

United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening (Duration 3 months with possibility of extension)

Witness Support Assistant, GS-5

DEADLINE FOR APPLICATIONS	:	17 Aug 2022
DATE OF ISSUANCE	:	21 Jul 2022
ORGANIZATIONAL UNIT	:	Registry/Witness Support and Protection Unit
LOCATION	:	Kigali
JOB OPENING NUMBER	:	22-JUR-RMT-186799-J-KIGALI

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

Organizational Setting and Reporting:

This position is located in the Kigali Office of the Witness Support and Protection Unit (WISP), Registry, Arusha branch. The incumbent will work under the direct supervision of the Head of the Kigali Field Office and overall guidance of the Head of WISP. *Please note that the Recruitment for this position is subject to operational needs and may therefore not be immediate.*

Responsibilities:

- Facilitate communication between witnesses by providing translation and interpretation services to non-Kinyarwanda speaking staff members, Prosecution attorneys, Defence Counsel and other specialists from Kinyarwanda into French or English and vice versa;
- Provide assistance and psychosocial support to witnesses prior to and following their testimony;
- Act as point of contact for witnesses; conduct regular follow-up communications with witnesses; respond to communications from witnesses; identify and assess witness support and protection needs; liaise on witnesses' behalf with the Security Movement Coordinator and other WISP staff regarding assistance to be provided and implement appropriate WISP procedures;
- Assist the Security Movement Coordinator to maintain links with local and national bodies and NGOs that provide assistance and support to victims and witnesses;
- Facilitate after-care by liaising with and referring witnesses to relevant Mechanism staff, local and national bodies and NGOs that provide assistance and support to victims and witnesses;
- Contact witnesses on various matters upon request from relevant Mechanism and other authorized authorities;
- Assist in the implementation of court orders pertaining to witnesses;
- Maintain detailed records on individual cases of witnesses and victims and ensure strict confidentiality of sensitive witness related information at all times;
- Undertake any other assignments as required.

Core Competencies:

- Professionalism – Ability to implement witness protection programmes. Demonstrated ability to use computer technology. Proven knowledge of Rwanda environment, culture and issues related to the trauma experienced by witnesses/victims of grave violations of human rights. Ability to deal with witnesses 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. 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 organizational 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.
- 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:

High school diploma or equivalent with training in witness protection, social work, law, psychology, interpretation, nursing or other related areas.

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Work Experience:

Minimum of five (5) years of practical experience in witness support, health, welfare, social work, psychology or related areas, preferably in an international environment is required. Minimum of two (2) years of practical experience in consecutive translation and interpretation from Kinyarwanda to English or French and vice-versa is desirable. Experience working within the United Nations common system or International Organizations is highly desirable.

Languages:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English and/or French is required. Working knowledge of the other language will be considered a strong asset. Fluency in Kinyarwanda is required. Working knowledge of Swahili is 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 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.

The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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 INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 level are eligible to apply.
- 2) Once received, a list of candidates who meet the requirements of the post will be reviewed by the supervisor, who will recommend a candidate for the position. Please note that only short listed candidate(s) will be informed of the outcome.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004.

NOTE FOR EXTERNAL CANDIDATES:

- 4) Once received, a list of candidates who meet the requirements of the post will be reviewed by the supervisor, who will recommend a candidate for the position. Please note that only short listed candidate(s) will be informed of the outcome.
- 5) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004.

Candidates who have passed the GGST or ASAT must provide evidence when submitting their application.

- 6) The appointment of the successful candidate will be on a local basis.
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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>

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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.
