



International Criminal Tribunal for the former Yugoslavia

Administrative/Legal Officer, P-4

DEADLINE FOR APPLICATIONS	:	14 July 2016
DATE OF ISSUANCE	:	15 June 2016
OFFICE	:	OTP /Immediate Office of the Prosecutor
JOB OPENING NUMBER	:	16-LEG-ICTY-61720-R-THE HAGUE (R)

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

Organizational setting and Reporting:

This position is located in the Immediate Office of the Prosecutor. It encompasses sub functional specialties such as law, human resource administration, planning, and programming/budgeting,. The administrative/legal officer reports to the Principal Legal Counsel and Chief of Operations in the OTP and liaises with the Chief Administrative Officer and his staff on behalf of OTP on routine administrative issues.

Responsibilities:

Law

Provide legal advisory support to the Principal Legal Counsel on a wide range of legal issues arising within the Immediate Office of the Prosecutor as required, including legal issues arising in the context of staffing, recruitment, legacy, policy and case-related work

Human Resource Management

Initiates and coordinates human resources activities, e.g., recruitment, placement, promotion, performance appraisal, vacancies, job classification reviews, separation of staff members, training, etc., ensuring consistency in the application of UN rules and procedures: Provides expert advice with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations: Represents the OTP at Departmental Panels and appointment bodies as required: Assists in the preparation and implementation of the work program and budget to ensure compatibility with work priorities and objectives, taking into account the most effective use of resources.

General Administration

Implements and monitors support services, including travel, communications, and information technology support. Supervises a staff team and/or provides advice to others on human resource administration; financial administration; management information issues and practices to colleagues; assist in the development of OTP policy related to downsizing and the ICTY's transition to the residual mechanism, such as directing and coordinating work and providing input on the retention and preservation of and access to archives, serve as the OTP's Focal Point for training. Produces reports for management as required. Provides expert guidance and leadership to more junior staff. Performs other related duties as required, e.g., operational travel program, adequacy of departmental space requirements, and technology requirements. Performs other related work as required.

Core Competencies:

Professionalism – 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.

- **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.
 - **Leadership** – Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women
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and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

- **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:

Advanced University degree (Master's degree or equivalent) in law, business or public administration, finance, accounting, or related area. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of seven (7) years of progressively responsible experience in international law, administration, finance, accounting, human resources management or related field.

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 a second official UN language is an advantage.

Assessment Method:

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

Special Notice:

The appointment is limited to ICTY. 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

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 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>
