

# United Nations Mechanism for International Criminal Tribunals

Legal Officer, P4

DEADLINE FOR APPLICATIONS	:	05 October 2017
DATE OF ISSUANCE	:	06 September 2017
OFFICE	:	Office of the Prosecutor
LOCATION	:	Arusha
JOB OPENING NUMBER	:	17-LEG-RMT-85146-R-ARUSHA (R )

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

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## Organizational setting and Reporting:

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

## Responsibilities:

The incumbent will perform the following duties:

- Under the overall guidance of the Officer in Charge/Senior Legal Officer, serves as lead legal officer who oversees all the legal work of the OTP and independently handles a wide range of multidisciplinary and complex legal matters.
- Carry out a review of outstanding fugitive indictments and supporting material.
- Coordinates and directs teams of other legal officers dealing with significant issues as required, and supervises the work of junior officers generally, and on specific projects.
- Under the guidance of the Officer in Charge/Senior Legal Officer, provides legal advice to the Prosecutor and OTP staff on diverse substantive and procedural legal questions which can include questions of considerable complexity and those related to policy and diplomatic matters related to the core functions of the OTP.
- Performs extensive legal research and analysis and prepares legal opinions, motions, briefs, reports and correspondence.
- Supervises/carries out case-related legal work and is responsible for the maintenance of the statistics relating to the legal work of the OTP.
- Supervises the preparation of or prepares legal documents required for tracking activities and the provision of assistance to national authorities.
- Provides legal advice to archivists on documents, the evidence collection and case-related research enquiries.
- Attends court hearings and advocates before the MICT as required.
- Services diplomatic conferences, commissions, committees, task forces, expert groups and other bodies, including the preparation of background materials, summaries of issues and views of delegations, meeting reports, etc.
- Serves on various standing boards, committees, ad hoc working groups and task forces, as required; promotes the work of the OTP and represents the organization at meetings, conferences, seminars, etc.
- Designs and reviews systems and procedures for the OTP, ICTR Branch concerning legal issues and revises/develops policy guidelines on legal matters as appropriate.
- Assists and supports the work of the ICTY Branch as required.
- Performs other duties as directed by the Officer in Charge/Senior Legal Officer.

## Core Competencies:

- **Professionalism:** Knowledge of international legal procedures and instruments, including international criminal law, with a particular emphasis on the legal practice of the ICTR and/or the ICTY. Sound knowledge of the functioning of criminal investigations and prosecutions at the national and international levels. Ability to apply legal expertise to analyzing a diverse range of complex issues and in developing innovative solutions. Strong analytical skills and proficiency in legal writing and expression and ability to prepare legal documents. Experience and ability to work well in a multicultural environment. Ability to work to tight deadlines and to handle multiple concurrent projects. Good computer skills and ability to use relevant software applications and online legal research tools. 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.
  - **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
  - **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas; 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.
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## MANAGERIAL COMPETENCIES

- **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.
- **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 improvements; does not accept the status quo; shows the courage to take unpopular stands.

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## QUALIFICATIONS

### Education:

Advanced university degree (Master's degree or equivalent) in law. Admission to practice law in a national jurisdiction is required. First-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Postgraduate studies in criminal or international law would be an asset.

### Work Experience:

Minimum of seven years of progressively responsible experience in criminal prosecution, including substantial experience at the international level. Relevant experience at the ICTR and/or ICTY is highly desirable.

### 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 a second official UN language is an advantage.

### Assessment Method:

Evaluation of qualified applicants may include a written assessment which may be followed by a competency-based interview.

### Special Notice:

The appointment is limited to the Mechanism for International Criminal Tribunals (MICT). 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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

### 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.

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# United Nations Mechanism for International Criminal Tribunals

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>

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