

## Job Title: Field Operations Officer (P-3)

Job Req ID 14421 - Posted 03/07/2017 - Professional - Investigation and Analysis - Various Duty Stations

14421 | OTP



<b>Deadline for Applications:</b>	15/08/2017
<b>Organizational Unit:</b>	Operational Support Unit, Planning and Operations Section, Investigation Division, Office Of The Prosecutor
<b>Duty Station:</b>	This vacancy will cover various field duty stations of countries of operations
<b>Minimum Net Annual Salary:</b>	€70,303.00
<b>Contract Duration:</b>	To be determined

A roster of suitable candidates will 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 Investigation Division (ID), under the overall management of its Director and management team, provides the investigative component of the integrated team which conducts the Office's investigations and prosecutions under the responsibility of PD's Senior Trial Lawyer. Specialized units within ID support the integrated teams in the elaboration and implementation of their plans and through advice and assistance in the conduct of operations. The Operational Support Unit (OSU) helps to ensure the confidentiality and security of the field deployment, and provides operational support to missions.

### Duties and Responsibilities

Reporting to the Head of the Operational Support Unit within the Investigation Division of the Office of the Prosecutor, the incumbent performs the following tasks:

- Provide operational and mission support to OTP staff;
- Perform initial regular operational security and risk assessment on the ground in the area of operations;
- Manage OTP witnesses in relation to logistical, administrative and security aspects;
- Disseminate preventive security information to the OTP;
- Coordinate with the Registry (Field Office Manager, Victims and Witnesses Units, Security and Safety Section) on related matters;
- Effective management of allocated budget for OTP general operating expenses and OTP assets;
- Supervise OTP staff assigned to the field office, providing guidance when required;
- Monitor compliance with security instructions adopted by the ICC and maintain proper tracking of OTP staff in the field;
- Provide advice to the OTP on field activities based upon changing logistical, political and other circumstances on the ground;
- Perform other duties as required.

### Essential Qualifications

#### Education:

Advanced university degree preferably in Risk Management, Psychology, Sociology, Operational Planning or other relevant Social Sciences. 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 5 years (7 years with a first level university degree) of relevant working experience; Prior experience within an operational support or field mission environment;

*Knowledge, Skills and Abilities:*

- Knowledge in Security Management, with proven ability to analyze security information reports and papers and to make valid recommendations with respect to those reports;
- Proven ability to plan, organize and conduct operations. Ability to forecast staffing and other security requirements based on operational changes;
- Excellent drafting ability and communication skills, both oral and written; ability to prepare written reports that are clear, concise and meaningful;
- Good interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds. Demonstrated ability to maintain and encourage a collaborative team environment;
- Reputation for dealing honestly and openly; recognized and highly respected by peers, clients and staff;
- A valid driver's license.

*Knowledge of Languages:*

Proficiency in one of the working languages of the Court, English or French is required. Working knowledge of the other is considered an asset. Knowledge of another official language of the Court (Arabic, Chinese, Russian and Spanish) is 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.
- 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.