United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening for SPA Opportunity

Head of OTP Office (Kigali), P-4

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<td>DEADLINE FOR APPLICATIONS</td>
<td>22 June 2020</td>
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<td>DATE OF ISSUANCE</td>
<td>15 June 2020</td>
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<tr>
<td>OFFICE</td>
<td>OTP/Kigali Field Office</td>
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<td>LOCATION</td>
<td>Kigali</td>
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<td>VACANCY ANNOUNCEMENT</td>
<td>2020/TJO/IRMCT/OTP/150-P</td>
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United Nations Core Values: Integrity, Professionalism, Respect for Diversity

In accordance with the Staff Rules and ST/AI/1999/17, please be advised of a temporary vacancy in the Office of the Prosecutor, Kigali Field Office.

Interested candidates should complete the UN Personal History Profile (PHP) and submit it along with a copy of the last two ePerformances to recruitmentR@un.org. Please note that the deadline for expressions of interest is seven calendar days from notification.

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.

Should the assignment exceed a three month period, the supervisor may then submit a request for SPA in respect of the staff member, which would be submitted to a local SPA panel for consideration.

Responsibilities:
Under the direct supervision of the Prosecutor and Chief of Staff, and in coordination with the Officer-in-Charge, Senior Pre-Trial Attorney and Senior Investigator, the incumbent will provide administrative, legal and investigative support to the Office of the Prosecutor by:

- Maintaining official relations and liaison with Rwanda, regional and international authorities in connection with the Mechanism’s judicial activity;
- Maintaining official relations and liaison with, and coordinating operational assistance to, local and regional prosecution services;
- Maintaining official relations and liaison with non-governmental organizations, particularly victims associations
- Locating and assisting witnesses;
- Providing administrative, security and logistical support to Mechanism staff on mission to the field;
- Respond to requests for assistance and follow-up inquiries for the successful completion of investigations and prosecutions;

He/she will implement measures to maintain strict security and confidentiality of all information received and follow-up inquiries from OTP Teams.

Core Competencies:

- Professionalism: Knowledge of international legal procedures and instruments, including international criminal law, with a particular emphasis on the practice of the ICTR and IRMCT. Knowledge of the crimes committed in Rwanda in 1994. Sound knowledge of the functioning of criminal investigations and prosecutions at the national and international levels. Strong analytical skills combined with good judgment. Proven ability to exercise judgment, initiative and discretion in working with local court authorities, NGOs, government representatives, etc. 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
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language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

- **Client Orientation** – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

**MANAGERIAL COMPETENCIES**

- **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. Demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

- **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 Political Science, Law, International Relations, Public Sector Management, Business Administration, Social Sciences or related area. 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 7 years of progressively responsible experience in the specific sector of responsibility (including supervisory and management functions) or related areas such as working with community groups, NGOs and/or international relief or peacekeeping operations.

**Languages:** English and French are the working languages of the Mechanism. For the post advertised, working knowledge of English, both written and oral is required. Working knowledge of Kinyarwanda is required.

**Eligibility:**
Staff members on fixed term appointments at the P-3 grade with at least one year of continuous service are eligible to apply.

**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.

**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED.**