



International Criminal Tribunal for the former Yugoslavia

Chef de Cabinet, P-5

DEADLINE FOR APPLICATIONS	:	22 August 2015
DATE OF ISSUANCE	:	23 July 2015
OFFICE	:	Registry/Office of the President
JOB OPENING NUMBER	:	15-LEG-ICTY-45214-R-THE HAGUE (R)

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

ORGANISATIONAL SETTING

This position is located in the Office of the President, International Criminal Tribunal for the former Yugoslavia (ICTY or Tribunal). The incumbent will work under the guidance of the President and will report to the [Deputy] Registrar.

RESPONSIBILITIES

Responsible for supporting the President of the ICTY by performing the functions of Chef de Cabinet of the Tribunal. Plans, organizes and coordinates all activities within the Office of the President and acts as the operational point person with respect to the President and the Judges. Acts as an advisor to the President and provides assistance and support on all United Nations, diplomatic, political and administrative matters in relation to Tribunal issues. Assists the President in the assignment of Judges to cases and the Registrar in the preparation of the Judges' Plenary Sessions. Supports the President in his judicial capacity through the review of legal research and drafting performed by Legal Officers and Interns within the Office of the President. Advises the President on appeal matters, attends confidential meetings of the Appeals Chambers in cases to which the President is assigned and liaises with the Judges and staff of these Chambers. On behalf of the President, liaises with *inter alia* all organs of the Tribunal, other tribunals, embassies, Member States, Permanent Missions in New York, United Nations Agencies and Offices within the Secretariat. Assists the President in drafting speeches and Reports to the Security Council and the General Assembly of the United Nations, attending diplomatic functions on behalf of the President.

CORE COMPETENCIES

- **Professionalism** – Strong management background, with demonstrated proficiency in the application of court management and administration principles highly desirable; knowledge of and ability to articulate managerial principles and their application within an international environment. 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.

MANAGERIAL COMPETENCIES

- **Empowering Others** – Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility; genuinely values all staff members' input and expertise; shows appreciation and rewards achievement and effort; involves others when making decisions that affect them.
- **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:



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Advanced university degree (Master's degree) in law, preferably with specialization in international criminal law, public international law and/or humanitarian law. A first level university degree in law in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

Minimum of 10 years of progressively responsible experience with an emphasis on international criminal law. Experience with the ICTY, the ICTR or the Mechanism for International Criminal Tribunals is highly desirable. Experience with the Security Council and General Assembly preferred. Qualifying years of experience are calculated following the receipt of the first-level university degree recognized by the United Nations.

Languages:

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

Assessment Method:

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

Special Notice:

The appointment is limited to the Tribunal. 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

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

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>
