



## *International Criminal Tribunal for the former Yugoslavia*

Associate Legal Officer, P-2 (Temporary Vacancy Announcement – from 3 January until 31 March 2017)

DEADLINE FOR APPLICATIONS	:	29 November 2016
DATE OF ISSUANCE	:	15 November 2016
OFFICE	:	Registry/Office of Legal Aid and Defence Matters
JOB OPENING NUMBER	:	2016/ICTY/REG/OLAD/043-P

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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 Division of the Office of Legal Aid & Defence Matters (OLAD), Registry, under the supervision of the Head of OLAD.

### Responsibilities:

- Advise and assist the Head of Office of Legal Aid and Defence Matters (OLAD) on legal and operational matters relating to the management of the ICTY legal aid system, amicus curiae appointment and remuneration.
- Advise and assist on the implementation and drafting of OLAD relevant Policies, Rules and Directives relating in particular to the assignment of counsel and related matters, legal aid and defence funding matters.
- Draft legal submissions to the President and the Trial and Appeals Chambers, Registrar's decisions, correspondence to defence counsel, internal memoranda and other documents as required by the Head of OLAD.
- Apply Registry's payment policies and advise on amendments to the policies when necessary to address unforeseen scenarios and/or insufficiencies.
- Assist in the consolidation of legal aid related policies and practices of the *ad hoc* Tribunals for the Mechanism for International Tribunals.
- Provide legal advice to the Registry's Financial Investigator concerning an accused' eligibility for legal aid and on financial misconduct investigations; draft decisions concerning an accused's eligibility for legal aid.
- Organize and attend meetings with defence counsel on behalf of the Registrar concerning the implementation of the legal aid system.
- Act as focal point for the issues related to the Association of Defence Counsel.
- Assist with the drafting and monitoring of OLAD budget and related reports to the auditors and GA budgetary division.
- Assist on legal aid and policy matters for the Mechanism for International Criminal Tribunal in a "double-hatting" role.

### Competencies:

- **Professionalism** – Knowledge of, and ability to apply, legal principles, concepts and procedures and terminology for review, examination, and processing of a range of legal documents; familiarity with and experience in the use or varied research sources, including electronic sources; analytical skills as demonstrated through research and analysis of a range of legal issues and interpretation and application of international legislative instruments, excellent legal drafting skills and proven ability to draft well under pressure; litigation and negotiation skills desirable; demonstrated ability to apply good legal judgement in the context of assignments given. 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.
- **Accountability** – Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organisational regulations



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and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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### **QUALIFICATIONS**

#### **Education:**

Advanced university degree in law, preferably with specialization 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.

#### **Experience:**

Minimum of 2 years of progressively responsible legal experience in international law, criminal law, humanitarian law, administrative law and/or human rights. Experience in working within an international setting desirable. Prior experience in legal aid administration is desirable.

#### **Language:**

English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

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### **HOW TO APPLY:**

#### **1. NOTE FOR INTERNAL CANDIDATES:**

- 1) Staff with the relevant education and experience are eligible to apply.
- 2) Interested staff members must complete the ICTY Internal Application Form and UN Personal History Profile (PHP) form obtainable via the TRIBUNET or ICTY website. Please submit all documents including the last two e-PAS's AS ONE DOCUMENT to the [recruitment@icty.org](mailto:recruitment@icty.org) in-box. Please indicate the job opening number in the subject line.

#### **NOTE FOR EXTERNAL CANDIDATES:**

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website ([www.icty.org](http://www.icty.org)) and forward electronically to the [recruitment@icty.org](mailto:recruitment@icty.org) in-box. Please indicate the job opening number in the subject line.

#### **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.

Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and make a recommendation for the position.

<b>SPECIAL NOTICE:</b> The appointment is limited to ICTY. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. ICTY is a smoke free environment.
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PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.