

# United Nations International Residual Mechanism for Criminal Tribunals

Head, Application Management Unit, P-3

<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>Arusha</b>
<b>JOB OPENING NUMBER</b>	:	<b>18-IST-RMT-102554-R-ARUSHA (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 Arusha Branch. The incumbent will work under the supervision and direction of the Chief, Information Technology Support Section (ITSS).

## Responsibilities:

- Reporting to the Chief of Section, has responsibility for ICT operations at the Arusha branch of the Mechanism.
- Manages the Application Management Unit including Database Administration and Software/Web Development; provides guidance to, and supervises, staff and consultants.
- Manages projects involving feasibility studies, systems analysis, design, development and implementation of new, moderately complex systems, and/or, participates as a member of a development team with responsibility for major components of the more complex systems.
- Develops detailed system and other functional specifications and user documentation for major systems.
- Provides specialized advice to users, analyzing users' requirements and translating these into new applications; determines application systems integration and linkage issues.
- Maintains, upgrades or enhances existing user systems; troubleshoots to resolve difficult problems.
- Develops and maintains computer programs that require integration of many interrelated systems and program elements; ensures appropriate data security and access controls considering both local and wide area issues.
- Develops training materials, operating and user manuals; trains staff in assigned systems.
- Researches, analyzes and evaluates new technologies; keeps abreast of developments in the field of ICT.

## Core Competencies:

- **Professionalism:** In-depth knowledge of and extensive experience in information technology/information management, particularly in systems analysis, database design and programming. Through knowledge of various programming languages and significant exposure to and demonstrated proficiency in all aspects of programming and analysis. Knowledge of interactive systems; good knowledge of organization's information infrastructure and IT strategy as it relates to user area(s); independently maintains assigned systems and develops innovative approaches to resolve a wide range of issues/problems. Must be formally trained in and have practical experience in applying a project management discipline such as PRINCE2. Experience servicing the ICT requirements in a judicial institution will be considered an advantage. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
  - **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 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 & Organizing:** 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.
  - **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.
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- **Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

## 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 5 years of progressively responsible relevant professional experience in planning, design, development, implementation and maintenance of computer information systems or related area. Experience in IT operations and development in an international judicial context will be considered an advantage.

### 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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