

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Fugitive and Investigations Unit Coordinator, P-5

DEADLINE FOR APPLICATIONS	:	12 October 2022
DATE OF ISSUANCE	:	13 September 2022
OFFICE	:	Office of the Prosecutor
LOCATION	:	Kigali
JOB OPENING NUMBER	:	22-ING-RMT-190680-R-KIGALI (R)

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

Organizational setting and Reporting:

The post is located in the Office of the Prosecutor Section of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Kigali office. The incumbent will work under the direct supervision of the Prosecutor.

***Appointment of the successful candidate to this position will be subject to budgetary approval.**

Responsibilities:

- Plans, organizes, conducts and/or supervises the investigation of fugitives;
- Leads and supervises teams of investigators and coordinates investigative activities of team members; develops, implements, monitors and evaluates assigned investigations;
- Defines the parameters and timetable of investigations; decides on the investigative tools and resources to be employed; ensures that investigations are carried out in a timely fashion and coordinated within the work of the unit, as appropriate and that established procedures and policies are complied with;
- Provides policy advice in relation to investigation strategy and develops or contributes to the development of investigation policy;
- Conducts interviews and obtain statements; analyzes information;
- Gathers and analyzes electronic evidence;
- Ensures the preparation of complete and concise investigation reports and other written contribution, together with findings and recommendations, as well as evidence and materials to support such actions; reviews reports and written submissions of his/her subordinates;
- Provides advice and expertise on investigatory matters;
- Works collaboratively and in coordination with colleagues to achieve organizational goals in accordance with standard operating procedures and in compliance with organizational regulations and rules;
- Manages the resources and logistics of the unit.
- Performs other duties as required

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.
 - **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.
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- **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.
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QUALIFICATIONS

Education:

Advanced university degree (Master's degree or equivalent) in Criminology, Criminal Investigations, Criminal Justice or related field. A first-level university degree or equivalent training/diploma in criminal investigations techniques from a recognized public police academy combined with (2) two additional years of qualifying experience in criminal investigation techniques may be accepted in lieu of the advanced university degree.

Experience:

Minimum of 10 years of progressively responsible relevant experience in criminal investigations and experience at the international level. Substantive participation in complex, long-term criminal investigations, especially of violent crimes is required. Relevant experience at the IRMCT, ICTY and/or ICTR and a good understanding of the Rwandan genocide are highly 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 French is desirable.

Assessment Method:

There may be an assessment exercise for qualified candidates 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 to this position will be subject to budgetary approval.** 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.

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, 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

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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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

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>
