

# International Residual Mechanism for Criminal Tribunals

Head of Witness Support and Protection Unit, P-4

DEADLINE FOR APPLICATIONS	:	10 August 2019
DATE OF ISSUANCE	:	12 July 2019
OFFICE	:	Registry/Witness Support and Protection Unit
LOCATION	:	Kigali
JOB OPENING NUMBER	:	19-HRI-RMT-11917-R-KIGALI (R )

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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 Witness Support and Protection Unit (Kigali), Office of the Registrar, Arusha branch, Registry. The incumbent will report to the Chief, Registry in the Arusha branch.

## Responsibilities:

- Coordinate all activities of the Kigali Office including liaising, as necessary, with the government, diplomatic missions, local and international non-governmental organizations and other agencies.
- Oversee and provide direct management and supervision to the Witness Support and Protection Unit, Arusha branch. Organize, plan, direct and supervise the functions of the Unit and report to the Chief, Registry and Registrar on the implementation of the Unit's mandate.
- Design, develop and ensure implementation of policies for the management, support and protection of witnesses prior to, during, and at the conclusion of their testimony for witnesses who testified before the International Criminal Tribunal for Rwanda (ICTR) and/or the Mechanism.
- Oversee the implementation of protective measures ordered by the Chambers.
- Liaise and negotiate on behalf of the Registrar with government departments, national judiciaries, diplomatic delegations, and other high-level institutions to ensure the protection and support programs to witnesses who appeared before the ICTR and/or the Mechanism.
- Oversee the movement of witnesses, as required.
- Initiate, obtain, manage and report on extra-budgetary funding and projects, including undertaking research to identify and prioritize the needs for such projects, proposal writing, evaluation of the projects and fulfilling reporting requirements.
- Develop information materials for victims and witnesses, the public and the diplomatic community as required.
- Oversee the maintenance of detailed records on individual cases of witnesses, including their needs and assistance required and that provided to them, and ensure strict confidentiality of sensitive information.
- Provide regular analytical reports to the Chief, Registry on witness support and protection activities and the activities of the Unit. Organize and participate in work groups, meetings, conferences, training seminars and consultations on witness related matters. Promote, develop and maintain relationships and referral networks with relevant national and international governmental and non-governmental officials and other UN agencies. Represent the Mechanism in meetings including participation in UN system meetings in Rwanda and conferences on witness-related matters, as required.
- Ensure the provision of administrative support to staff at the Kigali Office.
- Perform other duties as assigned.

## Core Competencies:

- **Professionalism –** Thorough knowledge of victim and witness management, support and protection matters. Knowledge of Rwandan environment, culture and historical background. Demonstrated leadership skills. 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, including by adopting a gender sensitive approach to victims and witnesses protective and support measures. 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.
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- **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 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.

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## QUALIFICATIONS

### Education:

Advanced university degree in Social Sciences, Law or any other relevant degree. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

### Work Experience:

Minimum of 7 years of progressively responsible relevant experience, preferably in witness support or protection programmes related to judicial institutions. Experience in an international framework and/or projects with refugees or other victims or witnesses to human rights or criminal abuses is an advantage.

### Languages:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Working knowledge of French is highly desirable. Working knowledge of Kinyarwanda and/or Swahili is also desirable.

### Assessment Method:

There may be a technical test and an interview which will include a competency-based interview.

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### 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 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.

### 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

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.

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# **International Residual Mechanism for Criminal Tribunals**

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.

## **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 <http://careers.un.org>

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