

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Intern, Human Resources Section – Internship Coordinator (Temporary Job Opening)

DEADLINE FOR APPLICATIONS	:	11 March 2021
DATE OF ISSUANCE	:	12 March 2020
OFFICE	:	Registry / Human Resources Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	20-HRE-RMT-133069-J-THE HAGUE

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

Organizational Setting and Reporting:

The Human Resources Section of the United Nations International Residual Mechanism for Criminal Tribunals (“Mechanism”) invites applications for internships starting 01 August 2020 in The Hague, Netherlands. The above job opening will be valid for one year and candidates will be selected on a rolling basis. Please indicate your preferred internship period in your cover letter.

The Mechanism for International Criminal Tribunals (“Mechanism” or “IRMCT”), formally referred to as the International Residual Mechanism for Criminal Tribunals, 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 maintains the legacies of these two pioneering ad hoc international criminal courts and strives to reflect best practices in the field of international criminal justice. The IRMCT has two branches one located in The Hague, The Netherlands and another in Arusha, Tanzania.

Responsibilities:

Under the supervision and direction of the Chief of the Human Resources Section, the intern will manage the Internship Programme, which includes acting as focal point for all internal and external enquiries regarding internships; drafting correspondence and handling telephone enquiries; preparing internship offer letters and following up on documentation; informing departments of the status of applications; providing induction briefing to new interns; processing check-outs and updating databases. The incumbent will ensure a smooth working relationship with potential candidates, other interns and staff members within the Mechanism. Additionally the Coordinator will assist the Human Resources Section with ad-hoc duties when necessary. The successful candidate will be a graduate or in the final year of a Bachelor’s degree, will possess good organizational skills, fluent oral and written English and good interpersonal skills.

Core Competencies:

- **Professionalism:** Possesses excellent legal research and analytical 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.
- **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.
- **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.

QUALIFICATIONS

Education:

•Applicants must meet one of the following requirements:

- (a) be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent)
- (b) be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
- (c) have graduated with a university degree and, if selected, must commence the internship within a one year period of graduation;

•Be computer literate in standard software applications, in particular Microsoft Word and Excel;

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Experience:

Applicants are not required to have professional work experience for participation in the programme.

Applicants must be at least 18 years old.

Previous experience in an administrative work environment is an asset.

Demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

Language:

English and French are the working languages of the Mechanism. Fluency in oral and written English is required.

Duration:

The duration of the internship generally ranges from three months to a maximum of six months.

Assessment:

Short-listed candidates may be contacted by the hiring team directly if further information is needed during the review of their application. Due to the high volume of applications received, candidates who have not been short-listed will not be contacted.

Special Notice:

Please note internships are unpaid. IRMCT interns are responsible for all internship-related expenses that they incur. Interns must therefore be able to cover their costs of travel, insurance, accommodation, as well as living expenses during the internship period. External sources of funding may be available please also check our website. The United Nations accepts no responsibility for costs arising from accidents and/or illness incurred during an internship. Therefore, upon award of 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.

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.

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

ALL of the documents listed below are required. Incomplete applications will not be reviewed. Due to the number of applications, only short-listed candidates will be contacted.

Interested applicants must attach ALL of the following documents to each UN Careers portal application submitted via <https://careers.un.org>:

1. A cover letter including an available start and end date for the internship.
2. Two letters of recommendation preferably from academic or professional referees;
3. Copies of university transcripts (including courses taken and grades received.)

No Fee:

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

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 or sexual abuse, or crimes other than minor traffic offences, 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.

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.

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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.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism is not able to accept applications for this vacancy via email.

External applicants may go to <https://careers.un.org>
