United Nations International Residual Mechanism for Criminal Tribunals

Call for Interest
Individual Contractor – Career Coaching

DEADLINE FOR APPLICATIONS: 15 December 2020
DATE OF ISSUANCE: 08 December 2020
OFFICE: Registry/ Human Resources
LOCATION: The Hague
JOB OPENING NUMBER: 2020/IRMCT/REG/HRS/025-IC

Organizational setting and Reporting:
The Individual Contractor will be working under Human Resources Section of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Hague Branch. The incumbent will work under the general supervision of the Chief, Human Resources Section. This is a home-based consultancy.

Only candidates under consideration will be contacted for an interview. The selected candidate will be offered a contract as an Individual Contractor.

Terms of Reference for Consultant:
A) Objectives and Targets

B) Tangible outputs of the work assignment

Tangible and measurable outputs, objectives and targets of the work assignment, as well as specific activities to achieve the required outputs and targets:

The consultant will be contracted as a Career Coach to deliver the following based on two tranches:

Individual Coaching
1. Sets up sessions (draft, send, track invitations).
2. Holds meetings via Skype, WhatsApp, or Zoom. (Alternatively, access to corporate platforms, e.g. Teams may be required).
3. Provides recommended pre-work or reading.
4. Homework tasks also may be assigned.
5. Follows up as per individual client requests (email).
6. Share tools and resources with individuals (as needed).
7. Documents Review: Critiques draft applications/CVs (with a UN system/multilateral sector focus) – detailed, concrete edits, suggestions (as requested).
8. Reporting: While maintaining confidentiality of individual clients, the Consultant will prepare an update to HRS at the end of phase 1 and a summary 1-page report (participation, general findings, possible recommendations) at the end of phase 2.

Webinars
1. Meet with HRS staff
2. Select topics
3. Develop course materials: slides, participant handouts/forms (if any), flow document, pre-work (if any), homework (if any)
4. Submit course materials by defined deadlines
5. Provide a platform where recorded webinars could be shared with staff.

Career Support Package
1. Provide HRS with a curated selection of branded tools and resources (NB There may be overlap with materials provided in webinars).
2. Brief HRS staff on how to use them (1 time).
3. Provide a documents inventory on suggested uses.
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Support to be provided by Human Resources:

- Contracting
- 1-hour briefing pre-programme launch
- Share participant contact details in a timely manner
- Launch programme (to individual participants) in a timely manner
- Meet with consultant to discuss and define specific requirements (substantive, technical, timing, how many, desired topics, etc.) on the webinar series.
- Share with Consultant any IRMCT career support materials (resources, training, etc.) and/or relevant documentation (strategy [HR/organizational], etc.)

C) Delivery

Specific delivery dates and details as to how the work must be delivered (e.g. electronic submission, hard copy). The dates and details shall be subdivided into “milestones” where appropriate:

By 31 December 2020 - Lump sum payment of 75% of total fee based on:

- Completion of development and delivery of Application/CV writing Webinar for participants
- Develop content for a series of 3—5 webinars (1—2 hours each) around the career transition, career and life management, and the job search to be delivered in future reorganizations and/or general staff use, as per the requirement of the organization. Topics to be covered include:
  - Career and Life Planning
  - Competency-based Interviewing for Applicants
  - Effective Networking
  - Personal Branding
  - LinkedIn Profiles that Work
- Initial review of draft CVs of participants
- Develop a suite of career transition support tools and resources for use by Human Resources Section and/or internal/external career coaches (softcopy to be provided to HR)

By 28 February 2021 – Lump sum payment of 25% of total fee based on:

- Delivery of 3 – 5 webinars
- Finalisation of a suite of career transition support tools and resources for use by Human Resources Section and/or internal/external career coaches (hardcopy and softcopy to be provided to HR)
- Provide (up to) 25 x 60-minute one-on-one follow-up sessions (via online platform ie Zoom or MS Teams)
- Possible/suggested topics: career transition, career exploration, job search strategy, individualized feedback on a draft application/CV, mock interview practice.
- In addition, a report at the end of the period, briefly summarizing the number of staff assisted, and workshops conducted, should be submitted.

D) Performance indicators

Outputs will be measured by:

- Development and delivery of required career transition webinars
- Development and delivery of programme materials for participants, including worksheets and tools
- Completion of review of participant draft CVs
- Staff member satisfaction with the overall services delivered by the consultant. Chief HR will monitor staff member satisfaction with the services.

Qualifications/ Special skills:

Education: Bachelor’s degree Master’s degree is required in the human resources, social sciences, business administration, or related field.
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Experience: Minimum of 7 years of progressively responsible experience in Human Resources with a Masters Degree or 9 years relevant experience with a Bachelors degree, particularly in the areas of career transition and training. Candidates are required to have demonstrated experience in:

- Developing and delivering webinar-based training to groups
- Providing career coaching to individuals based on assessment of individual career needs
- Developing career transition and career development tools to assist individuals in on-going and future career development

Language: English and French are the working languages of the IRMCT. For this position, fluency in English is required. Working knowledge of French is desirable.

How to Apply

Qualified candidates who are able to work on short notice to support individuals based in The Hague, Netherlands, and Arusha, Tanzania, are invited to submit their application and their UN Personal History Form (PHP), to recruitmentR@un.org in-box quoting the Reference No. 2020/IRMCT/REG/HRS/025-IC in the subject line.

APPLICATIONS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON THE DEADLINE DATE APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.