

# UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Associate Legal Officer, P-2 (multiple positions)

**DEADLINE FOR APPLICATIONS** : 19 December 2018  
**DATE OF ISSUANCE** : 20 November 2018  
**OFFICE** : Registry/ Office of the Registrar  
**LOCATION** : The Hague  
**JOB OPENING NUMBER** : 18-LEG-RMT-107170-R-THE HAGUE (R)

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

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## Organisational setting and Reporting:

These positions are located in the Office of the Registrar, Registry, Hague Branch. Under the supervision of the Chief, or his designee, the incumbents will assist the Registrar in the exercise of his responsibilities.

## Responsibilities:

- Provide legal support to judicial proceedings, including to the Witness Support and Protection Unit, the United Nations Detention Unit, the Judicial Records and Court Operations Unit and the Office for Legal Aid and Defence Matters.
- Assist in the drafting of legal submissions and other legal documents on behalf of the Registrar.
- Provide legal support in connection with the functioning of the Mechanism, and with regard to relations with the Host State and UN Member States.
- Provide legal support on human resources matters, administrative and disciplinary proceedings, agreements and contracts, claims and disputes, records and archives matters and the enforcement of sentences.
- Conduct legal research, using multiple research sources, select relevant material, analyse information and present findings for internal review in relation to the above.
- Assist in the preparation of background papers, briefings, talking points, studies, reports, legal opinions, official correspondence and speeches in relation to the above.
- Assist Legal Officers in the review and amendment of legal documents, including rules, regulations and policies in relation to the above.
- Assist in servicing diplomatic conferences, commissions, committees, task forces and other bodies in relation to the above.
- Perform other duties as required.

## Competencies:

- **Professionalism** – 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 the audience; demonstrates openness in sharing information and keeping people informed.
- **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.

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## QUALIFICATIONS

### Education:

Advanced university degree in law, preferably with a specialisation in international, commercial or administrative law. A first level university degree in law in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### Experience:

Minimum of 2 years of progressively responsible legal experience. Previous working experience with the Registry of an international court or tribunal is desirable.

### 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 French is desirable.

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## 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.

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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, 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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