

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

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

Legal Officer, P-3

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/194-P

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

Organizational setting and Reporting:

This position 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:

- Drafts or reviews legal submissions of the Registrar and submissions in relation to judicial review of administrative decisions taken by the Registrar.
- Drafts or reviews briefs, reports and correspondence, legislative texts, policies and agreements on various aspects of the Registry operations, including on sensitive matters.
- Provides 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.
- Provides legal support to Registry sections (including Administration, the Mechanism Archives and Records Section, the Language Services Section, and the Witness Support and Protection Unit).
- Undertakes review of legal documents, governance instruments or other material; identifies important issues, similarities and inconsistencies, etc.
- Prepares or assists in the preparation of drafts of background papers, reports, studies, legislative texts and commentaries on those texts, in the field of administrative law, public and private international law.
- Analyses international statutes and laws, assesses their impact on the exercise of the Mechanism's mandate and strategies on their implementation.
- Handles a range of issues related to constitutional, international, public, private, administrative and criminal (substantive, procedural and comparative) law, including the interpretation and application of constitutive, legislative and other instruments governing United Nations activities and operations.
- Conducts extensive legal research and analysis and prepares studies, comparative studies, briefs, reports and correspondence.
- Acts as a liaison officer with other offices of the Mechanism; represent the views and instructions of the Officer-in-Charge as required.
- Drafts or assists in the preparation and review of agreements and contracts with Governments, NGOs and other public and private entities.
- Performs 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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
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for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

MANAGERIAL COMPETENCIES

- Empowering Others – Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work. Encourages others to set challenging goals. Holds others accountable for achieving results related to their area of responsibility. Genuinely values all staff members' input and expertise. Shows appreciation and rewards achievement and effort. Involves others when making decisions that affect them.
- 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 (Master's degree or equivalent) in law, preferably with an emphasis in international law. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Minimum of 5 years of progressively responsible experience in law, including legal analysis, research and writing. Previous direct experience with United Nations senior officials is highly desirable. Proven experience in international criminal courts is an asset.

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.

HOW TO APPLY:

- 1) Internal staff at the P-2 and P-3 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 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 EXTERNAL CANDIDATES:

External applicants must complete the [UN Personal History Profile \(PHP\)](#) form obtainable from the IRMCT website (www.irmct.org) or from your personal Inspira account and forward electronically to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line. Please note, CVs cannot be accepted.

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.

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.
