

United Nations Mechanism for International Criminal Tribunals

Legal Officer, P-3

DEADLINE FOR APPLICATIONS : 8 February 2016
DATE OF ISSUANCE : 11 December 2015
OFFICE : Registry/Office of the Registrar
JOB OPENING NUMBER : 15-LEG-RMT-51787-R-ARUSHA (R)

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

ORGANISATIONAL SETTING AND REPORTING:

This position is located in the Office of the Registrar, Registry, of the United Nations Mechanism for International Criminal Tribunals (“Mechanism”), the Arusha Branch. Under the supervision of the Head of the Legal Team, the incumbent will assist the Registrar in the exercise of his/her responsibilities.

RESPONSIBILITIES:

- Analyses international statutes and laws, assesses their impact on the exercise of the Mechanism’s mandate and strategies on their implementation.
- Processes and communicates information on a wide range of institutional and legal issues with Sections in both Branches of the Mechanism, as well as with UN HQ and other UN bodies.
- Prepares or assists in the preparation of drafts of background papers, reports, studies, legislative texts and commentaries on those texts, in the field of administrative law, public and private international law.
- Drafts or reviews submissions in relation to judicial review of administrative decisions taken by the Registrar.
- Handles a range of issues related to constitutional, international, public, private, administrative and criminal (substantive, procedural and comparative) law, including the interpretation and application of constitutive, legislative and other instruments governing United Nations activities and operations.
- Draft briefs, reports and correspondence, legislative texts, policies and agreements on various aspects of the Registry operations, including on sensitive matters.
- Conducts extensive legal research and analysis and prepares studies, comparative studies, briefs, reports and correspondence.
- Undertakes review of legal documents, instruments or other material; identifies important issues, similarities and inconsistencies, etc.
- 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 Mechanism before arbitral and other tribunals or administrative proceedings, including disciplinary cases.
- Undertake liaison on behalf of the Registrar, and represent him where necessary.
- Provides legal advice on human resources matters; reviews administrative matters.
- Performs other duties, as required.

CORE COMPETENCIES:

- **Professionalism** – Knowledge of international criminal tribunals operations, preferably with an emphasis on the Registrar’s responsibilities. Knowledge of the United Nations system. Proven drafting skills and ability to work under pressure. Ability to apply good legal, strategic and policy judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter, in particular in the operations of [international tribunals](#); 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 organizational 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.
 - **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
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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:

Advanced university degree (Master's degree or equivalent) in law, preferably with an emphasis in international law. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

Minimum of 5 years of progressively responsible experience in law, including legal analysis, research and writing. Previous direct experience with United Nations senior officials is highly desirable. Proven experience in international criminal courts is an asset.

Languages:

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

Assessment Method:

There may be a technical test and / or a competency-based interview.

Special Notice:

The appointment is limited to the Mechanism for International Criminal Tribunals. 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 Organisation 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

Applications are automatically pre-screened according to the published evaluation criteria of the job opening on the basis of the information provided by applicants. Applications cannot be amended following submission and incomplete applications shall not be considered. The selected candidate will be subject to a reference checking process to verify the information provided in the application.

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" on the upper right side of the browser on Inspira.

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 for International Criminal Tribunals 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>
