



# *International Criminal Tribunal for the former Yugoslavia*

Associate Legal Officer, P2 (two temporary vacancies valid until 31 March 2015)

**DEADLINE FOR APPLICATIONS** : 23 December 2014  
**DATE OF ISSUANCE** : 16 December 2014  
**OFFICE** : Registry/Chambers  
**JOB OPENING NUMBER** : 2014/MICT/REG/CHAM/048-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 Chambers Legal Support Section, Division of Judicial Support Services, Registry.

## Responsibilities:

- Conduct legal research on a diverse range of assigned issues in criminal law, international law, international humanitarian law and other area(s) of specialization using multiple research sources; select relevant material, analyse information and present findings for internal review in either written or oral form;
- On behalf of the Judges, assist in the preparation of legal opinions and advice, draft background memoranda, decisions and judgments of the Tribunal;
- Assist the Judges and the Senior Legal Officer in the preparation and management of cases, and drafting of decisions during the pre-trial and pre-appeal phase of proceedings;
- Assist the Judges in the processing of evidence and documents submitted during trial;
- Liaise on behalf of the Judges and the Senior Legal Officer with the Registry, Prosecution and Defense;
- Assist Legal Officers in the review of legal documents, instruments, or other material; identify important issues, similarities, inconsistencies, etc;
- Work with the Senior Legal Officer on general research, drafting and other legal and administrative projects;
- Undertake special assignments allocated by a Judge;
- Assist Legal Officers in servicing the Outreach Programme, diplomatic conferences, commissions, committees, task forces, and other bodies, including preparation of background materials, summaries of issues and views of delegations, etc;
- Perform other duties as assigned.

## Competencies:

- **Professionalism** - Theoretical 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 of varied legal 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 and the ability to develop and present results/recommendations/opinions clearly and concisely (spoken and written); excellent legal drafting skills and ability to draft well under pressure; demonstrated ability to apply sound legal judgement in the context of assignments given; ability to plan own work and manage conflicting priorities. 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. Strong organizational, drafting, and interpersonal skills; knowledge of the UN system desirable; knowledge of international criminal justice systems highly desirable.
- **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.
- **Planning and Organising** – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.



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## QUALIFICATIONS

### Education:

Advanced university degree in law with specialisation in international, criminal or humanitarian law. A first level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

### Experience:

Minimum of 2 years of progressively responsible legal experience, at either the national or international level, with emphasis in criminal law, international law or humanitarian law.

### 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) 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](mailto:recruitment@icty.org) in-box. Please indicate the job opening number in the subject line.
- 2) 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 recommend a staff member for the position.

### NOTE FOR EXTERNAL CANDIDATES:

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

<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 WILL NOT BE ACCEPTED.