International Residual Mechanism for Criminal Tribunals

Senior Legal Officer, P-5

DEADLINE FOR APPLICATIONS : 12 July 2012
DATE OF ISSUANCE : 12 June 2012
OFFICE : Office of the Prosecutor – OTP
LOCATION : Arusha (Tanzania)
JOB OPENING NUMBER : 12-LEG-RMT-24247-R-ARUSHA (R)

Organizational setting and Reporting:
The post is located in the Office of the Prosecutor (OTP) of the International Residual Mechanism for Criminal Tribunals (IRMCT), ICTR Branch, Arusha. The incumbent will work under the direct supervision of the Prosecutor of the International Residual Mechanism.

Responsibilities:
The Senior Legal Officer will, under the authority of the Prosecutor, be responsible for managing the work and staff of the ICTR branch of the OTP. The incumbent will perform the following duties:

- Coordinates and directs teams of other legal and non-legal staff members, guides and supervises the work of junior staff members; assists the Prosecutor with the general management and administration of the OTP, ICTR Branch, organizes and prioritizes the workload of the Office and provides general coordination and supervision of assignments as regards the work of the OTP.
- Carries out or oversees the carrying out of the day-to-day administrative tasks necessary for the functioning of the OTP, ICTR Branch, including the preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance (PAS) and evaluation of candidates for job openings including interviewing them.
- Advises the Prosecutor on a range of legal, administrative and managerial matters; provides authoritative legal and policy advice to the Prosecutor regarding the case-related activities of the IRMCT, ICTR Branch, including the referral of cases to national jurisdictions, the initiation of contempt proceedings, requests for review of judgements by convicted persons and requests for early release filed by convicted persons.
- Appears before the Chambers of the IRMCT and advocates on behalf of the Prosecutor, prepares and reviews legal filings for submission to the IRMCT and oversees the work of the OTP team(s) responsible for the conduct of proceedings at the ICTR Branch.
- Liaises with other organs of the IRMCT, the UNICTR and the UNICTY to ensure a smooth transition of activities from the ICTR to the IRMCT and to ensure the proper implementation of the IRMCT, ICTR Branch’s mandate and strategy.
- Represents the Prosecutor at meetings with high-level officials of governmental and non-governmental organizations and with the media; services diplomatic conferences, commissions, committees, task forces, expert groups and other bodies, including preparation of background materials, summaries of issues and views of delegations, meeting reports, etc.
- Coordinates and supervises investigations and tracking activities needed to support the case-related activities of the OTP, ICTR Branch, including investigations into instances of contempt of court, the monitoring of cases referred to national jurisdictions for trial and the maintenance of and access to documents and evidentiary material within the OTP, ICTR Branch.
- Establishes and maintains policies and guidelines for ensuring the efficient assistance to national authorities, including policies concerning the granting of access to the OTP, ICTR Branch’s evidence. Coordinates the provision of legal assistance to national prosecuting and judicial authorities;
- Assists and supports the work of the OTP, ICTY Branch of the IRMCT as required.

Core Competencies:

- Professionalism: Knowledge of international legal procedures and instruments, including international criminal law, with a particular emphasis on the legal practice of the ICTR and/or the ICTY. Sound knowledge of the functioning of criminal investigations and prosecutions at the national and international levels. Ability to apply legal expertise to analyzing a diverse range of complex issues and in developing innovative solutions. Strong analytical skills and proficiency in legal writing and expression and ability to prepare legal documents. Strong negotiating skills and ability to persuade others to reach agreement. Extensive experience in the management of staff. Experience and ability to work well in a multicultural environment. Ability to work to tight deadlines and to handle multiple concurrent projects. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments and observing deadlines.
- Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
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- Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas; is willing to learn from others; places team agenda before personal agenda; acts in accordance with final group decision, shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- 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 improvements; does not accept the status quo; shows the courage to take unpopular stands.

- 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 Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines whether 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. Admission to practice law in a national jurisdiction is required. First-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Postgraduate studies in criminal or international law would be an asset.

**Work Experience:**
At least ten years of progressively responsible experience in criminal prosecution, including substantial experience at the international level. Relevant experience at the ICTY or ICTR is highly desirable.

**Languages:**
Fluency in one of the working languages of the IRMCT, English or French, (both oral and written) is required; knowledge of the other would be an asset.

**Assessment Method:**
There will be an interview comprising a competency-based interview. There may be a technical test.

**Special Notice:**
The appointment is limited to the Mechanism. 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.

**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 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 http://careers.un.org