

# United Nations Mechanism for International Criminal Tribunals

*Chef de Cabinet / Head of Chambers, D-1*

DEADLINE FOR APPLICATIONS	:	27 October 2017
DATE OF ISSUANCE	:	28 September 2017
OFFICE	:	Registry/Office of the President
JOB OPENING NUMBER	:	17-LEG-RMT-86090-R-THE HAGUE (R)

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

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## ORGANISATIONAL SETTING

This position is located in the Office of the President, United Nations Mechanism for International Criminal Tribunals (Mechanism or MICT) (Hague Branch). The incumbent will work under the guidance and supervision of the President.

## RESPONSIBILITIES

Within delegated authority, the incumbent is heading the Office of the President of the Mechanism and the Chambers Legal Support Section at both branches of the Mechanism, among other activities, and will be responsible for the following duties:

- Serves as the principal legal advisor to the President and the Chambers, including by providing legal, strategic, managerial, policy, diplomatic, and administrative advice and support on all legal, strategic, managerial, policy, diplomatic, and administrative matters relevant to the President's leadership of the Mechanism and of the Mechanism's Chambers.
- Provides leadership in formulating and implementing the substantive work programme of the Office of the President of the Mechanism and, as applicable, the Chambers Legal Support Section. Oversees the management of activities undertaken by the Office and, as applicable, the Chambers Legal Support Section, ensures that programmed activities are carried out in a timely fashion and co-ordinates work in the different areas both within the Office and Section, and with other units and sections of the Mechanism and offices of the United Nations Secretariat, as appropriate.
- Leads, supervises, and carries out the work programme of the Office of the President and, as applicable, the Chambers Legal Support Section under his/her responsibility. Co-ordinates the work carried out by different teams, as applicable; provides programmatic/substantive reviews of the drafts prepared by others and advises the President on all legal and judicial matters within his/her mandate.
- Co-ordinates and oversees the preparation of reports for presentation to the Security Council, the General Assembly and other entities, as appropriate.
- Reports to the President on budget/programme performance or on programmatic/substantive issues, as appropriate, particularly those presented in biannual and/or annual reports.
- Ensures that the outputs produced by the Office of the President and, as applicable, the Chambers Legal Support Section and the Mechanism maintain high-quality standards. Ensures, as applicable, that all outputs produced by the Sections under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates.
- Assists the President in preparing the work programme of the Office of the President and the Chambers, determining priorities, and allocating resources for the completion of outputs and their timely delivery.
- Undertakes or oversees the programmatic/administrative tasks necessary for the functioning of the Office of the President and the Chambers Legal Support Section, including preparation of budgets, reporting on budget/programme performance, evaluation of staff performance (PAS), interviews of candidates for job openings, evaluation of candidates and preparation of responses to auditor inquiries.
- Recruits staff, taking due account of geographical balance.
- Manages, guides, develops, and trains staff under his/her supervision.
- Fosters teamwork and communication among staff in the Office of the President and the Chambers Legal Support Section and across organizational boundaries.
- Leads and supervises the organization of meetings, seminars, etc. on substantive issues. Manages the substantive preparation and organization of such meetings or seminars.
- Participates in international, regional or national meetings and provides programmatic/substantive expertise on an issue, or holds programmatic/substantive and organizational discussions with representatives of other institutions.
- Represents the Mechanism at international, regional or national meetings.

## CORE COMPETENCIES

Professionalism – Comprehensive knowledge and extensive experience in international criminal justice; proven in-depth knowledge of international criminal law, international human rights law and international humanitarian law; proven ability to conduct comprehensive legal analysis; knowledge of the UN system essential. 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.

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**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.

**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.

## MANAGERIAL COMPETENCIES

**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 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.

**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 (Master's degree) in law, preferably with specialization in international criminal law, public international law and/or humanitarian law. A first level university degree in law in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience:

Minimum of 15 years of progressively responsible experience with an emphasis on international criminal law, including a minimum of 10 years at the international level, is required. Experience with the ICTR, the ICTY and/or the Mechanism is highly desirable. Experience in providing policy-making and other substantive support to governmental, intergovernmental, or international bodies and agencies would be an asset. Experience with UN policies, procedures, and operations is desirable. Qualifying years of experience are calculated following the receipt of the first-level university degree recognized by the United Nations.

### Languages:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of French is desirable.

### Assessment Method:

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

### Special Notice:

The appointment is limited to the Mechanism. **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.

### 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

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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 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>

## 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.

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