

# United Nations International Residual Mechanism for Criminal Tribunals

Chief, Registry, P-5 Arusha Branch

DEADLINE FOR APPLICATIONS	:	25 August 2018
DATE OF ISSUANCE	:	27 July 2018
OFFICE	:	Registry/Immediate Office of the Registrar
LOCATION	:	Arusha
VACANCY ANNOUNCEMENT	:	18-LEG-RMT-101380-R-ARUSHA (R)

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

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## Organizational setting and Reporting:

- This position, as Officer-in-Charge of the Registry, Arusha Branch, is located in the Immediate Office of the Registrar, Arusha Branch. Under the supervision of the Registrar, the incumbent will provide overall management for the operations of the Registry at the Arusha Branch.
- **RESPONSIBILITIES:**
  - Manage and exercise executive and operational authority over Registry staff of the Arusha Branch.
  - Provide advice to the Registrar on all issues concerning the activities of the Registry at the Arusha Branch.
  - In coordination with the Chief of the Hague branch, assist and provide advice to the Registrar on matters of common concern between both branches.
  - Advise and assist the Registrar on coordination with the other organs of the Mechanism.
  - Supervise and coordinate the operations of the Arusha Branch and supervise the provision of services to the Arusha Branch and the Mechanism as a whole.
  - Oversee the provision of administrative services to the Arusha Branch.
  - Oversee the external relations and communications services of the Mechanism.
  - Review all incoming and outgoing correspondence, reports, briefs, policies of the Arusha branch.
  - Develop and maintain a wide network of diplomatic and other contacts and interaction with officials of the United Nations, Member States, nongovernmental organisations and other stakeholders.
  - Provide advice and assistance to the Registrar in the formulation of the Registry's strategic vision and policy in the areas of external relations and communications and coordinate the implementation of the same.
  - In the event of the absence of the Registrar from the Arusha Branch, deputize for him.

## Competencies:

- **Professionalism** – Thorough knowledge of and experience in external relations matters, court administration and the operations of United Nations tribunals, in particular with respect to the responsibilities of the Registry. Proven management skills and ability to manage a multi-skilled team in an international environment. Excellent negotiation and communication skills. Excellent drafting and editing skills. 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.
  - **Leadership** – Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo;
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shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

- **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 in law, economics or other relevant 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 experience, preferably related to international organisations. Previous managerial experience required, preferably in an international criminal tribunal.

### Languages:

English and French are the working languages of the Mechanism. Fluency in written and spoken English is required and working knowledge of French is desirable.

### Assessment Method:

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

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### 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.

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### 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

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). 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 At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of *inspira* account-holder homepage.

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Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (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>

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