

Job Title: Assistant Legal Officer (P-1)

Job Req ID 15103 - Posted 07/07/2017 - Professional - Legal Affairs - The Hague - NL

15103 | Registry



Deadline for Applications:	06/08/2017
Organizational Unit:	Counsel Support Section, Registry
Duty Station:	The Hague - NL
Type of Appointment:	Fixed-Term Appointment
Post Number:	E-1418
Minimum Net Annual Salary (Single Rate):	€42,939.00
Contract Duration:	For initial appointments, the Court offers a two-year appointment with the possibility of extension (six month probationary period).

The functions in Counsel Support Section will be subject to review in the course of 2017-2018. As a result, there might be changes in functions which could also affect the responsibilities and terms of appointment to this post.

Entry on duty is to be determined.

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 Counsel Support Section is responsible for the management of legal assistance and for providing defence teams with the necessary expertise and administrative support. The Section manages a wide range of challenging legal matters for the purpose of upholding the rights of accused persons.

Duties & Responsibilities

Under the general supervision of the Chief of Counsel Support Section and direct supervision of the Head of the Legal Aid Unit, the incumbent shall perform the following duties:

- Ensure the daily assistance to persons seeking legal assistance, counsels (including legal representatives of victims) and their teams;
- Coordinate and liaise with relevant sections and ensure, administrative and logistical support required for the appropriate performance of their functions. This includes monitoring legal aid budget and forecast for the future implementation of the budget, recruitment of junior legal members for counsels, assessment and review of missions proposed by counsel, monitoring work plan of counsels to ensure that activities carried out are in line with their work plan;
- Monitor judicial decisions and analyze possible consequences for legal assistance;
- Oversee processing requests for legal aid and time sheets, preparing the necessary memoranda for the payment of fees and expenses, and prepare the appropriate draft decisions to the Chief of the Section in the case of counsels or teams acting in the framework of the legal aid system;
- Prepare draft legal or policy documents to be submitted to a variety of organs (Chambers, Presidency, Assembly of States Parties or its committees and working groups) on the issues expressed above, as required;
- Provide substantive support to the rest of the Section in discharging the rest of its tasks, such as management of the lists of counsel, assistants to counsel and professional investigators, consultation

with independent bodies of counsel or organization of training programs for counsel, if necessary.

Essential Qualifications

Education:

Advanced university degree in law from a recognized institution.

Experience

A minimum of two years with a first level university degree (0 years with an advanced level university degree) of relevant work experience. Experience as a training lawyer or as lawyer and in management of legal assistance would be an asset.

Knowledge, Skills and Abilities:

- Excellent drafting skills for legal texts, regulations, agreements and letters;
- Excellent computer skills (MS Office) and know ledge of TRIM and SAP is desirable.
- Excellent drafting, research and analytical skills;
- Know ledge of case and information management software would be an asset;
- Planning and organizational skills including managing conflicting priorities and working with tight deadlines;
- Demonstrated ability to work on a team, preferably with members from different backgrounds;
- Ability to work in a non-discriminatory manner, with respect for diversity;
- Personal and professional integrity.

Language Requirements:

Fluency in one of the two working languages of the Court, English or French, and working know ledge of the other language is essential. Knowledge of another official language of the Court would be considered an asset (Arabic, Chinese, Russian or 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 Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations applying the United Nations Common System of Salaries and Allowances' or 'the Inter-Organisation Mobility Accord' on a reciprocal basis.