

# United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening (Projected duration 1 May – 31 October 2020)

Witness Support Assistant, FS-4

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|---------------------------|---|---|
| DEADLINE FOR APPLICATIONS | : | 31 March 2020                                 |
| DATE OF ISSUANCE          | : | 18 March 2020                                 |
| OFFICE                    | : | Registry/ Witness Support and Protection Unit |
| LOCATION                  | : | Arusha  |
| JOB OPENING NUMBER        | : | 2020/TJO/IRMCT/REG/WISP/137-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 Witness Support and Protection Unit (WISP), Registry, Arusha branch. The incumbent will work under the direct supervision of the Protection Officer, and overall guidance of the Head of WISP.

## Responsibilities:

- Facilitate communication between witnesses appearing before the Mechanism by providing translation and interpretation services to non-Kinyarwanda speaking staff members, Prosecution attorneys, Defence Counsel and other specialists from Kinyarwanda into French or English and vice versa;
- Provide 24-hour emotional and practical support to witnesses/victims called to testify before the Mechanism by ensuring their welfare and physical comfort and reporting on a daily basis to the Protection Officer and other relevant officers of the Unit on matters arising during performance of duties, for appropriate action or attention;
- Prepare witnesses and victims for their court appearance;
- Assist in the implementation of court orders pertaining to witnesses;
- Report to the Protection Officer any breach of judicial orders, rules, and general operational guidelines;
- Escort and travel with protected witnesses and victims to all destinations while they are in Tanzania; from their countries of residence to and from the seat of the Mechanism in Arusha;
- Maintain detailed records on individual cases of witnesses and victims and ensure strict confidentiality of sensitive witness related information at all times;
- Undertake any other assignments as required.

## Core Competencies:

- **Professionalism** – Ability to implement witness support programmes and administrative functions. Knowledge of the Rwandan environment, culture and historical background is preferable. Ability to deal with witnesses in stressful circumstances and conditions. Demonstrated ability to use computer technology. 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.
- **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.
- **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.

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## QUALIFICATIONS

### Education:

High school diploma or equivalent with training in witness protection, social work, law, psychology, interpretation, nursing or other related areas.

### Experience:

A minimum of six (6) years of practical experience in witness support, social work, psychology, law or related areas, preferably in an international environment and a minimum of two (2) years of practical experience in consecutive translation and interpretation from Kinyarwanda to French or English and vice-versa. Experience working within the United Nations common system or International Organizations is highly desirable.

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## Language:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English and/or French is required. Fluency in Kinyarwanda is required. Knowledge of Swahili is an asset.

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## HOW TO APPLY:

- 1) Staff at the FS-3 and FS-4 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

## NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism website ([www.unmict.org](http://www.unmict.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.**