

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Senior Programme Officer, P-5

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| DEADLINE FOR APPLICATIONS | : | 22 February 2019 |
| DATE OF ISSUANCE | : | 24 January 2019 |
| OFFICE | : | Office of the Prosecutor |
| LOCATION | : | The Hague |
| JOB OPENING NUMBER | : | 19-PGM-RMT-110521-R-THE HAGUE (R) |

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

Organizational setting and Reporting:

The post is located in the Office of the Prosecutor of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Hague Branch. The incumbent will work under the direct supervision of the Prosecutor and in coordination with the Chief of Staff.

Responsibilities:

The Senior Programme Officer will be responsible for the following duties:

- Takes the lead to develop, implement and evaluate assigned programmes/projects, etc.; directs subordinates in programme/project development, implementation, monitoring and assessment; directs review of relevant documents and reports; identifies priorities, problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and initiates follow-up actions.
- Directs research and programme evaluation and presents information gathered from diverse sources.
- Undertakes survey initiatives; guides design of data collection instruments; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Supervises preparation of various written outputs, e.g. background papers, analysis, substantial sections of reports and studies, inputs to publications, etc.
- Directs substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Manages outreach activities; designs and conducts training workshops, seminars, etc., makes presentations on assigned topics/activities.
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and ensures preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Serves as an effective spokesperson and establishes collaboration and partnerships with key officials at all levels inside and outside the organization.
- Ensures effective utilization, supervision and development of staff; guides, evaluates and mentors staff
- May perform other duties as required.

Core Competencies:

- **Professionalism:** Ability to identify key strategic issues, opportunities and risks. Ability to generate and communicate broad and compelling organizational direction. Ability to communicate clearly links between the Organization's strategy and the work unit's goals. Demonstrated ability to provide innovative technical leadership by performing and/or overseeing the planning, development, and management of operation. Demonstrated ability to negotiate and apply good judgment 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.
- **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.
- **Creativity –** Actively seeks to improve programmes or services. Offers new and different options to solve problems or meet client needs. Promotes and persuades others to consider new ideas. Takes calculated risks on new and unusual ideas; thinks "outside the box". Takes an interest in new ideas and new ways of doing things. Is not bound by current thinking or traditional approaches.

MANAGERIAL COMPETENCIES

- **Vision –** Identifies strategic issues, opportunities and risks. Clearly communicates links between the Organisations' strategy and the work units' goals. Generates and communicates broad and compelling organisational direction, inspiring others to pursue that same direction. Conveys enthusiasm about future possibilities.
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- **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 (Master's degree or equivalent) in business administration, management, economics or a 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 10 years of progressively responsible relevant professional experience in project or programme management, administration or related area.

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. Knowledge of another UN official language is an advantage.

Assessment Method:

There may be a technical test followed by a competency-based interview.

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.

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.

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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>
