

# United Nations Mechanism for International Criminal Tribunals

Associate Legal Officer, (Legal Aid) P-2

DEADLINE FOR APPLICATIONS	:	03 October 2017
DATE OF ISSUANCE	:	04 September 2017
OFFICE	:	Registry/Office of Legal Aid and Defence
LOCATION	:	The Hague
JOB OPENING NUMBER	:	17-LEG-RMT-84729-R-THE HAGUE (R )

---

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

---

## Organizational setting and Reporting:

This position is located in the Office of Legal Aid and Defence (OLAD), Registry, under the supervision of the Head of OLAD.

## Responsibilities:

- Advise and assist the Head of OLAD on legal and operational matters relating to the management of the MICT legal aid system, amicus curiae appointment and remuneration.
- Advise and assist on the drafting, implementation and development of relevant policies, rules and directives relating, in particular, to legal aid and defence funding, and the assignment and conduct of counsel.
- Draft legal submissions to the President and the Trial and Appeals Chambers, Registrar's decisions, correspondence to defence counsel, internal memoranda and other documents as required by the Head of OLAD.
- Provide legal advice and draft decisions concerning suspects and accused's eligibility for legal aid.
- Advise on possible misconduct of counsel and draft disciplinary complaints against counsel or other defence team members.
- Monitor and audit defence work reports and invoices.
- Act as focal point for issues related to the Association of Defence Counsel.
- Review and advise on applications for admission to the list of counsel eligible to act before the MICT.
- Perform other tasks as required.

## Core Competencies:

- **Professionalism** – Knowledge of, and ability to apply, legal principles, concepts and procedures and terminology for review, examination, and processing of a range of legal documents; familiarity with and experience in the use or varied research sources, including electronic sources; analytical skills as demonstrated through research and analysis of a range of legal issues and interpretation and application of international legislative instruments, excellent legal drafting skills and proven ability to draft well under pressure; litigation and negotiation skills desirable; demonstrated ability to apply good legal judgement in the context of assignments given. 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.
- **Communication** – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.
- **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.

---

## QUALIFICATIONS

### Education:

Advanced university degree in law, preferably with specialization in criminal law or international law. 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 legal experience in international law, criminal law, humanitarian law, administrative law and/or human rights. Experience in working within an international setting desirable. Prior experience in legal aid administration is desirable.

---

# United Nations Mechanism for International Criminal Tribunals

## Languages:

English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

## 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>

---