

# United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening (Duration 1 May until 31 October 2020)

Courtroom Clerk, G-3

DEADLINE FOR APPLICATIONS	:	03 March 2020
DATE OF ISSUANCE	:	19 February 2020
OFFICE	:	Registry/ Judicial Records and Court Operations Unit
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2020/TJO/IRMCT/REG/JCU/096-GS

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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 Registry, in the Judicial Records and Court Operations Unit (JCU), which operates under the supervision of the Legal Section. The incumbent reports directly to the Head of the JCU.

## Responsibilities:

- Assist the Court Officer during court hearings with handling exhibits both in hard copy and electronic format.
- Under the supervision of the Court Officer, operate the e-Court system to present evidence pursuant to the direction of the counsel for the accused and representatives of the prosecution.
- Support the Court Officer to channel information between the Judges, parties and Registry offices in preparation for, during and after court proceedings.
- Act as a focal point for witnesses during court proceedings, escort witnesses into and out of the courtroom, ensure witnesses' comfort in the courtroom and assist witnesses as necessary in coordinating their testimony with items of evidence called up by the parties.
- Prepare courtroom for hearings and ensure that all courtroom technology including audio systems, electronic evidence presentation equipment, white boards, computer and other equipment is switched on and functions properly in preparation for court proceedings. Identify malfunctions during court proceeding and repair the problem as appropriate.
- Assist in the copying and distribution of filings outside the courtroom.
- Perform other ad hoc administrative tasks relating to the JCU, including in relation to the delivery of filings, as directed by the Court Officer(s) or Head of the JCU.

## Core Competencies:

- **Professionalism:** Theoretical knowledge of, and ability to apply, legal principles, concepts and procedures and terminology for review, examination, and processing of a range of legal documents; familiarity with and experience in the use of varied legal research sources, including electronic sources; analytical skills as demonstrated through research and analysis of a range of legal issues and interpretation and application of international legislative instruments, and the ability to develop and present results/recommendations/opinions clearly and concisely (spoken and written); excellent legal drafting skills and ability to draft well under pressure; demonstrated ability to apply sound legal judgment in the context of assignments given; ability to plan own work and manage conflicting priorities. 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. 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. 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.
  - **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.
  - **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.
  - **Client Orientation** – Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients'
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environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

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## QUALIFICATIONS

**Education:** High school diploma or equivalent.

**Experience:** Minimum of two (2) years related administrative experience.

**Language:** English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of Kinyarwanda and/or French is an advantage.

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## HOW TO APPLY:

### NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-3 level are eligible to apply.
- 2) Interested staff members 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 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. Please note that only short listed candidate(s) will be informed of the outcome.
- 4) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004.

### 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)) and forward electronically along with a cover letter 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 candidate for the position. Please note that only short listed candidate(s) will be informed of the outcome.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004. Candidates who have passed the GGST or ASAT must provide evidence when submitting their application.
- 4) The appointment of the successful candidate will be on a local basis.

### 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.

Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis.

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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