

Job Title: Chef de Cabinet to the President (P-5)

Job Req ID 18085 - Posted 01/02/2018 - Professional - General Management / Corporate Management - The Hague - NL

18085 | Judiciary



Deadline for 16/03/2018

Applications:

Organizational Judiciary

Unit:

Duty Station: The Hague - NL

Type of Fixed-Term Appointment

Appointment:

Post Number: E-2082

Minimum Net €100,526.00

Annual Salary:

Contract For initial appointments, the Court offers a two-year appointment with the possibility of extension (six month probationary period). Extension of the appointment is subject to availability of funds and/or renewal of mandate and extension of the mandate of the President. Extension(s) of this appointment is therefore subject to the remaining duration of the ICC President's three-year mandate and/or any subsequent renewal of such mandate.

A roster of suitable candidates may be established for this post as a result of this selection process for fixed-term appointments against both established posts and positions funded by general temporary assistance (GTA).

Organisational Context

The President of the ICC, together with the two Vice-Presidents, constitute the Presidency of the Court, which is responsible for the proper administration of the Court and other functions conferred upon it in accordance with the Statute. The President or Presidency as a whole, as may be appropriate, exercises managerial oversight and ensures coordination and cooperation between the three organs of the Court; supports the expeditious, fair and effective conduct of judicial proceedings; assigns judges to divisions and chambers, exercises functions related to the enforcement of the sentences of convicted persons as well as external functions to represent the Court, foster its global understanding, cooperation and support for its work and promote the universality of the institution.

Duties and Responsibilities

Under the direct supervision of the President, the main functions of the Chef de Cabinet are:

- to lead and manage the office of the President, which also supports the work of the Presidency as a whole. This includes the management of its staff, the organization of regular Presidency meetings, ensure written records of discussion and decisions that are taken as well as the adequate follow up and implementation of courses of action that may be decided.
- to advise and assist the President in her external activities, representational functions and outreach. This includes:
- oversight of preparation of speeches, presentations and other messages.
- to participate or ensure adequate participation of relevant officials of the Court in international fora, including discussions with States Parties, non-States Parties, and intergovernmental or non-governmental organisations and ensure follow up and implementation of decisions;
- to advise and assist the President or Presidency, as may be appropriate, in all other relevant matters related to the administration of the judiciary and the managerial oversight of the Court and administration of the judiciary. This includes:
- to advise and assist in the composition of divisions and chambers and allocation of resources to them as well as in all other relevant non judicial matters necessary to ensure the proper administration of

justice.

- to advise and assist in the organization of plenary of judges, retreats, professional development events and other meetings for the judiciary.
- to advise and assist in matters related to the enforcement of sentences, including the negotiation of enforcement agreements with states.
- to advise and assist in the process of preparation and approval of the yearly budget of the Court;
- to advise and assist in the elaboration of performance indicators and strategic planning for the Court;
- to advise and assist in the coordination with the other organs of the Court on matters of common concern, including through the organization and follow up of meetings of the Coordination Council of the Court and other inter- organ groups of the Court;

Essential Qualifications

Education:

Advanced university degree in law. A first-level university degree, in combination with two additional years of qualifying experience is accepted in lieu of the advanced university degree.

Experience:

- A minimum of ten years of progressively responsible professional experience (twelve years with a first level university degree), including at least five years of experience at the international level in organisations or institutions dealing with international criminal law matters.
- Extensive knowledge and practical experience in international criminal law and international relations.

Knowledge, Skills and Abilities:

- Demonstrated intellectual leadership and ability to integrate knowledge and experience with broader strategic, policy and operational objectives.
- Proven managerial and administrative competence including budgetary, financial and human resources issues.
- Proven strategic planning and organisational skills and ability to coordinate the work of teams and individuals, ensuring the quality and timeliness of outputs.
- Creative thinking, independent judgement and discretion in handling major issues.
- Highly developed negotiating skills and ability to persuade and influence others to reach agreement
- Excellent interpersonal and communication skills (spoken, written and presentational) including ability to defend difficult positions.
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity.

Knowledge of languages:

Fluency in one of the working languages of the Court (English or French) and working knowledge of the other is essential. Fluency in both is desirable. Knowledge of another official language of the Court would be considered an asset (Arabic, Chinese, Russian, Spanish).

ICC Core Competencies

Dedication to the mission and values

- Acts consistently in accordance with the mission and values of the Organisation;
- Maintains confidentiality, acts with integrity and shows respect for diversity;
- Shows commitment to the organisation;
- Presents a positive image of the organisation during external discussions.

Professionalism

- Applies professional and technical expertise;
- Keeps abreast of organisational issues;
- Produces workable solutions to a range of problems;

Teamwork

- Listens, consults and communicates proactively;
- Handles disagreements with tact and diplomacy;
- Recognises and rewards the contribution of others;

Learning and developing

- Identifies development strategies needed to achieve work and career goals and makes use of developmental or training opportunities;

- Learns from successes and failures;
- Seeks feedback and gives feedback to others to increase organisational effectiveness;
- Seeks opportunities for improvement of work;
- Has an open mind and contributes to innovation.

Handling uncertain situations

- Adapts to changing circumstances;
- Deals with ambiguity, making positive use of the opportunities it presents;
- Plans activities and projects well in advance and takes account of possible changing circumstances;
- Manages time effectively.

Interaction

- Expresses opinions, information and key points of an argument clearly;
- Handles contacts with diplomacy and tact;
- Communicates in a transparent and open way with internal and external contacts while complying with confidentiality requirements.

Realising objectives

- Accepts and tackles demanding goals with enthusiasm;
- Keeps to agreements with others;
- Focuses on client needs;
- Takes responsibility for actions, projects and people;
- Monitors and maintains quality and productivity

General Information

- The selected candidate will be subject to a Personnel Security Clearance (PSC) process in accordance with ICC policy. The PSC process will include but will not be limited to, verification of the information provided in the personal history form and a criminal record check.
- Applicants may check the status of vacancies on ICC E-Recruitment web-site.
- Post to be filled preferably by a national of a State Party to the ICC Statute, or of a State which has signed and is engaged in the ratification process or which is engaged in the accession process, but nationals from non-state parties may also be considered.
- In accordance with the Rome Statute, the ICC aims to achieve fair representation of women and men for all positions, representation of the principal legal systems of the world for legal positions, and equitable geographical representation for positions in the professional category.
- Applications from female candidates are particularly encouraged.
- The Court reserves the right not to make any appointment to the vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description.
- The ICC is willing to apply the "Inter-Organisation Mobility Accord" on a reciprocal basis.