

# United Nations International Residual Mechanism for Criminal Tribunals

Associate Legal Officer, P-2

DEADLINE FOR APPLICATIONS	:	11 July 2018
DATE OF ISSUANCE	:	12 June 2018
OFFICE	:	Immediate Office of the Registrar
LOCATION	:	The Hague
JOB OPENING NUMBER	:	18-LEG-RMT-99022-THE HAGUE (R )

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

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## Organizational setting and Reporting:

This position is located in the Office of the Registrar, Registry, Hague Branch. Under the supervision of the Chief, the incumbent will assist the Registrar in the exercise of his responsibilities.

## Responsibilities:

- Provide legal support to judicial proceedings, including to the management of the United Nations Detention Unit and other Registry units, as required.
- Under the supervision of the Head of Office of Legal Aid and Defence Matters (OLAD), provide support to the administration of legal aid, such as the assignment of counsel, the application of payment policies and liaison with defence teams.
- Provide legal support in connection with the functioning of the Mechanism, and with regard to relations with the Host State and UN Member States, including human resources matters, administrative and disciplinary proceedings, agreements and contracts, claims and disputes, records and archives matters and the enforcement of sentences.
- Conduct legal research, using multiple research sources, select relevant material, analyse information and present findings for internal review in relation to the above.
- Assist in the preparation of background papers, briefings, talking points, studies, reports, legal opinions, official correspondence, speeches, and other tasks in relation to the above.
- Assist Legal Officers in the review and amendment of legal documents, including rules, regulations and policies in relation to the above.
- Assist in servicing diplomatic conferences, commissions, committees, task forces and other bodies in relation to the above.
- Perform 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 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.

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## QUALIFICATIONS

### Education:

Advanced university degree in law, preferably with a specialisation in international, commercial or administrative law. A first level university degree in law in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience:

Minimum of 2 years of progressively responsible legal experience. Previous working experience with the Registry of an international court or tribunal is desirable.

### 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 is desirable.

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## Assessment Method:

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

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## Special Notice:

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. Appointment of the successful candidate on this position will be limited to the initial funding of the post. 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.

## 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>

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