

Job Title: Planning Officer (P-3)

Job Req ID 15061 - Posted 10/07/2017 - Professional - General Administration / Data Processing - The Hague - NL

15061 | Registry



Deadline for Applications:	10/08/2017
Organizational Unit:	Victims and Witnesses Section (VWS), Registry
Duty Station:	The Hague, Netherlands
Type of Appointment:	Fixed Term Appointment
Post Number:	E-7372
Minimum Net Annual Salary:	€69,878.00
Contract Duration:	For initial appointments, the Court offers a two-year appointment with the possibility of extension (six month probationary period). 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

In accordance with article 43 paragraph 6 of the Rome Statute, the Victims and Witnesses Section (VWS) shall provide protective measures and security arrangements, counselling and other appropriate assistance for witnesses and victims who appear before the Court and to others who are at risk on account of testimony given by such witnesses. The Section may advise the Prosecutor and the Court on appropriate protective measures, security arrangements, counselling and assistance as referred to in article 43, paragraph 6.

The Section is responsible for ensuring that the witnesses appear in the court appropriately protected and supported and as scheduled by the Chambers. Furthermore, the Section is responsible for the management of the ICC Protection Programme and may cooperate with States, intergovernmental and non-governmental organizations in providing any of the protection and support measures stipulated by the Statute. The VWS organizationally belongs to the Division of External Operations in Registry.

Duties and Responsibilities

Within this framework, and under the direct supervision of the Senior Manager, Services Unit, the incumbent will perform the following duties:

- Develops strategies, amends standard operating procedures for the movement of victims and witnesses appearing before the Court ensuring the provision of appropriate assistance to such victims and witnesses in accordance, with Article 43 and 68 of the Rome Statute, Rules 16 to 18 of the Rules of Procedure and Evidence, regulations 79 to 96 of the Regulations of the Registry and relevant orders and decisions of Chambers;
- Manages and coordinates the administrative and logistical operations relating to the movement of victims and witnesses appearing before the Court and ensures the coordination of movement of witnesses between simultaneous trials;
- Acts as a VWS focal point for parties and Chambers for scheduling of witnesses for trial and coordinates respective tasking of staff with the relevant Team Leaders and the Psychologist; Negotiates the operational implementation of cooperation agreements with the Host State and State Parties consular, immigration and security authorities to ensure the provision of logistical assistance to the Section and uninterrupted and secure movement of victims and witnesses appearing before the Court;

- Advises the Senior Management on the daily financial administration of the Section, prepares the annual budget of the Section, monitors and provides analysis reports on the implementation of the approved budget, maintains accurate records and monitors the status of expenditure and variances to the budget, whilst ensuring compliance with regulations, rules, established policies and procedures;
- Develops and maintains the VWS accounts for operations;
- Develops and maintains working relationships with third party organisations;
- Establishes effective financial management processes in the VWS field office teams;
- Prepare monthly reports, statistics, performance and *ad hoc* reports for Senior Management; Acts as certifying officer cooperates with Budget, Finance, ICT, Procurement, Travel and General Services in designing and implementing effective administrative procedures that also ensure the confidentiality of witness information within the administrative information systems. Coordinates all the procurement actions by the VWS;
- Supervises the planning team and ensures proper distribution of functions among the team;
- Any other tasks as directed by the Chief of VWS.

Other:

The incumbent of this post will participate in the Court's Financial Disclosure Programme, administered on behalf of the ICC by the United Nations Ethics Office (UNEO). Information on the programme can be found here on the website of the UNEO: <http://www.un.org/en/ethics/disclosure.shtml>

Essential Qualifications

Education:

Advanced university degree in public or business administration, social science or other related field. A first level university degree in combination with two additional years of qualifying experience is accepted in lieu of the advanced university degree. Recognized professional accounting designation (CPA, CA) is highly desirable.

Experience:

A minimum of five years (seven years with a first level university degree) of relevant professional experience in the administrative or financial area of an international organization or a national law enforcement system, including the management of complex and confidential operations, relevant to the work of the Court, and to the aforementioned duties and responsibilities.

Knowledge, Skills and Abilities:

- Knowledge and experience in managing a team in an operational environment is essential;
- Knowledge and experience related to the functioning of international jurisdictions or international organizations;
- Knowledge and experience in the management of witness protection programs or operations is essential;
- Knowledge and experience of management of complex administrative structures; budget preparation and/or accounting could be an asset;
- Knowledge and experience in staff and office management;
- Excellent organizational, planning and communication skills, including drafting and advisory ability;
- Proficiency in computer applications relevant to an international management environment, including experience in MS Office programs; knowledge of SAP would be an asset;
- Knowledge of International Public Sector Accounting Standards (IPSAS) and financial statements preparation would be an asset;
- Ability to establish and maintain effective working relationship with people of different national and cultural backgrounds with respect for diversity;
- Absolute tact, sensitivity, loyalty, discretion and good judgment, including particular sensitivity to the needs of vulnerable or traumatized groups.

Knowledge of Languages:

Proficiency in one of the two working languages of the Court, English or French, is required. Working knowledge of the other language is considered an asset. Knowledge of another official language of the Court (Arabic, Chinese, Russian or Spanish) 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 ICC reserves the right to not 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.