

Posting Title : LEGAL OFFICER, P3  
Job Code Title : LEGAL OFFICER  
Department/ Office : IRMCT/HAGUE/REGISTRY/IOR  
Location : THE HAGUE  
Posting Period : 10 April 2025-24 April 2025  
Job Opening number : 25-LEG-IRMCT/HAGUE/REGISTRY/IOR-256532-F-THE  
HAGUE (R)  
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**

This position is located in the Office of the Registrar, of the International Residual Mechanism for Criminal Tribunals (IRMCT), the Hague Branch. The incumbent will work under the direct supervision of a legal officer of the Hague Branch.

### **Responsibilities**

- Provides 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.
- Analyses international statutes and laws, assesses their impact on the exercise of the Mechanism's mandate and strategies on their implementation.
- Processes and communicates information on a wide range of institutional and legal issues with Sections in both Branches of the Mechanism, as well as with UN HQ and other UN bodies.
- Prepares or assists in the preparation of draft submissions, background papers, reports, studies, legislative texts and commentaries on those texts, in the field of administrative law, public and private international law.
- Drafts or reviews legal submissions of the Registrar and submissions in relation to judicial review of administrative decisions taken by the Registrar.
- 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.
- Draft briefs, reports and correspondence, legislative texts, policies and agreements on various aspects of the Registry operations, including on sensitive matters.

- Conducts extensive legal research and analysis and prepares studies, comparative studies, briefs, reports and correspondence.
- Undertakes review of legal documents, instruments or other material; identifies important issues, similarities and inconsistencies, etc.
- Drafts or assists in the preparation and review of agreements and contracts with Governments, NGOs and other public and private entities, as well as in the negotiation and settlement of claims and disputes and in handling private international law and international trade law matters.
- Acts as liaison officer with other offices of the Mechanism; represents the views and instructions of the Registrar as required.
- Provides drafting and review support in relation to, and legal advice on, a wide range of issues, including but not limited to judicial support, requests for assistance from national jurisdictions, enforcement of sentences, witness protection, detention matters, human resources matters and administrative decisions, records and archives matters, agreements and contracts, claims and disputes, and Mechanism policies.
- Advises and assists the Registrar, or his designee, on defence issues and operational matters relating to the management of the legal aid system, pertaining to both branches of the Mechanism.
- Performs other duties, as required.

## **Competencies**

- **Professionalism:** Knowledge of international criminal tribunals operations, preferably with an emphasis on the Registrar's responsibilities. Knowledge of the United Nations system. Proven drafting skills and ability to work under pressure. Ability to apply good legal, strategic and policy judgment in the context of assignments given. 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.
- **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.
- **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**

Advanced university degree (master's degree or equivalent) in law, preferably with an emphasis in international law is required. A first-level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

## **Job Specific Qualifications**

### **Work Experience**

A Minimum of five (5) years of progressively responsible experience in law, including legal analysis, research and writing is required.

Previous direct working experience with international organizations is desirable.

Proven experience in UN International Criminal Tribunals is desirable.

### **Languages**

English and French are the working languages of the Mechanism. For the post advertised, fluency in English is required. Working knowledge of French is desirable.

NOTE: Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

### **Assessment**

Previously rostered candidates are not subject to any further assessment and as such, will not be invited for such an assessment.

### **Special Notice**

The United Nations is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

This "Recruit from Roster" job opening is only open to roster applicants who are already placed on pre-approved rosters, following a review by a United Nations Central Review Body. Only roster applicants who were placed on rosters with similar functions at the same level are considered to be eligible candidates. Eligible applicants receive an email inviting

them to apply. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station/s specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected.

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. \*Appointment of the successful candidates to these positions will be subject to budgetary approval. Appointment of the successful candidate for these positions 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.

### **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, sexual abuse, or sexual harassment, 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. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.

### **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.**