

# United Nations International Residual Mechanism for Criminal Tribunals

Legal Assistant, G-5

DEADLINE FOR APPLICATIONS	:	12 December 2019
DATE OF ISSUANCE	:	13 November 2019
OFFICE	:	Office of the Prosecutor
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2019/IRMCT/OTP/064-GS

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

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## Organizational setting and Reporting:

This position is located on the Turinabo et al. trial team in the Office of the Prosecutor.

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

## Responsibilities:

The incumbent will report to the Legal Officer in the translation, preparation, organization and administrative management of evidence for the Turinabo et al. trial, liaise and co-ordinate with a variety of personnel, be responsible for maintaining filing systems (electronic and hard copy), and be responsible for keeping track of potential evidence. Obtain and provide legal research material in connection with the case before the Chambers of the Mechanism. Any other *ad hoc* 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.
- **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:** High school diploma or equivalent; demonstrated ability to use computer technology.

**Experience:** Five (5) years of progressively responsible experience as a paralegal or in a court related environment. Case management practice and litigation experience desirable. Management of filing systems for both physical and electronic documentation also highly desirable.

**Languages:** English and French are the working languages of the Residual Mechanism. For this post fluency in English and Kinyarwanda are required. Knowledge of French is an asset.

## Assessment Method:

There may be a technical test followed by a competency-based interview.

## Special Notice:

The appointment is limited to the Mechanism. \*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. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

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## HOW TO APPLY:

### NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the Mechanism website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's 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) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for testing.

### NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism website ([www.unmict.org](http://www.unmict.org)) and forward 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. Applicants may have to sit the United Nations Global General Services Test (GGST) in the duty station as per OHRM instructions. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for testing.
- 2) The appointment of the successful candidate will be on a local basis.

### 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.