

United Nations Mechanism for International Criminal Tribunals

Legal Officer, P-3

DEADLINE FOR APPLICATIONS : 03 October 2017
DATE OF ISSUANCE : 04 September 2017
OFFICE : Registry/Court Support Services Section
JOB OPENING NUMBER : 17-LEG-RMT-84803-R-THE HAGUE (R)

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

ORGANISATIONAL SETTING AND REPORTING:

This position is located in the Registry's Court Support Services Section (CSSS) of the United Nations Mechanism for International Criminal Tribunals ("Mechanism"), the Hague Branch. Under the supervision of the Senior Legal Officer/Chief of Section, the incumbent will assist the Registrar in the exercise of his/her responsibilities.

RESPONSIBILITIES:

- Drafts legal submissions and policy documents, and plays an advisory and coordination role on legal issues arising in the functional units of the Section (Witness Support and Protection Unit, Office of Legal Aid and Defence, Court Operations Unit, Judicial Records Unit, and Certification Project).
- Drafts and reviews submissions in relation to judicial review of administrative decisions taken by the Registrar.
- Analyses international statutes and laws, assesses their impact on the exercise of the Mechanism's mandate and strategises on their implementation.
- Processes and communicates information on a wide range of institutional and legal issues with Sections in both Branches of the Mechanism, as well as with UN HQ and other UN bodies.
- Prepares or assists in the preparation of drafts of background papers, reports, studies, legislative texts and commentaries on those texts, in the field of international criminal law, administrative law, public and private international law.
- Conducts extensive legal research and analysis and prepares studies, comparative studies, briefs, reports and correspondence.
- Undertakes review of legal documents, instruments or other material; identifies important issues, similarities and inconsistencies, etc.
- Provides legal advice on human resources matters; reviews administrative matters.
- Performs other duties, as required.

CORE COMPETENCIES:

- **Professionalism** – 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.
- **Teamwork** – Works collaboratively with colleagues to achieve organizational 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:

Advanced university degree (Master's degree or equivalent) in law. A first-level university degree in combination with an additional two years qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

Minimum of 5 years of progressively responsible experience in law, including legal analysis, research and writing.

Languages:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Working knowledge of French, Bosnian/Croatian/Serbian, Macedonian or Albanian is desirable.

Assessment Method:

There may be a technical test and / or a competency-based interview.

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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.

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.

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 <http://careers.un.org>
