

United Nations Mechanism for International Criminal Tribunals

Co-ordinator, Fugitive and Investigations Unit, P-5*

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| DEADLINE FOR APPLICATIONS | : | 04 November 2017 |
| DATE OF ISSUANCE | : | 06 October 2017 |
| OFFICE | : | Office of the Prosecutor |
| LOCATION | : | Arusha |
| JOB OPENING NUMBER | : | 17-ING-RMT-86543-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 Prosecutor at the Arusha branch and reports directly to the Prosecutor and the Deputy to the Prosecutor.

Responsibilities:

The incumbent will oversee the tracking and location of the outstanding eight fugitives and provide supervision to investigators in relation to other investigative duties. He/she will coordinate, as necessary, with governments, local and international non-governmental organizations and other agencies in the conduct of investigations, to solicit information, including for the purposes of locating and arresting fugitives. Is responsible for operating within the scope of Standard Operating Procedures of the Office of the Prosecutor and the applicable law(s). Proposes and/or implements systems and procedures to ensure that investigations are conducted professionally, efficiently and effectively. The incumbent will further plan and oversee the management of the Unit's work and activities in relation to tracking and investigations, including carrying out administrative tasks necessary for the Unit's functioning such as preparation of budgets, assigning and monitoring performance parameters and critical indicators, reporting on budget performance, preparation of inputs for results-based budgeting, evaluation of staff performance, interviews of candidates for job openings and evaluation of candidates. Other duties include: representing the Prosecutor as required; liaising with the Registry in connection with administrative matters and other matters relevant to the work of the Unit; liaising with external partners in connection with tracking and investigative activities. The incumbent also participates as a member of the Prosecutor's senior management team, attending weekly management meetings. As required, the incumbent will perform other tasks.

Core Competencies:

- **Professionalism** - Knowledge of international legal procedures and instruments, including international criminal law, with a particular emphasis on tracking of fugitives and investigations of the former ICTR. Sound knowledge of the functioning of criminal investigations and prosecutions at the national and international levels. Strong analytical skills and proficiency in writing and expression and ability to prepare analytical documents. Strong negotiating skills and ability to persuade others to reach agreement. Extensive experience in the management of staff. Experience and ability to work well in a multicultural environment. Ability to work to tight deadlines and to handle multiple concurrent projects. 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; remains calm in stressful situations.
 - **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.
 - **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 in Law or Social Sciences. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree or a Diploma in Criminal Investigation from a national law enforcement agency or police academy. Relevant police, law enforcement or intelligence agency training courses. Formal governmental qualification, training and experience in criminal investigations and prosecutions.

Work Experience:

Minimum of 10 years of progressively responsible experience in investigations and operations of criminal justice institutions, at either the national or international level. Thorough knowledge of criminal investigation practices and procedures is required.

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 French is a distinct advantage.

Assessment Method:

There will 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 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.

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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>