



Vacancy number:	OCIJ/2014/16
Office:	Office of the Co-Investigating Judge (OCIJ)
Status:	Consultant (Greffier)
Duration:	1 Year
Remuneration:	US\$ 2,900 per month
Date Issued:	18 December 2014
Duty Station:	Phnom Penh, Cambodia
Deadline for receiving applications:	25 December 2014

Duties and Responsibilities

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) supports the operation of the Extraordinary Chambers in the Courts of Cambodia (ECCC). The ECCC has been established by the Royal Government of Cambodia (RGC) to try senior leaders of Democratic Kampuchea and those most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and customs 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 direct supervision of the Co-Investigating Judge, the incumbent will carry out the following responsibilities: Assist the Investigating Judge in his day-to-day work in terms of both the administrative and procedural functions. Act as a notary for the judge in all judicial acts, including examination, search, research, autopsy and court hearings. Ensure all court proceedings and formalities are carried out in accordance with the set rules and procedures. Accompany the Investigating Judge in court proceedings and, with discretion and respect for confidentiality, transcribe and authenticate statements and decisions made in court hearings. Prepare summaries of judicial decisions and disseminate them to all parties concerned. Transcribe appeals decisions and maintain register thereof. As the court manager for the Investigating Court, announce the dates of the court hearings and their closures; ensure court procedures are in order during the hearings. Is responsible for the preservation of evidences and maintenance of relevant rulings and case files.

Competencies

Professionalism - In-depth knowledge of Civil Court system, international legal procedures and experience in applying legal expertise to analyzing and resolving a diverse range of legal issues and problems. Discretion and sound judgment in dealing with sensitive and complex legal issues.



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Communication - Strong interpersonal and communication (spoken, written and presentation) skills.

Team work - Ability to establish and maintain effective working relations with people of multi-cultural and ethnic backgrounds with sensitivity and respect for diversity.

Planning and Organizing - Proven ability to plan organize and prioritize work effectively.

Qualifications

Education: Advance university degree (Master or equivalent) in general, private or civil law or related field.

Experience: A minimum of five years of progressively responsible professional working experience in court management. Experience as a greffier in a civil court is most desirable.

Language: The official working languages of the Extraordinary Chambers are Khmer, English and French. For this post, fluency in English and French, both in writing and in speech, is an advantage. Knowledge of Khmer is mandatory.

Submission of Application:

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, and submit their application mentioning the vacancy announcement number and functional title in the subject line of the email to the Human Resources Management Section, UNAKRT, to the following email address unakrt-jobs@un.org.

Applications from female candidates are particularly encouraged

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.

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