

United Nations Mechanism for International Criminal Tribunals

Associate Legal Officer, P-2*

DEADLINE FOR APPLICATIONS	:	05 October 2017
DATE OF ISSUANCE	:	06 September 2017
OFFICE	:	Immediate Office of the Prosecutor
LOCATION	:	The Hague
JOB OPENING NUMBER	:	17-LEG-RMT-84723-R-THE HAGUE (R)

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

Organizational setting and Reporting:

This position is located in the Immediate Office of the Office of the Prosecutor.

Responsibilities:

Under the supervision of the Legal Advisor and Special Assistant to the Prosecutor, assist in providing administrative legal, diplomatic and policy support to the Prosecutor. Assist with analyzing, reviewing and managing paperwork in English and French requiring the Prosecutor's attention and ensuring that it is followed up, including correspondence, letters, requests for information and other documents. Undertake legal research on a diverse range of factual, procedural and substantive issues in criminal law, international law, international humanitarian law using multiple research sources; select relevant material, analyse information and present findings for internal review in either written or oral form. Assist with special projects as directed by the Prosecutor. Assist in the preparation of the Prosecutor's public communications in English and French. Perform other duties and special assignments as required.

Core Competencies:

- **Professionalism** – Experience at the ICTY or other international criminal tribunal. Experience directly supporting a senior official is a definite advantage. Analytical skills as demonstrated through research and analysis of a range of legal issues and interpretation and application of international legislative instruments, and the ability to develop and present arguments clearly and concisely (spoken and written); familiarity with and experience in the use or varied research sources, including electronic sources; demonstrated ability to apply sound legal judgment; ability to plan own work and manage conflicting priorities. 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 and manages tight deadlines. Fully proficient computer skills and ability to use relevant software application, in particular, information databases, internet/intranet services, library sources etc.
- **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.
- **Planning and Organising** – 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.

QUALIFICATIONS

Education:

Advanced university degree in law, international relations or administration is essential. Advanced degrees in both subjects is a definite advantage. 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:

Minimum of 2 years of progressively responsible work experience in the areas of administration and legal affairs.

Languages:

English and French are the working languages of the Mechanism for International Criminal Tribunals. For the post advertised fluency in both languages is required. Knowledge of another official UN language is an advantage.

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Assessment Method:

There may be a technical test followed by a competency based interview.

Special Notice:

Current UN staff at the GS and FS level who meet the eligibility requirements are exceptionally permitted to apply. If selected, certain conditions will apply. All offers of appointment are subject to budgetary approval. 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 may 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>
