosecutor – OTP
LOCATION	:	Arusha (Tanzania)
JOB OPENING NUMBER	:	17-LEG-RMT-84496-R-ARUSHA (R)

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

Organizational setting and Reporting:

The post is located in the Office of the Prosecutor (OTP) of the Mechanism for International Criminal Tribunals, Arusha Branch. The incumbent will work under the supervision of the Officer in Charge/Senior Legal Officer and the Legal Officers.

RESPONSIBILITIES

The incumbent will perform the following duties:

- Under the overall guidance of the Officer in Charge/Senior Legal Officer, reviews material in the OTP collection and determines appropriate classification category;
- Assesses the material ensuring conformity with relevant guidelines and requirements regarding the classification status of material in the OTP collection;
- Reviews material in consultation with protective measures put in place by ICTR Trial Chambers;
- Conducts final checks for accuracy of the classification status of the material;
- Assists in the preparation of relevant documents for electronic storage, access and circulation;
- Reviews content for presence of confidential data;
- Redacts confidential data and text excerpts from OTP material as appropriate;
- Assists in the preparation of responses to requests from national authorities, in consultation with the Legal Officer;
- Liaises with the Evidence Unit with regard to handling of evidence materials;
- Performs other ad hoc duties as assigned.

CORE COMPETENCIES

- **Professionalism:** A thorough knowledge of MICT policies, procedures and practices. Knowledge of information management, classification and redaction systems; Ability to show tact and discretion in dealing with confidential matters and materials; 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Planning & 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.
- **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.

QUALIFICATIONS:

Education: High school diploma or equivalent; demonstrated ability to use computer technology.

Experience: 6 years related administrative/technical experience.

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Languages: English and French are the working languages of the Mechanism. For this post fluency in oral and written English is required. Knowledge of Kinyarwanda 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 to this position will be subject to budgetary approval.** 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>
