



**UNAKRT**

United Nations Assistance to the Khmer Rouge Trials

### VACANCY ANNOUNCEMENT

<u>Vacancy Announcement Number:</u>	10/NOA/OCIJ/02
<u>Functional Title and Grade</u>	Assistant Case Officer (NO-A)
<u>Department/Service</u>	Office of the Co-Investigating Judges
<u>Remuneration:</u>	Starting from US\$ 20'776 net per annum depending on relevant background and experience.
<u>Duration:</u>	The initial appointment is limited to one year only. Extension of the appointment is subject to extension of the mandate and/or the availability of the funds.
<u>Deadline for Applications</u>	22 May 2010

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APPOINTMENT WILL BE MADE ON A LOCAL BASIS.  
CANDIDATES UNDER SERIOUS CONSIDERATION WILL BE REQUESTED TO PASS TESTS  
AND TO TAKE AN INTERVIEW

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity.  
Candidates will be expected to move periodically to new functions throughout their careers  
and are subject to the assignment by the Secretary-General to any of the activities or offices of the United Nations.

#### **SUMMARY OF DUTIES:**

UNAKRT represents the international side of the 'hybrid' court known as the Extraordinary Chambers in the Courts of Cambodia (ECCC). Under the terms of Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers will bring to trial senior leaders of Democratic Kampuchea and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom, and international conventions recognized by Cambodia, that were committed during the period from 17 April 1975 to 6 January 1979.

The position is located within the Office of the Co-Investigating Judges (OCIJ) under the Analyst Unit. The Analyst Unit is responsible for, inter alia, collating, inputting and structuring all relevant information or data gathered for cases handled by OCIJ. The Analyst Unit supplements the information gathered with further research and answers queries and requests for research assistance from both the Legal and the Investigation Units.

Under the overall supervision of the International Co-Investigating Judge and the direct supervision of the Team Leader of the Analyst Unit, the incumbent will perform the following duties, in close cooperation with the investigative, analysis and legal staff of the Office:

- input, search and retrieve, standardize and quality control all documents, evidence and records entered in the data mining software used by the Office (Case Map);
- advise and prepare Case Map reports and documents (including graphs, charts, tables and other illustrative devices) for dissemination to OCIJ legal, investigative and analysis staff for progressive reporting on the investigations;
- develop, enhance and control systems for the registration of documents and information into OCIJ Case Map;
- train the staff of the Office on Case Map and other relevant software programs;
- assist the Co-Investigating Judges and the legal team in evaluating information, selecting essential elements and correlating new information with existing information, compiling information and analyzing findings;
- coordinate closely with the Greffier for case file matters;
- Performs other duties as assigned.

During the interview, candidates will be asked to demonstrate that they possess the following competencies:

- Professionalism: Ability to conduct research using diverse legal research sources (including electronic sources on the internet, intranet and other data bases) relevant to criminal investigations; Ability to review and synthesizes information and present findings and recommendations in a required format; Knowledge of



information management, classification and retrieval systems and techniques; Ability to work within a legal framework in an international/ised tribunal and show tact and discretion in dealing with high-ranking officials and with confidential matters and materials; Ability to handle large volumes of records, documents and facts and present them in a clear and concise manner; Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Conscientious and efficient in meeting commitments, observing deadlines and achieving results; Motivated by professional rather than personal concerns; Persistent when faced with difficult problems or challenges and remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

#### **QUALIFICATIONS AND EXPERIENCE:**

- One (1) year of relevant experience preferably in case management in a police, tribunal or military context.
- Advanced university degree in law or other relevant field. A first level university degree coupled with two (2) years of relevant work experience may be accepted in lieu of the advanced university degree. Formal qualifications in analysis and investigation are highly desirable.
- Excellent computer skills; proficiency in standard computer applications, such as MS Office (Excel, Word, and PowerPoint) is required. Proficiency in data mining software tools, such as Case Map and Zylab is desirable. Knowledge of other investigative analysis tools is also desirable.

#### **LANGUAGES:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Khmer is required. Fluency in oral and written French is desirable.

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#### **HOW TO APPLY :**

Candidates are requested to complete the "Personal History Form" (P.11) available on the UNAKRT Website at [http://www.unakrt-online.org/06\\_recruitment.htm](http://www.unakrt-online.org/06_recruitment.htm), and submit it, in duplicate, mentioning the vacancy announcement number, to the Personnel Section, UNAKRT, to the following email address [unakrt-jobs@un.org](mailto:unakrt-jobs@un.org).

Applications received after the deadline will not be accepted.

Due to the high volume of applications, no letters of acknowledgment will be sent. Only candidates under serious consideration will be contacted. Only the selected candidate will be notified of the result of the competition.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations-chapter 3, article 8).

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THE UNITED NATIONS IS A NON-SMOKING ENVIRONMENT

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