

# United Nations International Residual Mechanism for Criminal Tribunals

Chief, Information Technology Support Section, P-4

<b>DEADLINE FOR APPLICATIONS</b>	:	<b>15 September 2018</b>
<b>DATE OF ISSUANCE</b>	:	<b>17 August 2018</b>
<b>OFFICE</b>	:	<b>Registry/ ITSS</b>
<b>LOCATION</b>	:	<b>The Hague</b>
<b>JOB OPENING NUMBER</b>	:	<b>18-IST-RMT-102552-R-THE HAGUE (R)</b>

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

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## Organizational setting and Reporting:

The post is located in the Division of Administration, Registry section of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Hague Branch. The incumbent will report directly to the Chief Administrative Officer.

## Responsibilities:

- Plans and directs major systems projects of significant importance to the institution, or major components of these complex systems which typically impact critical operations and large or multiple user groups.
- Provides expert advice on complex systems analysis and design; identifies the need for new systems (or modifications to existing systems) or respond to requests from users; develops plans for feasibility assessment, requirements specification, design, development and implementation, including project plans, schedules, time and cost estimates, metrics and performance measures.
- Tracks and monitors project progress against plan, requirements, quality measures, standard processes; liaises with users on all aspects and during all phases of development and implementation.
- Provides professional leadership and work direction to a team of information systems officers with the objective of delivering appropriate ICT infrastructure and services in support of the Mechanism's businesses and mandate; plans and allocates work assignments, coaches, mentors and evaluates staff; participates in recruitment and selection of new staff and in the development of training programs.
- Manages procurements, directly and in terms of team oversight, including conducting needs assessments and benchmarks, preparing bid documents and arranging contracts; supervises, coordinates and negotiates the services required to enable the management and operation of interdependent administrative, financial, human resources and other information systems.
- Develops, implements and monitors information standards and guidelines, including testing paradigms.
- Keeps abreast of developments in the field; ensures the development of and adherence to governance practices, technical standards, standard operating procedures and practices to ensure a stable systems environment and effective delivery of services, including through coordination with the Office of Information and Communications Technology.
- Participates in planning and preparation of the budget, work program and spending plan.

## Core Competencies:

- **Professionalism:** Knowledge of systems design, and development, management, implementation and maintenance of complex information systems. Ability to develop and oversee large centralized or decentralized institutional systems; conceptual and strategic analytical capacity to understand information system and business operational issues so as to thoroughly analyze and evaluate critical systems matters. Knowledge of a range of computer languages and development paradigms, knowledge of organization's information infrastructure and IT strategy as it relates to user area(s). 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.
  - **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
  - **Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organisations' strategy and the work units' goals; generates and communicates broad and compelling organisational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.
  - **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
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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 (Master's degree or equivalent) in computer science, information systems, mathematics, statistics or related field. 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 7 years of progressively responsible relevant professional and managerial experience in information technology, including experience in developing and overseeing large centralized and globally distributed institutional systems, of which three years should have been at the international level in the public/private sector, functioning at the management level. Experience with international criminal tribunals 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 official UN language is an advantage.

### 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.

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.

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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

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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>

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