

United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration until 31 December 2020)

Investigator, P-3

DEADLINE FOR APPLICATIONS	:	08 June 2020
DATE OF ISSUANCE	:	02 June 2020
OFFICE	:	Office of the Prosecutor (OTP)
LOCATION	:	Kigali
JOB OPENING NUMBER	:	2020/TJO/IRMCT/OTP/138-P

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

Organizational setting and Reporting:

The post is located in the Office of the Prosecutor (OTP) of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch, Kigali Field Office. The incumbent will work under the supervision of the Prosecutor, Senior Pre-Trial Attorney and/or Senior Investigator.

Responsibilities:

The incumbent will perform the following duties:

- Conducts investigations as required in all cases falling within the Mechanism's mandate.
- Is responsible for the professional planning and conduct of investigations assigned to him or her.
- Provides investigative support (including giving evidence as required) to trials and appeals and any other case-related matters arising before the Mechanism, Arusha Branch, such as preparation of investigative and prosecutorial files for outstanding fugitives, applications for review, applications for referral of cases to national jurisdictions, contempt of court and arrests of fugitives.
- Undertakes travel to support the work outlined above, which may include witness interviews, recording statements from witnesses, opening new lines of investigation, arresting fugitives and investigating new evidence submitted or identifying rebuttal evidence as part of appeal or review processes.
- Maintains confidential sources and contacts according to standard operating procedures in force and ensures that the actions taken do not compromise the safety of witnesses, informants or sources.
- Reviews intelligence and analytical work product to determine further investigative actions.
- Coordinates, as necessary, with governments, local and international non-governmental organizations and other agencies in the conduct of investigations, to solicit information.
- Is responsible for operating within the scope of Standard Operating Procedures of the Office of the Prosecutor and the applicable law(s).
- Records victims and witness statements and collates evidence or other materials obtained during investigations, ensures the proper chain of custody of evidence or other materials and takes responsibility for entering statements, evidence or other materials in the OTP's evidence collection as well as generally ensuring the safe-keeping of all evidence, statements and other relevant materials.
- Prepares mission orders/requests and reports after each field mission.
- Effectively coordinates activities of an investigations team during field missions.
- Reviews incoming material for disclosure.
- Maintains cordial and cooperative relations with national, regional and international investigative/prosecuting authorities and assists their relevant officers, pursuant to official requests by them, in their search for relevant materials for national prosecution(s).
- Proposes and/or implements systems and procedures to ensure that investigations are conducted professionally, efficiently and effectively.
- Performs other functions as directed.
- Assists and supports the work of the OTP as required.

Core Competencies:

- **Professionalism:** Knowledge of techniques for contacting, recruiting and managing sources. Knowledge of carrying out a criminal investigation for the purpose of locating outstanding fugitives. Knowledge of criminal investigation techniques, and particularly use of analysis in complex investigations. Knowledge of procedures and experience in preparing witnesses and evidence for judicial proceedings, particularly in the context of the former ICTR. Ability to adapt to changing circumstances and conditions during the course of an investigation and ability to modify procedures and methodologies accordingly. Ability to think clearly and logically and analyze complex and obscure data from a myriad of sources. Sound knowledge of and practical experience in the use of internal guidelines on the management, and protection of confidential sources. Good computer skills and ability to use software applications relevant to criminal investigations. 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
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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 organizational 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 & Organizing:** 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.

QUALIFICATIONS

Education:

Advanced university degree (Master's degree or equivalent) in Criminology, Criminal Investigations, Criminal Justice or related field. A first-level university degree or equivalent training/diploma in criminal investigations techniques from a recognized public police academy combined with (2) two additional years of qualifying experience in criminal investigation techniques may be accepted in lieu of the advanced university degree.

Work Experience:

At least five years of progressively responsible experience in criminal investigations or law enforcement, including substantial experience at the international level. Substantive participation in complex, long-term criminal investigations, especially of violent crimes is required. Experience in preparing witnesses and evidence for judicial proceedings is also required. Relevant experience at the ICTY and/or ICTR and a good understanding of the Rwandan genocide are highly desirable.

Languages:

Fluency in one of the working languages of the Mechanism, English or French, (both oral and written) is required; knowledge of the other would be an asset. Knowledge of Kinyarwanda is highly desirable.

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.
- 3) Please note that only candidates under serious consideration will be notified of the final decision.

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.

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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.
