

United Nations Mechanism for International Criminal Tribunals

Legal Officer, (Office of the President), P-3

DEADLINE FOR APPLICATIONS	:	06 October 2017
DATE OF ISSUANCE	:	07 September 2017
OFFICE	:	Registry / Office of the President
LOCATION	:	Arusha
JOB OPENING NUMBER	:	17-LEG-RMT-85084-R-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the Office of the President at the Arusha branch of the Mechanism for International Criminal Tribunals. The incumbent will work under the guidance of the President and Chef de Cabinet and will report to the Chef de Cabinet or the Legal Officer at the Arusha branch. The Mechanism has two branches, in Arusha and in The Hague.

Responsibilities:

Under the guidance of the President, the Chef de Cabinet, and the Legal Officer at the Arusha branch, the incumbent will provide specialized legal, policy, administrative, and judicial support with respect to the President's mandated functions, including drafting and reviewing orders and decisions; analyzing relevant law, rules and policies; advising the President on the issues and applicable law; and drafting and revising policies, memoranda, reports, press releases, and correspondence. The duties also include conducting and supervising legal research, particularly on international humanitarian and criminal law; monitoring relevant developments in international law; managing diverse work-streams related to the President's mandated functions; representing the President in cross-institutional meetings, on boards, and at *ad hoc* committees; and providing institutional guidance in conformity with the Mechanism's mandate, including through coordinating with senior officials from other sections and units of the Mechanism. The incumbent will further support the President, the Chef de Cabinet, and the Legal Officer by assisting with the direction and management of the office, including leading the Office of the President at the Arusha branch in the absence of the Legal Officer.

Core Competencies:

- **Professionalism** – Strong organizational, drafting, and interpersonal skills; proven ability to conduct comprehensive legal analysis; proven ability to work well under pressure and meet strict guidelines. Knowledge of the UN system desirable; knowledge of international criminal justice systems highly desirable. 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. 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.
- **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 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, preferably with specialization in international, criminal or humanitarian 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.

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Work Experience:

Minimum of 5 years of progressively responsible professional legal experience, at either the national or international level, preferably with an emphasis in criminal law, international law or humanitarian law. Previous experience in the executive office of an international organization or international court is highly desirable.

Languages:

English and French are the working languages of the Mechanism. For the post advertised, fluency in written and spoken English is required. Working knowledge of the other is highly desirable

Assessment Method:

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

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 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.

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 <https://careers.un.org>
