

# United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening (Duration until 31 December 2020)

Case Manager, FS-5

DEADLINE FOR APPLICATIONS	:	26 February 2020
DATE OF ISSUANCE	:	13 February 2020
OFFICE	:	Office of the Prosecutor
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2020/TJO/IRMCT/OTP/132-FS

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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 Office of the Prosecutor, Arusha branch under the supervision of the Legal Officers.

## Responsibilities:

The incumbent will work for the Legal Officers in the preparation, organization and administrative management of ongoing judicial proceedings at the Arusha branch, will have the administrative responsibility of ensuring the smooth running of a case, liaise and co-ordinate with a variety of personnel, be responsible for maintaining filing systems (electronic and hard copy), be responsible for keeping track of all potential evidence, and have responsibility for tracking evidence. The incumbent will further obtain and provide legal research material in connection with the cases the Chambers of the Mechanism, and perform other *ad hoc* duties as required.

## Core 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.
- **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.
- **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.

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## QUALIFICATIONS

### Education:

High school diploma or equivalent; demonstrated ability to use computer technology.

### Experience:

Minimum of eight (8) years of progressively responsible experience as a paralegal or in a court related environment. Case management practice and litigation experience desirable. Management of filing systems for both physical and electronic documentation also highly desirable.

### Language:

English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English is required. Knowledge of French is an asset.

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## HOW TO APPLY:

- 1) Staff at the FS-4 and FS-5 level are eligible to apply. Applications from GS staff will be considered as external.
  - 2) Interested staff members must complete a UN Personal History Profile (PHP) form obtainable via Inspira personal accounts or the IRMCT website and submit together with a cover letter. Please submit all documents including the last two e-PAS/e-Performance appraisal 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 staff member for the position. Please note, only short listed candidate(s) will be informed of the outcome
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## NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism 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. Please note, only short listed candidate(s) will be informed of the outcome

## 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.

### **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.