

United Nations International Residual Mechanism for Criminal Tribunals

Chef de Cabinet, P-5

DEADLINE FOR APPLICATIONS	:	23 August 2018
DATE OF ISSUANCE	:	18 July 2018
OFFICE	:	Office of the Prosecutor
LOCATION	:	The Hague
JOB OPENING NUMBER	:	18-LEG-RMT-100667-R-THE HAGUE (R)

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

Organizational setting and Reporting:

The post is located in the Office of the Prosecutor of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Hague Branch. The incumbent will work under the direction of and report to the Prosecutor.

Responsibilities:

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

- Provides policy guidance to the Prosecutor on conceptual strategy development and management of the implementation of the Office's overall strategies, policies and procedures.
- Together with the Heads of Office at each branch and team leaders, plans and oversees the management of activities undertaken by the Office; ensures that substantive work programmes and activities are carried out in a timely and coordinated fashion.
- Co-ordinates the work carried out by the Office.
- Contributes to the reporting to intergovernmental bodies on budget performance and on substantive issues, as appropriate, particularly those presented in biannual and annual reports to the Security Council and General Assembly.
- Ensures that the outputs produced by the Office maintain high-quality standards.
- Prepares inputs for the work programme of the Office, determining priorities, and allocating resources for the completion of outputs and their timely delivery.
- Carries out administrative tasks necessary for the functioning of the Office, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance (PAS), interviews of candidates for job openings and evaluation of candidates.
- Manages, guides, develops and trains staff under his/her supervision.
- Fosters teamwork and communication among staff in the Office and across organizational boundaries.
- Represents the Office at meetings, seminars, etc. on issues related to the work of the Office.
- Provides diplomatic, policy and political expertise to the Office and the Prosecutor on issues related to the Office's mandate and up-to-date information on substantive political and diplomatic developments.
- Holds substantive and organizational discussions with and serves as the principal focal point for the Prosecutor's communications with representatives of member state governments, the UN Secretariat, other UN agencies, international organizations and NGOs.

Core Competencies:

- **Professionalism:** Strong professional competence and mastery of international criminal justice and the work of international prosecution offices, as well as the political and diplomatic dimensions of international criminal justice. Demonstrated expertise in war crimes justice issues in the former Yugoslavia and/or Rwanda. Demonstrated experience in providing legal, political and policy advice to senior officials, and ability to maintain relationships with external partners in support of the organization's mandate and work. 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 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
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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.

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 improvements; 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.
- **Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

QUALIFICATIONS

Education:

Advanced university degree (Master's degree or equivalent) in law, preferably with specialisation in criminal law or international 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.

Experience:

Minimum of 10 years of progressively responsible experience in law, with an emphasis on international criminal law and international and/or national criminal tribunals prosecuting war crimes, crimes against humanity and genocide. Experience with the ICTY, the ICTR or the Mechanism is strongly preferred. Experience with the UN Security Council and General Assembly preferred.

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 a second official UN language is an advantage.

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.

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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 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>
