

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

External Relations Officer, P-4

DEADLINE FOR APPLICATIONS	:	19 December 2020
DATE OF ISSUANCE	:	20 November 2020
OFFICE	:	Registry/ External Relations
LOCATION	:	The Hague
JOB OPENING NUMBER	:	20-PUB-RMT-145116-R-THE HAGUE (R)

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

Organizational setting and Reporting:

This position is located in the Registry of The Hague Branch, International Residual Mechanism for Criminal Tribunals (“Mechanism”). The incumbent will report to the Registry Officer-in-Charge.

Responsibilities:

Under the authority of the President and the supervision of the Registrar, the incumbent will implement the Mechanism’s public information and external relations activities, including in particular explaining its legal framework, procedures and decisions at The Hague. The incumbent will be the focal point for key external stakeholders, advise the President and Registrar on policy and strategy, monitor external communications of the Mechanism disseminate information about the Mechanism to the public, and safeguard the integrity of the Mechanism’s institutional communication policy. More specifically, the incumbent will:

- Under the authority of the President, act as the focal point for relations with external actors, including UN Member States, in all matters pertaining to the Mechanism (Chambers and Registry). Draft or review correspondence addressed to government officials, UN agencies, NGOs, civil society and the private sector.
- Create, foster and maintain a wide network of contacts and partnerships in different States. Key contacts include State authorities and other government bodies, judicial institutions, civil society and non-governmental institutions, professional associations, universities and other educational establishments, victims’ associations and citizens at grass roots level.
- Advise the Registrar on the external relations aspects of a wide variety of issues, including enforcement of sentences, witness protection, archives and Host Country related matters, and participate in missions and meetings related to these issues.
- Provide strategic advice to senior Mechanism officials and staff on external relations, public affairs, communication and public relations of Mechanism operations.
- Under the authority of the President, represent the Mechanism in meetings and conferences; undertake speaking engagements and make presentations to groups on the Mechanism’s legal work and activities; organize seminars, lectures, conferences and public events on major issues and events concerning the Mechanism’s legal activities.
- In consultation with the President and the Registrar, formulate, develop and advance the Mechanism’s communication strategy by identifying key messages to be promoted, as well as target audiences. Develop and implement the Mechanism’s communications and outreach strategy in different States
- Under the authority of the President, act as Spokesperson for the President and Registrar of the Mechanism. Subject to the President’s authorization, give on-the-record interviews to all media outlets, provide background information, and issue press releases. Act as the focal point for journalists seeking information or assistance from the Mechanism. Provide pertinent information to the media on the legal and other activities through press briefings and other means. Organize and moderate press conferences for senior Mechanism officials including the President, Prosecutor, the Registrar and/or their deputies. Screen interview requests and schedules as required. Supervise media access to the Mechanism both on a day-to-day basis and for high interest events. Monitor all media sources and in consultation with the President respond to any incorrect reporting on the legal and other activities of the Mechanism.
- Develop capacity-building activities in consultation with the President and in conjunction with relevant offices, and secure funding for these activities.
- Supervise, guide and train the relevant staff at the Mechanism.
- Cooperate and provide support as required to both the Arusha Branch and The Hague Branch of the Mechanism to ensure synergic and complementary communication.
- Perform any other duties as required.

Core Competencies:

- **Professionalism:** Ability to diplomatically handle sensitive situations. Excellent communication skills, including the ability to produce a variety of written communication products, to deliver oral presentations to various audiences as required and to build and maintain effective business connections. Understanding of the mandate, operations, legal issues and decisions of the ICTY and ICTR. Demonstrated ability to formulate policy recommendations. Thorough knowledge of current affairs in
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the different States of the former Yugoslavia and Rwanda and of target audience attitudes towards the Mechanism. Knowledge of diverse communication approaches, tools and methodologies relevant to planning and executing effective campaign strategies and programs. Ability to identify public affairs needs, opportunities and risks. Experience in drafting of project proposals, fundraising and donor relations would be an asset. 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. Ability to summarize and explain legal decisions and judgements. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.

MANAGERIAL COMPETENCIES

- **Vision** – Identifies strategic issues, opportunities and risks. Clearly communicates links between the Organisations' strategy and the work units' goals. Generates and communicates broad and compelling organisational direction, inspiring others to pursue that same direction. Conveys enthusiasm about future possibilities.
- **Judgement/Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organisation. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

QUALIFICATIONS

Education:

Advanced university degree in law, communications, journalism, public relations, international relations, political science, or similar. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree. A degree in law and legal practice/experience is highly desirable.

Experience:

Minimum of 7 years of progressively responsible relevant experience in law, external relations, international affairs, public information and/or media. The following is desirable: considerable and sufficiently senior experience working on the ground with diplomatic and external relations matters; knowledge of operations and decisions of international tribunals; and experience in dealing with a varied audience such as government representatives, media and local communities.

Language:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Working knowledge of French is highly desirable.

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 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

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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.

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>
