

Posting Title : INTERN - LEGAL AFFAIRS, I
Job Code Title : INTERN - LEGAL AFFAIRS
Department/ Office : International Residual Mechanism for Criminal Tribunals
Location : THE HAGUE
Posting Period : 6 September 2019 - 4 September 2020
Job Opening number : 19-LEG-RMT-122818-J-THE HAGUE
Staffing Exercise : N/A

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

Org. Setting And Reporting

The International Residual Mechanism for Criminal Tribunals ("Mechanism" or "IRMCT"), is mandated to perform a number of essential functions previously carried out by the International Criminal Tribunal for Rwanda ("ICTR") and the International Criminal Tribunal for the former Yugoslavia ("ICTY"). In carrying out its multiple functions, the IRMCT completes the work, and maintains the legacies of, these two pioneering ad hoc international criminal courts. The IRMCT's branches are located in The Hague, the Kingdom of the Netherlands and in Arusha, United Republic of Tanzania. General information on the IRMCT and its internship program may be found on the IRMCT web site's internship pages including:

<https://www.irmct.org/en>

<https://www.irmct.org/en/about>

<https://www.irmct.org/en/recruitment/internship-programme>

An IRMCT internship is unpaid and full-time. Core working hours for interns are Monday to Friday from 9:00 a.m. to 5:30 p.m. Additional hours may be required to meet deadlines for specific projects. The duration of an IRMCT internship ranges from a minimum of three months to a maximum of six months, according to the needs of the office.

The advertised positions are located in the Registry and under the direct supervision and direction of an Internship Coordinator, who is generally a Court Officer within the Judicial Records and Court Operations Unit ("JCU") or another legal officer. JCU ensures the smooth and efficient operation of court proceedings and its primary purpose is to facilitate all court proceedings, including not only trials but also conferences and depositions. In addition to making all the necessary organizational and judicial arrangements for court proceedings, the JCU is responsible for the receipt, filing, reproduction and public dissemination of court documents, including transcripts, exhibits, arrest warrants, indictments, motions, briefs and court orders issued by the Chambers. The JCU is also the official custodian of all official

active court case records which include audiovisual records. While the interns will mainly work in the JCU, they may also provide support to the following Registry Sections: Witness Support and Protection Unit, ("WISP"), Office for Legal Aid and Defence Matters ("OLAD") and the Immediate Office of the Registrar ("IOR").

Responsibilities

Interns will have the opportunity to work closely with the JCU management. This may include collaboration with the JCU of the Arusha branch. As indicated above, interns may also undertake WISP, OLAD and IOR assignments where required.

More specifically interns will assist with a broad range of interesting tasks or projects, including: support on administrative legal issues for the daily tasks of the Court Officers; updating the WISP database, preparing summaries of important filings, researching and drafting submissions, reports, and correspondence with internal and external authorities; research on judicial activities and elaboration of judicial advice related to issues concerning procedure and judicial practices of hearings; involvement with the arrival or departure of detained persons from/to The Hague. Interns may also perform routine tasks such as compiling and collating materials, and other duties as assigned by their supervisor.

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.
- 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.
- Teamwork – Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

Candidates for Registry internships are required to (a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); (b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or (c) Have graduated with a university degree (as defined in (a) and (b) above), and if selected, must commence the internship within a one-year period of graduation. Applicants must demonstrate technological awareness and be able to use computers.

Work Experience

Applicants must be at least 18 years old. Applicants are not required to have professional

work experience for participating in the internship programme, although previous experience in a legal work environment is an asset.

Languages

English and French are the working languages of the IRMCT. Fluency in oral and written English is required. Working knowledge of French, Bosnian/Croatian/Serbian, Macedonian or Albanian will be considered an asset.

Assessment

Applications will be reviewed and internship offers extended on a rolling basis.

Special Notice

A complete online application including all of the documents listed below is required. Please note that documents may only be in English or French, and that incomplete applications will not be reviewed.

Applicants must attach ALL of the following documents to each application:

1. Acceptance and Undertaking;
2. Cover letter stating the reasons for applying;
3. Two letters of recommendation;
4. Copies of university/law studies transcripts (including courses taken and grades received);
5. A scanned copy of the applicant's valid medical insurance or a signed statement confirming intent to obtain medical insurance while in The Netherlands;
6. A sample of written work (in English or French) preferably in a field relevant to the work of the IRMCT and preferably no more than ten pages long.

Interns must keep confidential any and all unpublished information obtained during the course of the internship and not publish any reports or papers based on such information except with the explicit written authorization of the Chief of Human Resources of the IRMCT. Interns are bound by the same duties and obligations as staff members, and the information to which an intern has access in the course of the internship must not be divulged to external parties. Each prospective intern must sign the Acceptance and Undertaking Form to indicate their understanding and acceptance of this stipulation. This form must be included in every application.

On completion of their internship, interns are required to complete a substantive report on their assignments. This will be included in their file and will be forwarded, upon request, to the sponsoring institution, government body or private organization.

There should be no expectation of employment by the United Nations or the IRMCT upon completion of the internship.

IRMCT interns are responsible for all internship-related expenses that they incur. The United Nations accepts no responsibility for costs arising from accidents and/or illness incurred during an internship. Therefore, upon selection for an internship, interns are responsible for securing adequate insurance coverage and are required to sign and return a statement confirming their understanding and acceptance of these conditions of service.

Candidates of certain nationalities must obtain a visa authorizing their stay in The Netherlands before they depart for The Hague to begin their internship. While this is the overall responsibility of the selected candidate, the Registry will provide information and supporting documents in this regard.

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, sexual abuse, or sexual harassment, 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. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

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.

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.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.