

United Nations International Residual Mechanism for Criminal Tribunals

Call for Applications

Individual Contractor – Trainer in RingTail and Transcend

DEADLINE FOR APPLICATIONS: 27 March 2019
DATE OF ISSUANCE : 14 March 2019
OFFICE : Registry
LOCATION : Arusha
JOB OPENING NUMBER : 2019/IRMCT/REG/ITSS/007-CIC

Organizational setting and Reporting:

The CIC will be working in the Registry of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch. The incumbent will work under the general supervision of the Head of the Application Management Unit, or a person delegated by him.

Only candidates under consideration will be contacted for an interview. The selected candidate will be offered a consultant's contract.

Responsibilities

(a) The trainer shall prepare a training program in collaboration with the IRMCT and its requirement for the Registry, Chambers and the Defence, to ensure that the program covers all of the end-users's needs in using the system in court independently. To this end, the Trainer will deliver Training Activities for the eCourt Ringtail system (Version 1.0.58.1) and the Legal Craft Transcend system to the aforementioned sections who will be involved in upcoming judicial proceedings at the Arusha branch.

(b) Training activities are to include: (1) a "Train the Trainer Course"; (2) RingTail Training and Transcend Training, with pre-Training Activities to include reviewing, updating and developing new training material for Transcend and updates to the RingTail and Training Logistics; and (3) Training in eScan-it Software for the Defence teams.

(c) Post-training activities will include the organization and coordination of a Mock Trial (using RingTail and Transcend) for all court users.

(d) The incumbent is further expected to provide Application support at the beginning of the judicial proceedings at the Arusha branch.

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(e) The incumbent will also be responsible for reviewing the current configuration of the Moodle system and adding new materials for the LegalCraft Transcend system, as well as updating the existing material according to the training program.

(f) Training activities are to take place as of April 2019 at the Arusha branch and The Hague branch, depending on the location of the trainees and the order of the proposed training.

(g) During the training sessions verification should be done by the trainer to assess the knowledge level of the trainees.

Qualifications/ Special skills:

Education: High school diploma or equivalent; demonstrated ability to use computer technology.

Experience: Minimum of 5 years of responsible experience in training activities including 3 years of practical technical training experience in eCourt Ringtail and in Transcend Legal Craft or LiveNote systems, and Moodle system. Familiarity with Microsoft Windows, Microsoft Office Suite, computer-based-training software, experience with webinar training, video conferencing and projectors is desirable. Experience working within the United Nations common system and/or for an international court of tribunal is highly desirable.

Language: Fluency in oral and written English is required. Knowledge of French is desirable.

How to Apply

Qualified candidates who are able to work on short notice in Arusha, Tanzania, are invited to submit their application and their UN Personal History Form (PHP), to recruitmentR@un.org in-box quoting the Reference No. 2019/IRMCT/REG/ITSS/007-CIC in the subject line.

APPLICATIONS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON THE DEADLINE DATE.
APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.
