

Job Title: Assistant Legal Officer (P-1)

Job Req ID 18326 - Posted 16/05/2018 - Professional - Legal Affairs - The Hague - NL

18326 | OTP



Deadline for 13/06/2018

Applications:

Organizational Unit: Prosecution Division, Office of the Prosecutor

Duty Station: The Hague - NL

Type of Appointment: Fixed-Term Appointment

Post Number: S-9193

Minimum Net Annual €42,542.00

Salary :

Contract Duration: For initial appointments, the Court offers a two-year appointment with the possibility of extension (six month probationary period).

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 Prosecution Division (PD) comprises the Prosecution and Appeals Sections. The Division is central to the core mandate of the Court; namely, the conduct of fair, effective and expeditious prosecutions in accordance with the Rome Statute. It is responsible for giving legal guidance to investigators and litigating cases before the Chambers of all three judicial divisions, preparing all written submissions in briefs and other filings to the Chambers and participating in investigative and case- preparation activities in the Integrated Teams. Senior Trial Lawyers from the Prosecution Section are also entrusted with the task of leading the integrated teams and providing overall guidance on the investigation of cases, as well as leading trial teams before Chambers of the Court. The Appeals Section litigates all interlocutory and final appeals before the Appeals Chamber, prepares all applications for leave to appeal and responses to such applications filed by the defence and other parties before the Trial Chambers, drafts key trial filings, in particular those involving significant and novel international criminal law and procedural law issues, and also provides legal advice to teams in the Prosecution Section as well as to other sections of the Office.

Duties and Responsibilities

Reporting directly to the Senior Trial Lawyer within the designated Prosecution Team in the Prosecution Division of the Office of the Prosecutor (OTP), the incumbent performs the following tasks:

- Conduct legal research, contribute to the drafting of legal submissions and memoranda on various substantive and procedural issues to be filed with the Chamber;
- Participate in the team review of draft submissions, provide suggestions to ensure propriety of legal arguments, accuracy of procedural aspects and citations;
- Conduct evidence review including preparation of factual narratives and summaries of evidence, populating relevant facts in the trial factual analysis databases (e.g. Ringtail, Case Map), preparing and updating analytical reports and illustrative charts;
- Assist in conducting a gap analysis of evidence and in providing recommendations to the pre-trial and trial team;
- Contribute to the disclosure review by identifying and recommending evidence for disclosure and ensure its timely submission;
- Contribute to the assessment and implementation of required protective measures in relation to the disclosed materials and provide recommendations to the pre-trial and trial team;
- Perform any other duties as required.

Essential Qualifications

Education:

An advanced university degree in law from a recognized institution, preferably with specialisation in criminal, international, humanitarian or international criminal law is required. 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 two years (zero years with an advanced level university degree) of relevant professional experience such as legal research and drafting, and experience on building up the Prosecution of criminal cases (evidence review).

Knowledge, Skills and Abilities:

- Strong knowledge of substantive and procedural criminal law including fundamental concepts of public international law, international human rights law and international humanitarian law;
- Excellent research and drafting skills, including the ability to communicate and present information in a clear and concise manner;
- Excellent ability to analyze information and make clear recommendations; Strong analytical skills and critical thinking;
- Strong IT skills and knowledge of various litigation tools and evidence databases; experience in the use of Casemap, Ringtail and/or TRIM would be a strong asset;
- Planning and organizational skills including ability to work under strict deadlines;
- Ability to work with minimal supervision and under stressful conditions;
- Ability to keep strict standards of confidentiality and security;
- Good interpersonal and communication skills;
- Ability to work in a diverse environment and to maintain effective working relations with people of different professional and cultural backgrounds;
- Personal and professional integrity.

Knowledge of Languages:

Proficiency in one of the working languages of the Court, French or English is required. Working knowledge of the other is desirable. Knowledge of another official language of the Court (Arabic, Chinese, Russian and Spanish) or languages related to any of the cases before the Court, would be considered an asset.

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.