

United Nations International Residual Mechanism for Criminal Tribunals

Investigator, Head of Tracking, P-4

DEADLINE FOR APPLICATIONS	:	04 August 2018
DATE OF ISSUANCE	:	06 July 2018
OFFICE	:	Office of the Prosecutor - OTP
LOCATION	:	Arusha
JOB OPENING NUMBER	:	18-ING-RMT-100120-R-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the the Office of the Prosecutor of the United Nations International Residual Mechanism for Criminal Tribunals (Arusha).

Responsibilities:

Under the direction of the Prosecutor, the incumbent's duties and responsibilities will be as follows:

- Provide day to day supervision of the OTP's staff based in Arusha, including its investigators, crime analyst and language assistants.
- Travel and/or supervise travel to various parts of Rwanda and overseas with Investigators to undertake interviews, record statements from witnesses and open new lines of investigations with respect to the tracking and apprehension of the MICT's 3 fugitives and the preparation of their case files for trial.
- Undertake investigations at the direction and under the general supervision of the Prosecutor.
- Be responsible for the professional planning and conduct of investigations assigned to the team.
- Assign work to team investigators.
- Take into account priorities, workload, specific progress of on-going cases and other factors.
- Evaluate performance relative to position description.
- Handle other personnel matters affecting the team including matters relating to conduct, approval of leave, etc.
- Be responsible for team operation within the scope of Standard Operating Procedures of the Office of the Prosecutor and the applicable law (s).
- Coordinate and develop relationships with governments, international organizations and local non-Governmental organizations for the conduct of investigations, particularly with respect to the tracking and arrest of the MICT's 3 fugitives and the 5 fugitive cases referred to Rwanda for trial.
- Provide political advice and regional expertise to the Prosecutor in relation to tracking fugitives and the preparation of their case files for transfer.
- Coordinate special projects as directed by the Prosecutor.
- Participate in the management of the OTP at the support, operational and advisory levels.
- Record victim and witness statements on all facts, ensure the proper chain of custody of evidence, obtain complete statements and deposit the originals in secure location.
- Take responsibility for the physical deposit and safe-keeping of all evidence and statements.
- Liaise with legal officers, analysts and others.
- Ensure that the team is well equipped, safeguarded, and otherwise supported in their work.
- Submit weekly reports; prepare mission orders and reports for each field mission.

Core Competencies:

- **Professionalism** – Knowledge of criminal investigation techniques and procedures, particularly with respect to the tracking of fugitives. Knowledge of international legal procedures and instruments, including international criminal law and diplomacy. Experience in preparing witnesses and evidence for judicial proceedings as demonstrated in the ability to build a case through witness interviews and other evidence gathering techniques. Ability to employ sound professional investigative and administrative experience to facilitate the production of high quality work from the team. The position requires excellent people management skills and public relations abilities as well as public speaking skills and ability to interact and negotiate with high-level officials. Knowledge in the use of computer applications, particularly word processing software, database management, and electronic research tools. 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.
 - **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;
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foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

MANAGERIAL COMPETENCIES

- **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.

QUALIFICATIONS

Education:

An advanced university degree in law or equivalent training. A first level university degree in law in combination with an additional two years of qualifying experience may be accepted in place of an advanced university degree. A diploma in criminal investigation from a recognized public police academy or similar institution with an additional three years of qualifying experience may be accepted in place of an advanced university degree.

Experience:

A minimum of 7 years of progressively responsible relevant professional experience in criminal investigations or prosecutions, including substantial experience at the international level. Experience as an attorney or investigator in a Police force or equivalent law enforcement agency or prosecution's office with at least some years of experience at international level; experience in leading, planning and executing investigations in relation to serious criminal behaviour is essential; experience in the leadership management and supervision of investigations staff; experience and ability to lead and work well in a multi-skilled team environment; and thorough knowledge of investigative techniques and procedures. Experience in the area of witness protection is desirable.

Language:

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 an asset.

Assessment Method:

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

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.

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.

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

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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 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>
