

United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration until 31 December 2021 with a possibility of extension)

Senior Investigator, P-4

DEADLINE FOR APPLICATIONS	:	26 August 2021
DATE OF ISSUANCE	:	20 August 2021
OFFICE	:	Office of the Prosecutor
LOCATION	:	Kigali
JOB OPENING NUMBER	:	2021/TJO/IRMCT/OTP/215-P

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

Organizational setting and Reporting:

This position is located in the Office of the Prosecutor of the International Residual Mechanism for Criminal Tribunals, at the Arusha branch. The incumbent will work under the direct supervision of the Tracking Team Leader and Chief of Staff.

Responsibilities:

- Under the direction and supervision of the Tracking Team Leader and Chief of Staff, develop, plan and implement strategies to gather intelligence on the location of fugitives and execute operations leading to their arrest.
- Manage highly confidential information and sources and maintain the highest standards of information security.
- Travel and/or supervise travel to various parts of Rwanda and overseas to undertake interviews, record statements from witnesses and open new lines of investigations.
- Undertake investigations at the direction and under the general supervision of the Tracking Team Leader.
- Be responsible for the professional planning and conduct of investigations assigned. Assign work to team investigators and analysts. Take into account priorities, workload, specific progress of on-going investigations and other factors. Be responsible for team operations within the scope of Standard Operating Procedures of the Office of the Prosecutor and the applicable law(s).
- Coordinate, as necessary with local non-Governmental organizations, government and other agencies for the conduct of investigations.
- Record victim and witness statements on all facts, ensure the proper chain of custody of evidence, obtain complete statements and deposit the originals with the Evidence Unit. Take responsibility for the physical deposit and safe-keeping of all evidence and statements. Liaise with analysts and others. Ensure that all witnesses and relevant documentation are safeguarded and handed over to the OTP Evidence Unit. Ensure that the team is well equipped, safeguarded, and otherwise supported in their work. Submit weekly reports; prepare mission orders and reports for each field mission. Complete witness proforma and submit entry into the data base.
- Make major recommendations relating to the direction of team activities, or of a particular investigation. Make recommendations on administrative, management and other issues, and on general and specific courses of action regarding work assigned to the team as well as on specific cases that present an unusually complex element. Recommend follow-up action to be taken following review of the work of the team and on any part of the investigations where improvements in procedure can be made.
- Create an enabling environment that would enable the members of the team to do their job in the best possible way.

Core Competencies:

- Professionalism - Knowledge of the genocide and crimes committed in Rwanda. Demonstrated experience carrying out a complex criminal investigation and utilizing criminal investigation techniques, and particularly use of analysis in complex investigations. Knowledge of criminal intelligence techniques and procedures, particularly with respect to the tracking of fugitives. Highly developed negotiating skills and ability to persuade and influence others to reach agreement. Demonstrated planning, management and organisational skills and ability to coordinate the work of teams and individuals, ensuring the quality and timeliness of outputs and good understanding of the dynamics of working in an international environment. Ability to adapt to changing circumstances and conditions during the course of an investigation and ability to modify procedures and methodologies accordingly. Ability to think clearly and logically and analyze complex and obscure data from a myriad of sources. Sound knowledge of and practical experience in the use of internal guidelines on the management, and protection of confidential sources. Good computer skills and ability to use software applications relevant to criminal investigations. 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.
 - 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.
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- **Teamwork** – Works collaboratively with colleagues to achieve organisational 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.
- **Leadership** – Serves as a role model that other people want to follow. Empowers others to translate vision into results. Is proactive in developing strategies to accomplish objectives. Establishes and maintains relationships with a broad range of people to understand needs and gain support. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Drives for change and improvement; does not accept the status quo. Shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Judgement/Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organisation. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

QUALIFICATIONS

Education:

Advanced university degree or equivalent training or a diploma in criminal investigation from a recognized public police academy. Knowledge of criminal investigation techniques and procedures is highly desirable. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree. Police Academy with 10 years of experience may be accepted in lieu of the advanced degree.

Experience:

Minimum of 7 years of progressively responsible relevant professional experience. Relevant experience at the ICTY and/or ICTR and/or another international criminal tribunal and a good understanding of the Rwandan genocide are highly desirable.

Language:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Working knowledge of French is desirable.

HOW TO APPLY:

- 1) Internal staff at the P-3 or P-4 level who meet the requirements are eligible to apply.
- 2) Interested candidates must complete the UN Personal History Profile (PHP) form obtainable via personal Inspira accounts (in PDF format) or the IRMCT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's (for internal candidates) ELECTRONICALLY AS ONE DOCUMENT to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line.
- 3) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a candidate for the position.
- 4) Please note that only candidates under serious consideration will be notified of the final decision.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.irmct.org) or from your personal Inspira account and forward electronically to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line. Please note, CVs cannot be accepted.
- 2) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a staff member for the position.
- 3) Please note that only candidates under serious consideration will be notified of the final decision.
- 4)

SPECIAL NOTICE:

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

The appointment is limited to the IRMCT. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. IRMCT is a smoke free environment.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.

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