

# UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Senior Investigator, P-4

DEADLINE FOR APPLICATIONS	:	23 December 2020
DATE OF ISSUANCE	:	24 November 2020
OFFICE	:	Office of the Prosecutor
LOCATION	:	Arusha
JOB OPENING NUMBER	:	20-ING-RMT-144733-R-ARUSHA (R)

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

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## Organizational setting and Reporting:

This position is located in the Office of the Prosecutor of the International Residual Mechanism for Criminal Tribunals, at the Arusha branch. The incumbent will work under the direct supervision of the Senior Trial Attorney.

**\*Appointment of the successful candidate to this position will be subject to budgetary approval.**

## Responsibilities:

- Provide day to day supervision of the OTP investigative staff, including investigators, analysts and language assistants.
- Travel and/or supervise travel to various parts of Rwanda and overseas to undertake interviews, record statements from witnesses and open new lines of investigations with respect to the case.
- Undertake investigations at the direction and under the general supervision of the Officer in Charge.
- Be responsible for the professional planning and conduct of investigations assigned to the team. Assign work to team investigators. Take into account priorities, workload, specific progress of on-going cases and other factors. Evaluate performance relative to position description. Be responsible for team operation within the scope of Standard Operating Procedures of the Office of the Prosecutor and the applicable law(s).
- Coordinate, as necessary with local non-Governmental organizations, government and other agencies for the conduct of investigations.
- Record victim and witness statements on all facts, ensure the proper chain of custody of evidence, obtain complete statements and deposit the originals with the Evidence Unit. Take responsibility for the physical deposit and safe-keeping of all evidence and statements. Liaise with legal officers, analysts and others. Ensure that all witnesses and relevant documentation are safeguarded and handed over to the Evidence Unit. Ensure that the team is well equipped, safeguarded, and otherwise supported in their work. Submit weekly reports; prepare mission orders and reports for each field mission. Complete witness proforma and submit entry into the data base.
- Make major decisions relating to the direction of team activities, or of a particular investigation. Make recommendations on administrative, management and other issues, and on general and specific courses of action regarding work assigned to the team as well as on specific cases that present an unusually complex element. Recommend follow-up action to be taken following review of the work of the team and on any part of the investigations where improvements in procedure can be made.
- Lead, direct and manage the investigation team. Create an enabling environment that would enable the members of the team to do their job in the best possible way.

## Core Competencies:

- **Professionalism:** Knowledge of the genocide and crimes committed in Rwanda. Demonstrated experience carrying out a complex criminal investigation and utilizing criminal investigation techniques, and particularly use of analysis in complex investigations. Demonstrated experience in the procedures and preparing witnesses and evidence for judicial proceedings, particularly in the context of the former ICTR. Highly developed negotiating skills and ability to persuade and influence others to reach agreement. Demonstrated planning, management and organisational skills and ability to coordinate the work of teams and individuals, ensuring the quality and timeliness of outputs and good understanding of the dynamics of working in an international environment. 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.
  - **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
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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.

- **Leadership** – Serves as a role model that other people want to follow. Empowers others to translate vision into results. Is proactive in developing strategies to accomplish objectives. Establishes and maintains relationships with a broad range of people to understand needs and gain support. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Drives for change and improvement; does not accept the status quo. Shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.

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## QUALIFICATIONS

### Education:

Advanced university degree or equivalent training or a diploma in criminal investigation from a recognized public police academy. Knowledge of criminal investigation techniques and procedures is highly desirable. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree. Police Academy with 10 years of experience may be accepted in lieu of the advanced degree.

### Experience:

Minimum of 7 years of progressively responsible relevant professional experience. Relevant experience at the ICTY and/or ICTR and a good understanding of the Rwandan genocide are highly desirable.

### 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 desirable.

### Assessment Method:

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

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### 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.

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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.

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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>

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