

United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING

(for an initial period of 3 months, with possible extension until the end of 2019)

Associate Legal Officer (Legal Aid) P-2

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| DEADLINE FOR APPLICATIONS | : | 17 December 2018 |
| DATE OF ISSUANCE | : | 11 December 2018 |
| OFFICE | : | Registry/Office of Legal Aid and Defence Matters |
| LOCATION | : | The Hague |
| JOB OPENING NUMBER | : | 2018/TJO/IRMCT/OLAD/074-P |

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

Organizational setting and Reporting:

This position is located in the Office of Legal Aid and Defence Matters (OLAD), Registry, of the International Residual Mechanism for Criminal Tribunals (Mechanism), under the supervision of the Head of OLAD.

Responsibilities:

- Advise and assist the Head of OLAD on legal and operational matters relating to the management of the Mechanism legal aid system, amicus curiae appointment and remuneration.
- Advise and assist on the drafting, implementation and development of relevant policies, rules and directives relating, in particular, to legal aid and defence funding, and the assignment and conduct of counsel.
- Draft legal submissions to the President and the Trial and Appeals Chambers, Registrar's decisions, correspondence to defence counsel, internal memoranda and other documents as required by the Head of OLAD.
- Provide legal advice and draft decisions concerning suspects and accused's eligibility for legal aid.
- Advise on possible misconduct of counsel and draft disciplinary complaints against counsel or other defence team members.
- Monitor and audit defence work reports and invoices.
- Act as focal point for issues related to the Association of Defence Counsel practising before the International Court and Tribunals.
- Review and advise on applications for admission to the list of counsel eligible to act before the Mechanism.
- Perform other tasks as required.

Core Competencies:

- **Professionalism** – Knowledge of, and ability to apply, legal aid principles, concepts and procedures, with a particular focus on the applicable instruments of the Mechanism; familiarity with and experience in the use of varied research sources; analytical skills as demonstrated through clear analysis of legal issues; excellent legal drafting skills and proven ability to draft well under time pressure; negotiation and diplomatic skills desirable; ability to work independently, and to maintain organized records; ability to apply sound legal judgement; 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.
- **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.
- **Accountability** – Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organisational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

QUALIFICATIONS

Education:

Advanced university degree in law, preferably with specialization in criminal law or international law. 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 2 years of progressively responsible legal experience in international law, criminal law, humanitarian law, administrative law and/or human rights. Experience in working within an international setting desirable. Prior experience in legal aid administration is desirable.

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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, Bosnian/Croatian/Serbian, and/or Kinyarwanda is an advantage.

HOW TO APPLY:

- 1) Internal staff at the P-2 and GS levels who meet 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-PAS'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.unmict.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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| <p>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.</p> |
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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.
