

# UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Intern, Registry, Immediate Office of the Registrar (IOR) (Temporary Job Opening)

DEADLINE FOR APPLICATIONS	:	03 May 2021
DATE OF ISSUANCE	:	04 May 2020
OFFICE	:	Registry / Immediate Office of the Registrar
LOCATION	:	Arusha
JOB OPENING NUMBER	:	20-LEG-RMT-135066-J-Arusha

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

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## Organizational Setting and Reporting:

The Immediate Office of the Registrar ("IOR") of the United Nations International Residual Mechanism for Criminal Tribunals ("Mechanism" or "IRMCT") invites applications for legal internships starting 01 July 2020 in Arusha, United Republic of Tanzania. 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 International Residual Mechanism for Criminal Tribunals ("Mechanism") 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 these essential functions the Mechanism 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 Registry provides administrative, legal, policy and diplomatic support services. The Registry's main duties include the provision of court support services for Chambers, the Office of the Prosecutor and the Defence; managing the UN detention facilities; the supervision of the enforcement of sentences; the protection of victims and witnesses; and assistance to national jurisdictions.

## Responsibilities:

Under the supervision of legal officers in the IOR, Arusha branch, interns provide legal and administrative support with respect to a range of functions, including conducting research in the field of international, criminal, and administrative law; assisting IOR legal officers in drafting and reviewing legal submissions, official correspondence, memoranda, talking points and decisions; or routine tasks such as cite-checking and compiling materials. Interns may carry out any other duties as required.

## Core Competencies:

- **Professionalism:** Knowledge, experience and/or training in international criminal law, international humanitarian law, human rights law and/or public international law; 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.
- **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.

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## QUALIFICATIONS

### Education:

Candidates are required (i) to be in the final year of university legal studies at the undergraduate or graduate level, or alternatively, (ii) to have completed a non-legal undergraduate university degree and at least one year of graduate legal studies by the time the internship commences. Applicants must be computer literate in standard software applications.

### Experience:

Applicants are not required to have professional work experience for participation in the programme. Applicants must be at least 18 years old. Previous legal experience is an asset.

### Language:

English and French are the working languages of the Mechanism. Fluency in oral and written English is required. Working knowledge of French will be considered an asset.

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## Duration:

The duration of the internship generally ranges from three months to a maximum of six months. Please indicate your preferred internship period in your cover letter.

## 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.

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## 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/law studies transcripts (including courses taken and grades received.)
4. A writing sample preferably in a field relevant to the work of the Mechanism and not longer than ten pages.

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**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.

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.

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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>

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