

# United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration until 31 December 2020)

Associate Investigator, P-2

DEADLINE FOR APPLICATIONS	:	12 March 2020
DATE OF ISSUANCE	:	06 March 2020
OFFICE	:	Office of the Prosecutor
LOCATION	:	Kigali
JOB OPENING NUMBER	:	2020/TJO/IRMCT/OTP/134-P

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

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## Organizational setting and Reporting:

The post is located in the Office of the Prosecutor (OTP) of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch, Kigali Field Office. The incumbent will work under the supervision of the Prosecutor, Senior Legal Officer, Head of Tracking, Legal Officers, and/or Investigators.

## Responsibilities:

- Coordinates, as necessary, with governments, local and international non-governmental organizations and other agencies in the conduct of investigations, to solicit information, including for the purposes of locating and arresting fugitives.
- Maintains cordial and cooperative relations with national, regional and international investigative/prosecuting authorities and assists their relevant officers, pursuant to official requests by them, in their search for relevant materials for national prosecution(s).
- Undertakes travel to support the work outlined above, which may include witness interviews, recording statements from witnesses, opening new lines of investigation, arresting fugitives and investigating new evidence submitted or identifying rebuttal evidence as part of appeal or review processes.
- Collects information and data that would contribute to locating and arresting fugitives. In this regard, maintains confidential sources and contacts according to standard operating procedures in force and ensures that the actions taken do not compromise the safety of witnesses, informants or sources.
- Prepares mission orders/requests and reports after each field mission.
- Reviews intelligence and analytical work product to determine further investigative actions.
- Is responsible for operating within the scope of Standard Operating Procedures of the Office of the Prosecutor and the applicable law(s).
- Reviews incoming material for disclosure.
- Proposes and/or implements systems and procedures to ensure that investigations are conducted professionally, efficiently and effectively.
- Performs other functions as directed by the Prosecutor, Senior Legal Officer, Head of Tracking and/or senior lawyer in charge of the case.
- Assists and supports the work of the OTP as required.

## Core Competencies:

- **Professionalism:** Knowledge of techniques for contacting, recruiting and managing sources. Knowledge of carrying out a criminal investigation for the purpose of locating outstanding fugitives. Knowledge of criminal investigation techniques, and particularly use of analysis in complex investigations. Knowledge of procedures and experience in preparing witnesses and evidence for judicial proceedings, particularly in the context of the former ICTR. Ability to adapt to changing circumstances and conditions during the course of an investigation and ability to modify procedures and methodologies accordingly. Ability to think clearly and logically and analyze complex and obscure data from a myriad of sources. Sound knowledge of and practical experience in the use of internal guidelines on the management, and protection of confidential sources. Good computer skills and ability to use software applications relevant to criminal investigations. 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.
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## QUALIFICATIONS

### Education:

Advanced university degree (Master's degree or equivalent) in Law, Criminology, Criminal Investigations, Criminal Justice or related field. A first-level university degree or equivalent training/diploma in criminal investigations techniques from a recognized public police academy combined with (2) two years additional years of qualifying experience in criminal investigation techniques may be accepted in lieu of the advanced university degree.

### Experience:

At least two (2) years of progressively responsible experience in criminal investigations or law enforcement support, preferably including at the international level. Relevant experience at the ICTY and/or ICTR and a good understanding of the Rwandan genocide are desirable.

### Language:

English and French are the working languages of the Mechanism. For the post advertised, fluency in one of the working languages English or French, (both oral and written) is required. Fluency in Kinyarwanda is required. Knowledge of a second official UN language 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.irmct.org](http://www.irmct.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.

### 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.

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