

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Associate Legal Officer, P-2

DEADLINE FOR APPLICATIONS	:	28 October 2021
DATE OF ISSUANCE	:	29 September 2021
OFFICE	:	Registry/ Judicial Records Unit
LOCATION	:	Arusha
JOB OPENING NUMBER	:	21-LEG-RMT-163948-R-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the Registry, Judicial Records Unit, under the supervision of the Office of the Registrar. The incumbent will work under the general supervision of the Head of the Judicial Records Unit, Arusha branch.

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

Responsibilities:

The Associate Legal Officer, in co-ordination with other Registry staff, is responsible, *inter alia*, for:

- Maintaining records of proceedings and evidence of the Mechanism's Arusha Branch, made and preserved pursuant to Rule 95 of the Rules of Procedure and Evidence of the Mechanism and undertaking quality control of these records.
- Drafting submissions pursuant to Rule 31(B) on behalf of the Registrar in relation to the quality control of the Judicial Records, when required.
- Providing legal support in relation to receiving, recording, filing, and distributing Judicial Records submitted to Registry.
- Assisting the Head of the Unit in providing legal support in relation to requests for assistance from national authorities submitted pursuant to Article 28(3) of the Statute of the Mechanism, in relation to confidential judicial records pursuant to Rule 86 of the Rules of Procedure and Evidence of the Mechanism, as well as any other request in relation to public judicial records.
- Assisting in drafting of policy documents and other legal documents related to the work of the Unit, as required.
- Conducting legal research, using multiple research sources, selecting relevant material, analysing information, and presenting findings for internal review in relation to the above.
- Performing duties of the Head of the Unit in his/her absence.
- Undertaking court officer duties, including making necessary arrangements for the court proceedings and representing and performing the functions of the Registry in court proceedings.
- Performing 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.
- **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.
- **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.

QUALIFICATIONS

Education:

Advanced university degree in law or equivalent. 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 2 years of progressively responsible experience in judicial records management and responding to requests for assistance from national authorities. Experience in an international criminal tribunal, particularly in the Registry, is considered an asset.

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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 an advantage.

Assessment Method:

There may be an assessment exercise for qualified candidates followed by a competency-based

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.

Current UN staff at the GS and FS level who meet the eligibility requirements are exceptionally permitted to apply. If selected, certain conditions will apply. All offers of appointment are subject to budgetary approval.

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. *Appointment of the successful candidate to this position will be subject to budgetary approval. 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. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

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>
