

# United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration of 6 months)

Court Officer, P-2

**DEADLINE FOR APPLICATIONS** : 17 May 2019  
**DATE OF ISSUANCE** : 10 May 2019  
**OFFICE** : Registry/ Immediate Office of the Registrar, Legal Section, Court Operations Unit  
**LOCATION** : Arusha  
**JOB OPENING NUMBER** : 2019/TJO/IRMCT/REG/IOR/093-P

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

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## Organizational setting and Reporting:

This position is located in the Registry, Immediate Office of the Registrar, Legal Section, Court Operations Unit. The incumbent will work under the general supervision of a designated officer in the Legal Section of the Immediate Office of the Registrar.

## Responsibilities:

The Court Officer, in co-ordination with other Registry staff, is responsible inter alia, for:

- making all necessary arrangements for the court proceedings;
- on behalf of the Registrar, representing and performing the functions of the Registry in all court proceedings, which include opening the hearing, preparing a procedural minutes summary which includes decisions and orders a Judge or a Chamber issued in the course of the hearings, and the handling of evidence in hard-copy or in electronic format in the eCourt system;
- serving as contact person with the Chamber and parties for all court related matters and answering questions from the Chamber and parties relating to Registry matters;
- serving as court officer at hearings conducted via video-teleconference link, and assisting appointed presiding officers in preparations for site visits and Rule 110 attestations; supervising the Courtroom Clerk/Usher;
- reviewing court operations related guidelines and SOPs with a view to ensuring compatibility with Arusha branch procedures and contributing towards the implementation and amendment of Practice Directions;
- reviewing, processing and distributing filings, in accordance with the practice directions and internal guidelines;
- assisting with the implementation and execution of decisions and orders issued by the President and Chambers; performing any other duties as required.

## Core 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.
- **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.
- **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.
- **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.

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## QUALIFICATIONS

### Education:

Advanced university degree in law or equivalent. 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:

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Minimum of two (2) years of progressively responsible experience in courtroom proceedings and in criminal cases, applying courtroom software including *eCourt* and *NEMS*. Experience with *Transcend* is an asset. Experience in an international criminal tribunal, particularly in the Registry, is considered an asset.

**Language:**

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of French and/or Kinyarwanda is an advantage.

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**HOW TO APPLY:**

- 1) Internal staff at the P-2 level 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 [recruitmentR@un.org](mailto:recruitmentR@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](http://www.unmict.org)) or from your personal Inspira account and forward electronically to the [recruitmentR@un.org](mailto:recruitmentR@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.
- 3) Please note that only candidates under serious consideration will be notified of the final decision.

<p><b>SPECIAL NOTICE:</b> 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.**

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