United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration until 31 December 2022)

Commanding Officer, UN Detention Facility, P-4

DEADLINE FOR APPLICATIONS : 30 August 2022
DATE OF ISSUANCE : 17 August 2022
OFFICE : Registry/Office of the Registrar
LOCATION : Arusha
JOB OPENING NUMBER : 22-SEC-RMT-188866-J-ARUSHA

Organizational Setting and Reporting:
This position is located at the United Nations Detention Facility (“UNDF”), of the International Residual Mechanism for Criminal Tribunals (“Mechanism”), Arusha branch. The incumbent reports to the Officer-in-Charge (Arusha Branch). There is no expectation that this post will be extended. Candidates that may be released on secondment or loan are encouraged to apply.

Responsibilities:
On behalf of the Registrar, the incumbent is responsible for the overall administration of the United Nations Detention Unit (“UNDF”) in Arusha and for all persons detained under the authority of the Mechanism at the UNDF. This includes ensuring the continued application and protection of all detained persons individual rights. Additionally, the incumbent is responsible for providing advice on matters surrounding the enforcement of sentences arising out of International Criminal Tribunal for Rwanda (“ICTR”) or Mechanism, Arusha branch cases.

In particular, the incumbent:
- Directs, supervises and plans a suitable management structure at UNDF and ensures strict compliance with the relevant Mechanism rules, regulations, and directives as well as international principles and standards for the treatment of persons deprived of their liberty;
- Performs functions and provides advice to the Registrar in connection with all aspects governing the overall operational, logistical and legal framework at the UNDF in accordance with the applicable Rules Governing the Detention of Persons Awaiting Trial or Appeal before the Mechanism or Otherwise Detained on the Authority of the Mechanism and Regulations adopted thereof (“Detention Rules” and “Regulations”, respectively);
- Makes recommendations and provides the Registrar and the Officer-in-Charge, (Arusha branch) with advice on custodial and policy matters as well as conceptualisation, development and implementation of policies and procedures, including recommending suitable provisions and mechanisms on detention and enforcement matters;
- Liaises with the staff of the Medical Service, Arusha branch, as necessary to ensure adequate healthcare for the detainees and appropriate reporting of health-related issues up the chain of command;
- Anticipates and co-ordinates necessary arrangements for the transfer of convicted persons to enforcement States and cooperates with the staff of the Office of the Registrar to ensure the submission of relevant documentation;
- In coordination with the Office of the Registrar, represents, liaises and negotiates on behalf of the Registrar on various prison management matters with internal and external partners and stakeholders, including local prison authorities, police, ministries, diplomatic missions and other private and governmental entities in the Host Country and existing or prospective enforcement States;
- Reports and makes recommendations to the Registrar and Officer-in-Charge, (Arusha branch), regarding security and safety infractions, personnel deployment and availability, in accordance with the Detention Rules and Regulations;
- Supervises all internal movements of detainees and plans external movements to court, hospitals and enforcement States;
- Ensures accountability and serviceability of all equipment allocated to UNDF personnel (including X-ray machines, metal detectors, communication and other equipment, cell keys, vehicle keys and similar equipment);
- Provides continuous training and mentoring for UNDF staff members at all levels, including Tanzanian Prison Officers assigned to the UNDF, in order to empower and enhance their skills;
- Maintains meticulous records of all actions taken and decisions made pursuant to the Detention Rules and Regulations to allow for ease of handover of all functions performed in the UNDF whenever required; and,
- Performs any other duties as required.
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Core Competencies:

- **Professionalism**: Proven senior experience with prison governance and administration. Demonstrated knowledge of international prison standards, particularly in the context of international criminal tribunals. 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. 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.

  **Accountability** –

  Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organisational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- **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.

**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 action or makes recommendations 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 social sciences. Psychology, Correctional Management, Criminal Justice, Law Enforcement, Public or Business Administration or related area is required. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree. Additionally a police, military or penitentiary degree is desirable.

**Experience:**

A minimum of 7 years of progressively responsible experience in prison management at the national or international level in the area of custody and detention is required. Previous managerial experience in the area of custody and detention in international tribunals or courts is desirable.

**Language:**

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of French is desirable. Knowledge of Swahili and/or Kinyarwanda would be an asset.

**Assessment Method:**

Candidates will be assessed by a comparative matrix.

**Special Notice:**

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female
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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
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.

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