

# United Nations International Residual Mechanism for Criminal Tribunals

Deputy Commanding Officer and Detention Advisor, P-3

DEADLINE FOR APPLICATIONS	:	06 December 2018
DATE OF ISSUANCE	:	07 November 2018
OFFICE	:	Registry/UN Detention Unit
LOCATION	:	The Hague
JOB OPENING NUMBER	:	18-ROL-RMT-106651-R-THE HAGUE (R)

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

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## Organizational setting and Reporting:

This position of Deputy Commanding Officer and Detention Advisor, is located in the United Nations Detention Unit ("UNDU"), as part of the Registry, International Residual Mechanism for Criminal Tribunals ("IRMCT"), at The Hague Branch. The incumbent reports to the Commanding Officer.

## Responsibilities:

In support of the Commanding Officer, manages the operational aspects of the administration of the UNDU, ensures that the rights of all persons detained by the IRMCT under the applicable rules, regulations and directives are respected, and advises the Registrar of the IRMCT and the Commanding Officer on strategic and operational decisions. The incumbent advises and liaises with the Chief of Security and Safety Section and the Commanding Officer in respect of IRMCT detainees and conditions of detention in relation to custody in the holding cells and at the Mechanism building.

- Act as focal point for detainee complaints submitted to the Commanding Officer in relation to the application of the Rules of Detention and any of the procedures adopted by the IRMCT.
- Address issues raised by the detainees or their representatives, in liaison with the Legal Coordinator for Detention Matters, where necessary.
- Ensure compliance with the relevant rules, regulations and directives by UNDU staff and Dutch prison staff seconded to the UNDU: counsel those who are not acting accordingly.
- Advise the Chief of Security and Safety Section with respect to any change in the relevant rules, regulations and directives relevant to detention and provide advice on implementation at the Mechanism building.
- Prepare guidelines and general orders for issuance under own authority and drafting same for approval by the Commanding Officer and make recommendations regarding interpretation and amendments of the Rules of Detention.
- Liaise with the Chief of Security and Safety Section to prepare guidelines for the implementation of the Rules of Detention by Security and Safety Section personnel.
- Liaise with the Medical Service staff to ensure adequate healthcare for the detainee population and appropriate reporting of health related issues up the chain of command.
- Advise the Chief of Security and Safety Section in relation to healthcare issues for detainees attending at the Mechanism building.
- Perform regular on call duty in combination with other UNDU management team members to ensure that a management overview of operations is maintained 24/7 and that a person authorized to make complex decisions is available for consultation by uniform staff.
- Ensure maintenance of all physical and electronic records of the UNDU.
- Ensure the submission of documentation and co-ordination of preparations required for transfer of convicts to enforcement states.
- Ensure supervision and coordination of administrative and language staff.
- Serve as a member (as required) of internal investigations.
- Deputise for the Commanding Officer in his/her absence.
- Assist the Registrar and Commanding Officer in all negotiations with the Host state by providing in-depth knowledge and advice on any proposed course of action.
- Responsible for primary liaison with other Registry's sections regarding a wide-range of issues including detainees' health and well-being, legal representation, conditions of detention, processing of invoices, preparation of budget submissions.
- Liaise with Host Prison officials on all matters relating to the provision of custodial functions and with the Dutch transport police and all other relevant parties to coordinate the transport of detained persons between the UNDU and external locations.
- Coordinate with the Commanding Officer, Chief of Security and Safety Section and Dutch transport police in relation to transfer of custodial functions between the UNDU, Dutch transport police and Security and Safety Section.
- Support the mandates of the IRMCT in presenting the work of the UNDU to external agencies and visitors to the IRMCT.
- Perform other duties, as required.

## Core Competencies:

- Professionalism - Has experience with prison governance and administration including custodial functions in courtroom settings. Demonstrates knowledge of international prison standards, including the UN Standard Minimum Rules for the Treatment of Prisoners. 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
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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 the audience. Demonstrates openness in sharing information and keeping people informed.
- **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.
- **Building Trust** – provides an environment in which others can talk and act without fear of repercussion. Manages in a deliberate and predictable way. Operates with transparency; has no hidden agenda. Places confidence in colleagues, staff members and clients. Gives proper credit to others. Follows through on agreed upon actions. Treats sensitive or confidential information appropriately.
- **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.

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## QUALIFICATIONS

### Education:

Advanced university degree in Social Sciences, Psychology or Management of Prisons or related area is required. 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 progressively responsible experience in prison management at the national or international level in the area of custody and detention. Experience with detention and custodial functions in courtroom settings is 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. Working knowledge of Bosnian/Croatian/Serbian 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

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law,

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violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. 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 Manual for the Applicant, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (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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