

# United Nations JPO Programme



## TERMS OF REFERENCE

### Junior Professional Officer (JPO)

#### I. General Information

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Title:

JPO in Public international law

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):

Legal affairs

Organization/Office:

United Nations / International Court of Justice / Office of the President of the Court

Duty Station:

The Hague, The Netherlands

[Non-Family Duty Station: yes  / no

Duration:

The assignment is intended for a minimum duration of 2 years.

The initial appointment is for 1 year, renewable based on performance and availability of funds.

A reassignment to a different position prior to the conclusion of the second year will not be possible unless expressly indicated in the TORs.

#### II. Supervision

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Title of Supervisor:

President of the Court

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

- Monthly meeting with supervisor
- Daily supervision of the Special Assistant of the President

#### III. Duties, Responsibilities and Output Expectations

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Within delegated authority, the Junior Professional Officer will be responsible for the following duties:



Upon request and under the supervision of the President, or the Special Assistant of the President:

- conduct extensive legal research and analysis of complex international law matters arising out of disputes before the Court, both procedural and substantive, at all stages of proceedings;
- provide legal analysis (orally and in written form);
- draft legal memoranda and background papers;
- assist the President in the drafting of internal documents that are specific to the procedures before the Court, as well as in the preparation of Judgments and other judicial documents;

Upon request and under the supervision of the Judge to whom the Associate Legal Officer is assigned, and as the need arises:

- assist the President in respect of public activities, including in the preparation of lectures, speeches, academic contributions, or similar;
- conduct extensive legal research and analysis of complex international law matters;
- provide legal analysis (orally and in written form);
- draft background papers.

#### **IV. Qualifications and Experience**

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Education:

Advanced university degree (Master's degree or equivalent) in Public international law. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Postgraduate studies in public international law would be an asset.

Work experience:

A minimum of 2 years of relevant work experience in the settlement of international legal disputes with an international organization, government, law firm or other private sector entity is desirable. Significant academic background in public international law or professional experience in the field is required.

Languages:

French and English are the official languages of the Court. Excellent knowledge of and drafting ability in one of these languages is required, as well as good comprehension of and basic ability to communicate in the other language. Knowledge of other official languages of the United Nations would be an asset.

#### **UN 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; Expert knowledge of a wide range of topics in public international law. Knowledge of, and ability to apply, legal principles, concepts and procedures and terminology for review, examination, and processing of a range of legal documents. Knowledge of various legal research sources, including electronic, and ability to conduct research and analyze information on a wide range of topics in public international law. Ability to interpret and apply legal instruments, develop and present results, recommendations, and opinions clearly and concisely. Ability to draft legal documents and work under pressure. Ability to apply good legal judgment in the context of assignments given. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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

**PLANNING & ORGANIZING:** 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

**ACCOUNTABILITY:** Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations 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.

**COMMITMENT TO CONTINUOUS LEARNING:** Keeps abreast of new developments in own occupation/profession; Actively seeks to develop oneself professionally and personally; Contributes to the learning of colleagues and subordinates; Shows willingness to learn from others; Seeks feedback to learn and improve

### **Workforce Diversity**

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

## **V. Learning Elements**

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On completion of the assignment, the JPO will have/be able to:

- Draft legal documents
- Deals with many complex legal issues

## **VI. Background Information**

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The International Court of Justice (ICJ) was established by the Charter of the United Nations and is the principal judicial organ of that Organization. The Court is composed of 15 judges, each elected to serve a nine-year term of office by the United Nations General Assembly and the Security Council. Judges are selected from among persons of high moral character, who possess the qualifications required in their respective countries for appointment to the highest judicial offices. One third of the Court is elected every three years. The Court has a twofold role: first, to settle, in accordance with international law, through judgments which have binding force and are without appeal for the parties concerned, legal disputes submitted to it by States; and, second, to give advisory opinions on legal questions referred to it by duly authorized United Nations organs and specialized agencies. The Court is the only principal organ of the United Nations to have its own administration (Charter, Article 98). The Registry is the permanent international secretariat of the Court. Since the Court is both a judicial body and an international institution, the role of the Registry includes providing judicial support and acting as a permanent administrative organ. The activities of the Registry are thus administrative, as well as judicial and diplomatic. The Registry is headed by the Registrar, who is elected by the Members of the Court.

The Court wishes to appoint JPO whom will provide research and other legal assistance to the President of the Court.