

Posting Title : INTERN - HUMAN RESOURCES - Internship Coordinator,
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Job Code Title : INTERN - HUMAN RESOURCES
Department/ Office : International Residual Mechanism for Criminal Tribunals
Location : THE HAGUE
Posting Period : 25 February 2019 - 24 February 2020
Job Opening number : 19-HRE-RMT-112556-J-THE HAGUE
Staffing Exercise : N/A

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

Org. Setting And Reporting

The Mechanism for International Criminal Tribunals ("Mechanism" or "IRMCT"), formally referred to as the International Residual Mechanism for Criminal Tribunals, is mandated to perform a number of essential functions previously carried out by the International Criminal Tribunal for Rwanda ("ICTR") and the International Criminal Tribunal for the former Yugoslavia ("ICTY"). In carrying out its multiple functions, the IRMCT maintains the legacies of these two pioneering ad hoc international criminal courts and strives to reflect best practices in the field of international criminal justice. The IRMCT has two branches one located in The Hague, The Netherlands and another in Arusha, Tanzania.

General information on the IRMCT and its internship program may be found on the IRMCT website: www.irmct.org

A Mechanism internship is UNPAID and full-time. Core working hours for interns are Monday to Friday from 9:00 a.m. to 5:30 p.m. Interns work under the supervision of a staff member in the office to which they are assigned. Additional hours may be required to meet deadlines for specific projects. The duration of an internship can range from a minimum of three months to a maximum of six months, according to the needs of the intern's assigned office. Applications will be reviewed and internship offers extended on a rolling basis.

This position is located in the Human Resources Section within the Registry in The Hague, Netherlands.

Responsibilities

Under the supervision and direction of the Chief of the Human Resources Section, the intern will manage the Internship Programme Office, which includes acting as focal point for all internal and external enquiries regarding internships; drafting correspondence and handling telephone enquiries; preparing internship offer letters and following up on documentation;

informing departments of the status of applications; providing induction briefing to new interns; processing check-outs and updating databases. The incumbent will ensure a smooth working relationship with potential candidates, other interns and staff members within the Tribunal. Additionally the Coordinator will assist the Human Resources Section with ad-hoc duties when necessary. The successful candidate will be a graduate or in the final year of a Bachelor's degree, will possess good organizational skills, fluent oral and written English and good interpersonal skills.

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.
- 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.
- Client Orientation – Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education

Candidates for internships in the Human Resources Section are required to (a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); (b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or (c) Have graduated with a university degree (as defined in (a) and (b) above), and if selected, must commence the internship within a one-year period of graduation. Applicants must demonstrate technological awareness and be able to use computers.

Work Experience

Applicants are not required to have professional work experience for participating in the programme, and must be at least 18 years old. Previous experience in an administrative work environment is an asset.

Languages

English and French are the working languages of the Mechanism. Fluency in oral and written English is required.

Assessment

Potential candidates will be contacted by the hiring manager directly for further consideration. Due to the high volume of applications received, ONLY successful candidates will be contacted.

Please ensure you have included all of the required documents.

Special Notice

A complete online application including ALL of the documents listed below is required. Please note that documents may only be in English or French, and that incomplete applications will not be reviewed.

Applicants must attach ALL of the following documents to each application:

1. Acceptance and Undertaking
2. Cover letter stating the reasons for applying.
3. Two letters of recommendation;
4. Copies of university/law studies transcripts (including courses taken and grades received);
5. A scanned copy of the applicant's valid medical insurance or a signed statement confirming intent to obtain medical insurance while in The Netherlands.

Interns must keep confidential any and all unpublished information obtained during the course of the internship and not publish any reports or papers based on such information except with the explicit written authorization of the Chief of Human Resources of the IRMCT. Interns are bound by the same duties and obligations as staff members, and the information to which an intern has access in the course of the internship must not be divulged to external parties. Each prospective intern must sign the Acceptance and Undertaking Form to indicate their understanding and acceptance of this stipulation. This form must be included in every application.

On completion of their internship, interns are required to complete a substantive report on their assignments. This will be included in their file and will be forwarded, upon request, to the sponsoring institution, government body or private organization.

There should be no expectation of employment by the United Nations or the IRMCT upon completion of the internship.

IRMCT interns are responsible for all internship-related expenses that they incur. The United Nations accepts no responsibility for costs arising from accidents and/or illness incurred during an internship. Therefore, upon award of an internship, interns are responsible for securing adequate insurance coverage and are required to sign and return a statement confirming their understanding and acceptance of these conditions of service.

Candidates of certain nationalities must obtain a visa authorizing their stay in The Netherlands before they depart for The Hague to begin their internship. While this is the

overall responsibility of the selected candidate, the Registry will provide information and supporting documents in this regard.

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.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

