



International Criminal Tribunal for the former Yugoslavia

Associate Legal Officer, P-2 (Temporary vacancy until 31 December 2017)

DEADLINE FOR APPLICATIONS	:	11 July 2017
DATE OF ISSUANCE	:	05 July 2017
OFFICE	:	Registry/Immediate Office of the Registrar
JOB OPENING NUMBER	:	2017/ICTY/REG/IO/037-P

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

Organizational setting and Reporting:

This position is located in the Office of the Registrar, Registry. Under the supervision of the Head of Office, the incumbent will assist the Registrar and Deputy Registrar in the exercise of their responsibilities.

Responsibilities:

- Drafts and/or revises Registry policies, reports, memoranda and correspondence for the Judicial Support Services Division and in the fields of administrative law, public and private international law.
- Drafts and/or reviews judicial submissions in relation to areas including detention conditions, legal aid and victims and witness protection.
- Drafts or assists in the preparation and review of agreements and contracts with Governments, NGOs and other public and private entities, as well as in the negotiation and settlement of claims and disputes and in handling private international law and international trade law matters.
- Assists in representing the ICTY before arbitral and other tribunals or administrative proceedings, including disciplinary cases.
- Provides legal advice on human resources and administrative matters.
- Analyses international statutes and laws, assesses their impact on the exercise of the Tribunal's mandate and strategises on their implementation.
- Processes and communicates information on a wide range of institutional and legal issues with ICTY Sections as well as with the Mechanism for International Criminal Tribunals, UN HQ and other UN bodies.
- Handles a range of issues related to constitutional, international, public, private, administrative and criminal law, including the interpretation and application of constitutive, legislative and other instruments governing United Nations activities and operations.
- Conducts extensive legal research and analysis.
- Performs other duties, as required.

Competencies:

- **Professionalism** – Excellent legal writing skills. Ability to draft high quality, persuasive judicial submissions that require minimal editing. 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.
- **Creativity** – Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **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.

QUALIFICATIONS

Education:

Advanced university degree (Master's degree or equivalent) in law. A first-level university degree in law in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Membership in good standing of any Bar or law society in any national jurisdiction is desirable.



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Experience:

Minimum of 2 years of progressively responsible experience in law, including legal analysis, research and writing. Prior experience in Registry and/or Judicial Services Support work within an international criminal tribunal or court is desirable.

Language:

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

HOW TO APPLY:

1. NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the P-2 and GS level with relevant degree 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 to the 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) and forward electronically to the 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.

SPECIAL NOTICE: The appointment is limited to ICTY. 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
