

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Investigator, P-3

DEADLINE FOR APPLICATIONS	:	17 December 2020
DATE OF ISSUANCE	:	18 November 2020
OFFICE	:	Office of the Prosecutor
LOCATION	:	Kigali
JOB OPENING NUMBER	:	20-ING-RMT-144868-R-KIGALI (R)

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), Kigali Field Office. The incumbent will work under the supervision of the Senior Trial Attorney, Head of Tracking and/or Officer in Charge. ***Appointment of the successful candidate to this position will be subject to budgetary approval.**

Responsibilities:

- 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.
- 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.
- Collects information and data that would contribute to locating and arresting fugitives. In this regard, 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 and support the OTP's activities.
- 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).
- Facilitates case-related inquiries for visiting prosecutors and investigators and prepares or assists in the preparation of responses to requests for assistance from national and other requesting authorities.
- Supervises searches for particular material and reviews the identified material for the purposes of disclosure to the defence or provision to requesting authorities.
- 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 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.
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UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

- **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.
- **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.

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.

Experience:

At least five (5) 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. Relevant experience at the ICTY and/or ICTR and a good understanding of the Rwandan genocide are highly desirable.

Language:

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. Working knowledge of Kinyarwanda is required.

Assessment Method:

There may be a technical test followed by a competency-based interview.

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 International Residual Mechanism for Criminal Tribunals. ***Appointment of the successful candidate to this position will be subject to budgetary approval.** Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

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.

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.

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

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.

Internal applicants may go to <https://inspira.un.org>

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