

United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING

Assistant Legal Officer, P-1

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| DEADLINE FOR APPLICATIONS | : | 20 August 2018 |
| DATE OF ISSUANCE | : | 13 August 2018 |
| OFFICE | : | Immediate Office of the Prosecutor |
| LOCATION | : | Arusha |
| JOB OPENING NUMBER | : | 2018/TJO/IRMCT/0TP/070-P |

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

Organizational setting and Reporting:

This position is located in Immediate Office of the Prosecutor, Arusha Branch.

Responsibilities:

Under the supervision of the Legal Advisor and Special Assistant to the Prosecutor, assist in providing administrative legal, diplomatic and policy support to the Prosecutor and the Arusha branch. Assist with analyzing, reviewing and managing paperwork requiring the Prosecutor's attention and ensuring that it is followed up, including correspondence, letters, requests for information and other documents. Undertake legal research on a diverse range of factual, procedural and substantive issues in criminal law, international law, international humanitarian law using multiple research sources; select relevant material, analyze information and present findings for internal review in either written or oral form. Assist with special projects as directed by the Prosecutor. Assist in the preparation of the Prosecutor's public communications. Perform other duties and special assignments as required.

Core Competencies:

- **Professionalism** – Experience at the IRMCT or other international criminal tribunal. Analytical skills as demonstrated through research and analysis of a range of legal issues and interpretation and application of international legislative instruments, and the ability to develop and present arguments clearly and concisely (spoken and written); familiarity with and experience in the use or varied research sources, including electronic sources; demonstrated ability to apply sound legal judgment; ability to plan own work and manage conflicting priorities. 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. 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 and manages tight deadlines. Fully proficient computer skills and ability to use relevant software application, in particular, information databases, internet/intranet services, library sources etc.
- **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:

University degree in law or international relations is essential. Degrees in both subjects is an advantage.

Experience:

Minimum of 2 years of progressively responsible work experience in law, preferably in international criminal law is required if the candidate does not possess an Advanced University Degree in Law.

Previous experience with international tribunals and/or government, and international criminal law, is highly desirable.

Language:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of a second UN language is desirable. Knowledge of Kiswahili is an advantage.

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HOW TO APPLY:

- 1) Internal staff at the GS or FS level who meets the requirements are eligible to apply.
- 2) Interested candidates must complete the UN Personal History Profile (PHP) form obtainable via personal Inspira accounts (in PDF format) or the IRMCT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-Performance's (for internal candidates) ELECTRONICALLY AS ONE DOCUMENT to the recruitment@un.org in-box. Please indicate the job opening number in the subject line.
- 3) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a candidate for the position.
- 4) Please note that only candidates under serious consideration will be notified of the final decision.

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.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.IRMCT.org) or from your personal Inspira account and forward electronically to the recruitment@un.org in-box. Please indicate the job opening number in the subject line.
- 2) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a staff member for the position.

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| SPECIAL NOTICE: The appointment is limited to the IRMCT. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. IRMCT is a smoke free environment. |
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PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.