

## VACANCY ANNOUNCEMENT

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| <u>Vacancy Announcement Number:</u> | 20/GS/SCC/01  |
| <u>Functional Title and Grade:</u>  | Case Manager, GS-6  |
| <u>Department/Service:</u>          | Supreme Court Chamber, UNAKRT   |
| <u>Remuneration:</u>                | Starting from US\$ 25,658 gross per annum depending on relevant background and experience   |
| <u>Type of Appointment:</u>         | Fixed-Term Appointment (FTA)  |
| <u>Number of Position:</u>          | One   |
| <u>Duration:</u>                    | The initial appointment is limited to one year only. Extension of the appointment is subject extension of the mandate and/or the availability of the funds. |
| <u>Location:</u>                    | Phnom Penh, Cambodia  |
| <u>Deadline for Applications:</u>   | 11 November 2020  |

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

Under the applicable law, and in accordance with the terms of the Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers in the Courts of Cambodia (ECCC) has jurisdiction to try senior leaders 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, during the period of the Khmer Rouge regime from 17 April 1975 to 6 January 1979.

This position is located in the Supreme Court Chamber of the ECCC. The incumbent reports to the Senior Legal Officer of the Supreme Court Chamber.

### **Responsibilities**

Under the direct supervision of the Senior Legal Officer of the Supreme Court Chamber, the

incumbent assists judges, legal officers, legal consultants and greffiers with the following functions:

- Manages case files for proceedings, including storage, retrieval and organization of case file documents, exhibits and other legal and administrative materials.
- Creates and maintains an efficient filing system for all incoming and outgoing documents, correspondence and materials using Zylab and CaseMap as necessary.
- Drafts correspondence and factual memoranda related to the management of case files, chains of custody and conduct of proceedings.
- Edits and conducts final check for accuracy of a variety of specialized documentation, legal publications, and related correspondence.
- Provides technical and administrative assistance for meetings arrangements and servicing.
- Coordinates support activities for the chambers and facilitates smooth operations.
- Performs other tasks as required.

## **Competencies**

Professionalism: In-depth knowledge of case management and procedures in a criminal court, particularly in an international tribunal. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise. Is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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 the audience. Demonstrates openness in sharing information and keeping people informed.

## **Education**

High school diploma or equivalent is required.

## **Work Experience**

A minimum of seven years of progressively responsible experience in case management or administrative assistance in a legal setting is required.

Experience working with Zylab and CaseMap is desirable.

Experience working with procedures and relevant evidentiary issues at the ECCC is desirable.

Experience in the context of the United Nations, an international or national tribunal, an international organization or an international or a national body dealing with legal matters is desirable.

### **Languages**

The official working languages of the ECCC are Khmer, English and French. For this position, fluency in English and Khmer (spoken and written) is required. Knowledge of French is an asset.

### **Assessment Method**

Qualified applicants may be evaluated through a competency-based interview and/or other assessment methods.

### **Special Notice**

Appointment against this position is limited to the United Nations Assistance to the Khmer Rouge Trials (UNAKRT). Issuance of appointment is contingent upon availability of funds and extension of mandate. The initial appointment will be for a period of one year; an extension is subject to the extension of the mandate of UNAKRT, the availability of budget/funding, and individual performance.

### **HOW TO APPLY:**

Candidates are requested to complete the “Personal History Form” (P.11) available on the UNAKRT Website at <http://unakrt-online.org/sites/default/files/pagedocs/p11.doc#overlay-context=content/recruitment>, and submit it, in duplicate, mentioning the vacancy announcement number, to the HRMS, 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).

This vacancy is open for Cambodian nationals only. Qualified women are encouraged to apply.

### **United Nations Considerations**

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). The United Nations Secretariat is a non-smoking environment.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.