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Posting Title: Intern – Legal Affairs – Office of the President  
Job Code Title: Intern – Legal Affairs  
Department/Office: International Residual Mechanism for Criminal Tribunals  
Location: Arusha  
Posting Period: 25 November 2019 – 23 November 2020  
Job Opening Number: 19-Legal Affairs-RMT-127122-J-Arusha (O)  
Staffing Exercise: N/A

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

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### **Org. Setting and Reporting**

The United Nations International Residual Mechanism for Criminal Tribunals (“Mechanism”) is a court of the United Nations established in 2010 to carry out a number of essential functions of the International Criminal Tribunal for Rwanda (“ICTR”) and the International Criminal Tribunal for the former Yugoslavia (“ICTY”), after the completion of their respective mandates. The ICTR closed on 31 December 2015 with the ICTY following on 31 December 2017. The Mechanism started operating on 1 July 2012 in Arusha, United Republic of Tanzania, and on 1 July 2013 in The Hague, the Netherlands. Since these dates, the Arusha branch has inherited functions from the ICTR, and the Hague branch functions from the ICTY. The Mechanism has also established its own structure to govern its activities and developed rules, procedures, and policies that harmonise and build upon the best practices of both Tribunals. The Mechanism operates simultaneously on two continents, with a small team of dedicated professionals based in the respective branches in Arusha, United Republic of Tanzania, and in The Hague, the Netherlands.

In accordance with its mandate, the Mechanism has assumed responsibility for a number of former functions of the ICTR and the ICTY. These essential functions include: (i) tracking and prosecution of remaining fugitives; (ii) conducting appeal proceedings; (iii) conducting review proceedings; (iv) conducting retrials; (v) conducting investigations, trials, and appeals in cases of contempt of court and false testimony; (vi) monitoring cases referred to national jurisdictions; (vii) protecting victims and witnesses; (viii) supervising the enforcement of sentences; (ix) providing assistance to national jurisdictions; and (x) ensuring the preservation and management of Mechanism, ICTR, and ICTY archives.

This position is located in the Office of the President of the Mechanism. It is under the supervision and direction of the Head of the Arusha branch of the Office of the President. The Office of the President is seeking legal interns on an ongoing basis at the Arusha branch.

A Mechanism internship is unpaid and full-time. Core working hours for interns are Monday to Thursday from 8:30 a.m. to 5:30 p.m., and Friday from 8:30 a.m. to 2:00 p.m. Interns work under the supervision of a staff member in the office to which they are assigned. The duration of an internship at the Mechanism can range from a minimum of three months to a maximum of six

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months, according to the needs of the intern's assigned office. Applicants are kindly requested to indicate periods of availability in their cover letter.

General information on the internship programme of the Mechanism may be found on the Mechanism website's internship page, <http://www.irmct.org/en/recruitment/internship-programme>, which includes:

- Programme Guidelines;
- Application Procedures;
- Terms and Conditions of the Mechanism's Internship Programme; and
- Internships in Context.

## **Responsibilities**

The President is the institutional head of the Mechanism and fulfils functions both in Arusha and The Hague. The President is responsible for the overall execution of the institution's mandate, represents the Mechanism before the United Nations Security Council and the United Nations General Assembly, presides over the Chambers, and is responsible for appointing judges to hear cases as required. The President of the Mechanism is a member of the Appeals Chamber and presides over its proceedings.

In the President's Office, interns provide legal support with respect to a wide range of mandated residual functions, including by conducting independent legal research, analysing laws and policies, drafting and editing orders and decisions, and advising on press and policy matters. Interns may also observe hearings and deliberations, attend meetings of the President with interlocutors inside and outside the Mechanism, assist in the preparation of reports to the United Nations Security Council and United Nations General Assembly, and prepare drafts of speeches.

## **Competencies**

- Professionalism – Shows pride in work and in achievements; demonstrates professional competence and master 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.
- Communication – Speaks and writes clearly and effectively; listens to others, correctly interprets message 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.
- 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.

## **Education**

Candidates for legal internships in the Office of the President are required to be, at a minimum, in their final year of law school/university. If the candidate has already completed a four-year undergraduate university degree before commencing graduate legal studies, he or she must have



completed at least one year of graduate legal studies by the time the internship commences. Applicants must be computer literate in standard software applications.

### **Work Experience**

Applicants are not required to have professional work experience for participation in the programme, and must be at least 18 years old. Prior experience in a legal work environment is an asset.

### **Languages**

English and French are the working languages of the Mechanism. Fluency in oral and written English is required. Knowledge of French is an asset.

### **Assessment Method**

Short-listed candidates may be contacted by the hiring team directly if further information is needed during the review of their application. Due to the high volume of applications received, candidates who have not been short-listed will not be contacted.

### **United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place 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. (Charter of the United Nations – Chapter 3, article 8). 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 At-a-Glance on “The Application Process” and the Instructional Manual for the Applicants, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of *inspira* account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.



Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.