

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Special Assistant to the Registrar, P-4

DEADLINE FOR APPLICATIONS	:	18 December 2020
DATE OF ISSUANCE	:	19 November 2020
OFFICE	:	Registry/ Office of the Registrar
LOCATION	:	Arusha
JOB OPENING NUMBER	:	20-ADM-RMT-145111-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the Immediate Office of the Registrar of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch. The incumbent will report to the Registrar.

Responsibilities:

- Undertake comprehensive research and provide specialized legal advice and support to the Registrar on legal issues related to the work of the Registrar and the mandate of the Mechanism.
- Advise the Registrar, and other Senior IRMCT Officials as directed by the Registrar, on the interpretation of the Statute of the Mechanism and related legal instruments, on privileges and immunities of IRMCT and its staff as prescribed in the Host Country Agreement, on financial and administrative rules and regulations, and on legal matters relevant to the work of IRMCT.
- In consultation with the Officer-in-Charge in both branches and under the direction of the Registrar, responsible for negotiating the terms of the Host Country Agreement as well as all other accords and agreements entered by IRMCT with governments and international organizations. Oversee the implementation of these agreements and the administration of all related procedures.
- Assist the Registrar in handling relations with the United Nations, foreign governments and international organizations. Represent the Registrar at meetings with governments and international organizations, provide a briefing on the content and direction of such meetings, propose any necessary action resulting from the meetings, and ensure necessary follow-up.
- Liaise with the Office of Legal Affairs and other relevant Departments at United Nations Headquarters on legal issues on international humanitarian and human rights law. Advise the Registrar on emerging issues and recommend appropriate course of action to be taken by IRMCT.
- Upon request, provide specialized advice to staff members on legal matters.

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.
- **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.

MANAGERIAL COMPETENCIES

- **Managing Performance –** Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.
 - **Judgement/Decision-making –** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organisation. Proposes a course of action
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or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

QUALIFICATIONS

Education:

Advanced university degree (Master's degree or equivalent) in law, preferably with specialisation in criminal law or international law. 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 7 years of progressively responsible experience in legal research and in providing specialized legal advice to high ranking officials in an international environment. Desirable experience: knowledge of the functioning of the Mechanism and the activities of the Registrar's Office and of the Registry; experience in dealing with representatives of governments and international organizations; demonstrated ability to conduct comprehensive research and analysis and to formulate related briefs or reports and excellent drafting skills.

Language:

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

Assessment Method:

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

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.

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.

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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>
