

United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration 1 May until 31 October 2020)

Head, Judicial Records and Court Operations Unit, P-3

DEADLINE FOR APPLICATIONS	:	03 March 2020
DATE OF ISSUANCE	:	19 February 2020
OFFICE	:	Registry /Judicial Records and Court Operations Unit (JCU)
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2020/TJO/IRMCT/JCU/133-P

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

Organizational setting and Reporting:

This position is located in the Registry, Judicial Records and Court Operations Unit, which operates under supervision of the Legal Section. The incumbent reports directly to the Legal Section of the Immediate Office of the Registrar (supervisor).

Responsibilities:

- Supervises and oversees the work of the Judicial Records Assistants (JRAs) and other JRU staff in regard to the daily management of filings;
- Ensures the receipt and accurate filing of judicial documents, identifying confidential documents and other types of documents requiring special attention;
- Coordinates the procedures for the handling of court exhibits in open cases and their storage;
- Supervises the preparation of files required for court hearings, if any, ensuring that all necessary documents are included, that they are indexed and tabbed before presentation to the Judges, and/or Parties;
- Responsible for compiling and providing monthly statistics in relation to court proceedings for the Registrar;
- Oversees the work of JRAs in the release and daily distribution of the transcripts of all hearings;
- Provides advice and assistance to the Immediate Office of the Registrar, in particular the supervisor within the Legal Section, as well as the Chief, Registry, Arusha branch, in respect to initiating and implementing new procedures and policies;
- Manages the case files in open cases and oversees the handing over of case files in closed cases to the judicial archives;
- Assumes responsibility for legal and practical issues related to the judicial databases;
- Coordinates the transmittal of court exhibits into the Unified Judicial Database;
- Assists the supervisor with the correspondence with state parties and international entities involved in court proceedings, including on requests for information;
- Coordinates with LSS/IOR with respect to its provision of interpretation and translations;
- Oversees the Registry vaults for material in open cases;
- Coordinates and manages the daily court operations, encompassing all necessary arrangements for all hearings, including the provision of support services required during the proceedings in accordance with Registry Directives and Instructions, and in consultation with Chambers;
- Manages the court operations staff, including the Court Officer(s) and the Courtroom Clerk, including supervising the Court Officer's handling of exhibits, processing of exhibits in the eCourt system, and preparation of any case files;
- Acts as the focal point for the Registry for all procedural, administrative and court support services matters concerning all ongoing cases, including all matters relates to filings, the management and distribution of the court calendar and duty roster, and interfaces with Chambers, Prosecution, Defence, national authorities, the United Nations Detention Unit, and other relevant parties;
- In liaison with the Legal Section, assists with the coordination of the execution of judicial decisions requiring Registry implementation, such as warrants of arrest, provisional releases; early releases; subpoenas, summonses, safe conducts, binding orders and requests for production of documents, hearings via video-teleconference, depositions and the attestation of written statements pursuant to Rule 110;
- Undertakes any other tasks assigned by the supervisor.

Core Competencies:

- Professionalism - Good legal drafting, record-keeping, management and administrative skills. 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.
 - 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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- **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’ 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.
- **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.

QUALIFICATIONS

Education:

Advanced university degree in law. A first level university degree in law in combination with 2 years of additional qualifying experience may be accepted in lieu of an advanced university degree.

Experience:

Minimum of 5 years of experience is required in legal proceedings, international law or court records. Experience at an international level is an advantage. Experience as a supervisor is an advantage.

Language:

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 Kinyarwanda and/or French is an advantage.

HOW TO APPLY:

- 1) Internal staff at the P2 or P-3 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 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) or from your personal Inspira account and forward electronically to the 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.

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.
