

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Tracking Team Leader, P-4

DEADLINE FOR APPLICATIONS	:	10 December 2019
DATE OF ISSUANCE	:	11 November 2019
OFFICE	:	Office of the Prosecutor
LOCATION	:	Arusha
JOB OPENING NUMBER	:	19-ING-RMT-126646-R-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the the Office of the Prosecutor of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch. The incumbent will work under the direct supervision of the Prosecutor.

Responsibilities:

- Provide day to day supervision of the OTP's staff based in Arusha, including its investigators, crime analyst and language assistants.
- Develop, plan and implement strategies to gather intelligence on the location of fugitives and execute operations leading to their arrest.
- Undertake investigations at the direction and under the general supervision of the Prosecutor.
- Manage highly confidential information and sources and maintain the highest standards of information security.
- Be responsible for the professional planning and conduct of investigations assigned to the team.
- Assign work to team investigators.
- Take into account priorities, workload, specific progress of on-going cases and other factors.
- Evaluate performance relative to position description.
- Handle other personnel matters affecting the team including matters relating to conduct, approval of leave, etc.
- Be responsible for team operation within the scope of Standard Operating Procedures of the Office of the Prosecutor and the applicable law (s).
- Develop and maintain relationships with governments, international organizations and local non-Governmental organizations with respect to the tracking and arrest of the IRMCT's fugitives.
- Provide political advice and regional expertise to the Prosecutor in relation to tracking fugitives and the preparation of their case files for transfer.
- Coordinate special projects as directed by the Prosecutor.
- Participate in the management of the OTP at the support, operational and advisory levels and support the implementation of the "One Office" policy.
- Record victim and witness statements on all facts, ensure the proper chain of custody of evidence, obtain complete statements and deposit the originals in secure location.
- Take responsibility for the physical deposit and safe-keeping of all evidence and statements.
- Liaise with legal officers, analysts and others.
- Ensure that the team is well equipped, safeguarded, and otherwise supported in their work.
- Submit weekly reports; prepare mission orders and reports for each field mission.

Core Competencies:

- **Professionalism** – Knowledge of criminal investigation techniques and procedures, particularly with respect to the tracking of fugitives. Knowledge of international legal procedures and instruments, including international criminal law and diplomacy. Experience in preparing witnesses and evidence for judicial proceedings as demonstrated in the ability to build a case through witness interviews and other evidence gathering techniques. Ability to employ sound professional investigative and administrative experience to facilitate the production of high quality work from the team. The position requires excellent people management skills and public relations abilities as well as public speaking skills and ability to interact and negotiate with high-level officials. Knowledge in the use of computer applications, particularly word processing software, database management, and electronic research tools. 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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MANAGERIAL COMPETENCIES

- **Leadership** – Serves as a role model that other people want to follow. Empowers others to translate vision into results. Is proactive in developing strategies to accomplish objectives. Establishes and maintains relationships with a broad range of people to understand needs and gain support. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Drives for change and improvement; does not accept the status quo. Shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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 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. A diploma in criminal investigation from a recognized public police academy or similar institution with an additional three years of qualifying experience may be accepted in place of an advanced university degree.

Experience:

Minimum of 7 years of progressively responsible relevant professional experience in criminal investigations or prosecutions, preferably including substantial experience at the international level. Experience as an attorney or investigator in a Police force or equivalent law enforcement agency or prosecution's office; experience in leading, planning and executing investigations in relation to serious criminal behaviour is essential; experience in the leadership management and supervision of investigations staff; experience and ability to lead and work well in a multi-skilled team environment; and thorough knowledge of investigative techniques and procedures. Experience in the area of witness protection is desirable.

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 Kinyarwanda is a distinct advantage. Working knowledge of French is an asset.

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

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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.

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>
