

# United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration 6 months with the possibility of extension)

Associate Legal Officer, P-2

DEADLINE FOR APPLICATIONS	:	04 March 2021
DATE OF ISSUANCE	:	18 February 2021
OFFICE	:	Registry / Immediate Office of the Registrar
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2021/TJO/IRMCT/IOR/196-P

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

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## Organizational setting and Reporting:

The post is located in the Office of the Registrar, Arusha Branch, Registry. Under the supervision of the Deputy Officer-in-Charge and within limits of delegated authority, the incumbent will provide legal and administrative support to the Registrar, Officer-in-Charge and staff of the Office of the Registrar in support of the operations of the Mechanism.

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

## Responsibilities:

- Conduct legal research on a diverse range of assigned issues in constitutional, international, public, private, administrative and criminal law (substantive, procedural and comparative) using multiple research sources; select relevant material, analyse information and present findings for internal review.
- Assist in the review of legal documents, instruments or other material; identify important issues, similarities and inconsistencies, etc.
- Assist in the preparation of draft submissions, background papers, studies, reports, legal opinions/advice, official correspondence, briefing notes, talking points, speeches, etc. pertaining to the mandate of the Mechanism.
- Assist in providing drafting support and legal advice on a wide range of issues: including but not limited to judicial support; requests for assistance from national jurisdictions; enforcement of sentences, Mechanism policies; records and archives matters; witness protection, detention matters; Mechanism agreements and contracts, claims and disputes; and human resources matters.
- Assist in the provision of legal support to Registry sections (including Administration, the Mechanism Archives and Records Section, the Language Services Section, and the Witness Support and Protection Unit).
- Assist in servicing conferences, committees, commissions, tasks forces and other bodies, including by preparing background material, summaries and reports.
- Provide briefings before meetings; provide written reports of such meetings; ensure follow-up of decisions are taken.
- Perform other duties as required.

## Core Competencies:

- **Professionalism:** 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. 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.
- **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.
- **Planning and Organising –** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments, adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

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## QUALIFICATIONS

### Education:

Advanced university degree (Master's degree or equivalent) in law, preferably with an emphasis in international or criminal law. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

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## Experience:

Minimum of 2 years of progressively responsible experience in law, preferably with an emphasis in international law. Previous working experience with international organizations, government, academia, or NGOs 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. Working knowledge of French is desirable.

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## HOW TO APPLY:

- 1) Internal staff at the GS, FS or P-2 level who meet the requirements are eligible to apply.
- 2) Interested candidates must complete the UN Personal History Profile (PHP) form obtainable via personal Inspira accounts (in PDF format) or the IRMCT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's (for internal candidates) ELECTRONICALLY AS ONE DOCUMENT to the [recruitmentR@un.org](mailto:recruitmentR@un.org) in-box. Please indicate the job opening number in the subject line.
- 3) 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 candidate for the position.
- 4) Please note that only candidates under serious consideration will be notified of the final decision.

## 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.

## NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website ([www.irmct.org](http://www.irmct.org)) or from your personal Inspira account and forward electronically to the [recruitmentR@un.org](mailto:recruitmentR@un.org) in-box. Please indicate the job opening number in the subject line. Please note, CVs cannot be accepted.
- 2) 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.
- 3) Please note that only candidates under serious consideration will be notified of the final decision.

## **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 IRMCT. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. IRMCT is a smoke free environment.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.

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