

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Associate Legal Officer, P-2

DEADLINE FOR APPLICATIONS : 14 February 2019
DATE OF ISSUANCE : 16 January 2019
OFFICE : Registry/ Office of the Registrar
LOCATION : Arusha
JOB OPENING NUMBER : 19-LEG-RMT-110193-R-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the Office of the Registrar, Arusha Branch, Registry. Under the supervision of the Head of the Legal Team and within limits of delegated authority, the incumbent will provide legal and administrative support to the Registrar, Chief of Registry and staff of the Office of the Registrar in support of the operations of the Mechanism.

Responsibilities:

- Conduct legal research on a diverse range of assigned issues in constitutional, international, public, private, administrative and criminal law (substantive, procedural and comparative) using multiple research sources; select relevant material, analyse information and present findings for internal review.
- Assist in the review of legal documents, instruments or other material; identify important issues, similarities and inconsistencies, etc.
- Assist in the preparation of drafts of background papers, studies, reports, legal opinions/advice, official correspondence, briefing notes, talking points, speeches, etc. pertaining to the mandate of the Mechanism.
- Assist in providing legal advice on a wide range of issues: including human resources matters and administrative decisions, records and archives matters, agreements and contracts, claims and disputes, and policies.
- Act as a liaison officer with other offices of the Mechanism; represent the views and instructions of the Chief of Registry as required.
- Assist in servicing conferences, committees, commissions, tasks forces and other bodies, including by preparing background material, summaries and reports.
- Provide briefings before meetings; provide written reports of such meetings; ensure follow-up of decisions taken.
- Perform other duties as required.

Core Competencies:

- **Professionalism:** Excellent drafting skills and ability to draft well under pressure and tight deadlines. Ability to apply sound legal judgement in the context of assignments given. Ability to plan and manage conflicting priorities. Experience in use of research tools. 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.
- **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.
- **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.

QUALIFICATIONS

Education:

Advanced university degree in law, preferably with an emphasis in international or criminal law. A first level university degree in law in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Experience:

Minimum of 2 years progressively responsible experience in law, preferably with an emphasis in international law. Previous working experience with international organizations, government, academia, or NGOs 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.

Special Notice:

Current UN staff at the GS and FS level who meet the eligibility requirements are exceptionally permitted to apply. If selected, certain conditions will apply. All offers of appointment are subject to budgetary approval.

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.

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>
