



# *International Criminal Tribunal for the former Yugoslavia*

Special Assistant to the Prosecutor, P-4

DEADLINE FOR APPLICATIONS : 07 March 2013  
DATE OF ISSUANCE : 05 February 2013  
OFFICE : OTP  
VACANCY ANNOUNCEMENT : 13-POL-ICTY-26955-R-THE HAGUE (R)

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

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## Organizational setting and reporting:

This position is located in the Immediate Office of the Prosecutor, Office of the Prosecutor.

## RESPONSIBILITIES

Analyze, review and manage paperwork requiring the Prosecutor's attention and ensuring, where necessary, that it is tasked and followed up; specifically:

- a) Review all documentation, correspondence, letters, requests for information; draft replies for the signature of the Prosecutor, including responses to policy questions, current status of the Tribunal, and issues with respect to the operations of the Office of the Prosecutor.
- b) Provide advice and recommendations to the Prosecutor with regard to proposals for handling sensitive queries and requests.
- c) Canvass other senior staff for their inputs and comments regarding correspondence, compile summaries and/or make recommendations to the Prosecutor based on an analysis of the information provided.
- d) Prepare briefings for the Prosecutor's meetings; prepare background documentation and attend all meetings with high government and international officials; prepare summary documents of such meetings and ensure follow-up to any actions decided on during such meetings.
- e) Provide advice to the Prosecutor as to the content and direction of meetings with such officials. Draft correspondence as well as other documents, including the reports to the Security Council. Draft and prepare the Prosecutor's speeches and public presentations.
- f) Develop systems to coordinate and enhance communications between the Prosecutor and professional staff; serve as the principal focal point for all communications between the Prosecutor as well as facilitator with other offices.
- g) Provide political and area expertise to the OTP and provide up to date information on substantive political developments; review policy positions under consideration of the Prosecutor, for consistency of approach, for concise applications and for review of the results of any proposed implementation.
- h) Participate in executive level management meetings with the Office of the President and Registry on a variety of Tribunal issues; represent the view of the Prosecutor in discussions with the Registrar. Negotiate terms of procedural and administrative functioning of the Tribunal, particularly with regard to emerging developments.
- i) Coordinate special projects as directed by the Prosecutor. Act as OTP advocate with the Registry on key issues; in coordination with the administrative officer represent the views of the OTP on administrative, personnel and operational issues to the Registrar and senior Registry officials and negotiate effective solutions.
- j) Participate in the management of the OTP at the support, operational and advisory levels. Liaise and maintain close working relations with member state governments, UN secretariat, other UN agencies, international organizations and NGO's.
- k) Supervise the Prosecutor's support staff.

## CORE COMPETENCIES

- Professionalism – 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. 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.
  - 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.
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- **Vision** – Identifies strategic issues, opportunities and risks; clearly communicates links between the Organisations' strategy and the work units' goals; generates and communicates broad and compelling organisational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.
- **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 in law and/or political science is essential.

### **Experience:**

Minimum of 7 years in advising senior officials and/or ministers in a national government. Alternatively, 7 years minimum experience in a member state's diplomatic corps or multilateral organization like the UN or European Union.

### **Language:**

English and French are the working languages of the Tribunal. For the post advertised fluency in oral and written English or French is required. Working knowledge of the other language is desirable. Knowledge of another official UN language is an advantage.

### **Assessment Method:**

There may be a technical test and a competency-based interview.

### **Special Notice:**

The appointment is limited to ICTY. 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.

### **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**

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.

### **HOW TO APPLY:**

All applications must be submitted through the UN Inspira portal. The ICTY 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>

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**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

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