

United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration from mid-October until 31 December 2020)

Legal Officer, P-4

DEADLINE FOR APPLICATIONS	:	20 September 2020
DATE OF ISSUANCE	:	14 September 2020
OFFICE	:	Registry/ Office of the Registrar
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2020/TJO/IRMCT/IOR/174-P

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

Organizational setting and Reporting:

This position is located in the Office of the Registrar of the International Residual Mechanism for Criminal Tribunals (IRMCT), the Hague branch. Under the direct supervision of the Deputy Chief, Registry, the incumbent will carry out duties for, and on behalf of, the Registrar.

Responsibilities:

- Provide a range of legal and policy advice and support to the Registrar.
- Serve as a lead legal officer in one or more areas of concentration, and independently handle a wide range of multi-discipline and complex legal matters involving issues of international, public, private, administrative, international, humanitarian and criminal law (both substantive and procedural).
- Advise the Registrar on complex legal matters relating to the judicial activities and on the provision of Registry support thereto.
- Review judicial decisions and orders and advise on any required action for the Registry.
- Draft, or review draft legal submissions of the Registrar.
- Assist the Registrar in the supervision of Registry legal support units when required.
- Advise the Registrar on detention issues, as appropriate.
- Perform extensive legal research and analysis and prepare legal opinions, studies, briefs, reports and correspondence.
- Contribute to review and design of new applications of legal instruments, policies, guidelines, etc. This involves liaising and coordinating with other organs of the IRMCT.
- Represent the Registrar at meetings of sections within the Registry and the IRMCT generally, as appropriate. Provide guidance to junior staff within the Office of the Registrar, including planning and review of work, as required.
- Provide legal and policy advice on administrative matters.
- Perform other duties, as required.

Core Competencies:

- **Professionalism:** In-depth theoretical knowledge of international legal procedures and instruments and/or criminal law (both substantive and procedural), and significant experience in analysing a diverse range of complex and unusual legal issues and problems and in developing innovative and creative solutions. Strong analytical skills. Excellent legal writing and expression and ability to prepare a variety of legal instruments and related documents. Discretion and sound judgement in applying legal expertise to sensitive, complex legal issues. Demonstrated planning and organisational skills. Ability to coordinate the work of others. Ability to work to tight deadlines and to handle multiple concurrent projects. Experience from an international court or tribunal is desirable. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. 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.

MANAGERIAL COMPETENCIES

- **Managing Performance** – Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and
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deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

- **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.

QUALIFICATIONS

Education:

Advanced university degree (Master's degree or equivalent) in law, preferably with specialisation in criminal law or international law. 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 7 years of progressively responsible relevant professional experience. Experience from an international court or tribunal is desirable.

Language:

English and French are the working languages of the IRMCTm. For the post advertised, fluency in oral and written English is required. Working knowledge of French is desirable.

HOW TO APPLY:

- 1) Internal staff at the P3 or P-4 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 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.irmct.org) or from your personal Inspira account and forward electronically to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line. Please note, CVs cannot be accepted.
- 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.

SPECIAL NOTICE:

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.

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.

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.