United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration until 31 December 2020)

Legal Officer (Office of the President), P-3

<table>
<thead>
<tr>
<th>DEADLINE FOR APPLICATIONS</th>
<th>28 June 2020</th>
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<tbody>
<tr>
<td>DATE OF ISSUANCE</td>
<td>22 June 2020</td>
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<tr>
<td>OFFICE</td>
<td>Registry / Office of the President</td>
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<tr>
<td>LOCATION</td>
<td>The Hague</td>
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<td>JOB OPENING NUMBER</td>
<td>2020/TJO/IRMCT/REG/162-P</td>
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Organizational setting and Reporting:

This position is located in the Office of the President at the Hague branch of the International Residual Mechanism for Criminal Tribunals. The incumbent will work under the guidance of the President and the Chef de Cabinet and Principal Legal Advisor and will report to the Chef de Cabinet and Principal Legal Advisor.

Responsibilities:

Under the guidance of the President, the Chef de Cabinet and Principal Legal Advisor, and the P-4 Legal Officers at both branches, the incumbent will provide specialized legal, policy, administrative, and judicial advice with respect to the President's mandated functions, draft and review orders and decisions; analyse relevant law, rules and policies; draft and review policies, memoranda, reports, press releases, and correspondence. The duties of the incumbent also include conducting and supervising legal research, particularly on international humanitarian and criminal law; monitoring relevant developments in international law; managing diverse work-streams related to the President's mandated functions; representing the President in cross-institutional meetings, on boards, and at ad hoc committees; and providing institutional guidance in conformity with the Mechanism's mandate, including through coordinating with senior officials from other sections and units of the Mechanism.

Core Competencies:

- **Professionalism** - Knowledge of international criminal law and/or humanitarian law and/or administrative law. Strong organizational, drafting, and interpersonal skills; proven ability to conduct comprehensive legal analysis; proven ability to work well under pressure and meet strict guidelines. Knowledge of the UN system desirable; knowledge of international criminal justice systems highly desirable. 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. 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.

- **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.

QUALIFICATIONS

**Education:**
Advanced university degree in law, preferably with specialization in international, criminal, humanitarian or administrative law. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

**Experience:**
Minimum of 5 years of progressively responsible professional legal experience, at either the national or international level, preferably with an emphasis in criminal law, international law, humanitarian law or administrative law. Previous experience in an international criminal tribunal is highly desirable.

**Language:**
English and French are the working languages of the Mechanism. For the post advertised, fluency in written and spoken English is required. Working knowledge of French is highly desirable.
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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 (wwwIRMCT.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. Please note, CVs cannot be accepted.
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.

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.