

Embassies and Ministries of Foreign Affairs of the States Parties to the International Criminal Court

Reference: HR/12518/jt

Date: 22.7.2009

The International Criminal Court (ICC) presents its compliments to the Permanent Representations and Ministries of Foreign Affairs of the States Parties of the ICC and has the honour to draw attention to the attached vacancy notices:

Registry

Director, Common Administrative Services Division

Chief of Budget and Finance Section

Associate Victims Expert

Associate Legal Officer

Presidency

Associate Administration Officer

Vacancy number

09-ADM-085-RE

09-FIN-082-RE/REV.

09-ADM-088-RE

09-LEG-083-RE

09-ADM-086-PR

The ICC invites all States Parties to promulgate the vacancy notices among national candidates and wishes to emphasize that suitably qualified and experienced female applicants are particularly encouraged to present their candidature.

The ICC thanks the Permanent Representations and Ministries of Foreign Affairs of the States Parties of the ICC for their attention to this notice and avails itself of this opportunity to renew to them the assurances of its highest consideration.



The Hague, 22 July 2009

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Director, Common Administrative Services Division (D1)

Applications must be accompanied by a fully completed ICC Personal History Form. The ICC will not accept other than the ICC Personal History Form.

Vacancy Announcement No.	09-ADM-085-RE
Deadline For Applications	23.08.2009
Post number	ICC-3210-E-D-1-3116
Duty Station	The Hague
Organizational Unit	Common Administrative Services Division, Registry
Type of Appointment and duration	Three years with the possibility of extension (six months probationary period)
Minimum net annual salary (single rate)	€ 105,183 (subject to change) tax-free

The International Criminal Court (ICC), headquartered in The Hague, is the first permanent, treaty-based, international criminal court established to help end impunity for the perpetrators of the most serious crimes of concern to the international community. The Court is composed of four major organs: the Presidency, the Chambers, the Office of the Prosecutor and the Registry. The Common Administrative Services Division is within the Registry and provides administrative services to the Court. The Court seeks to fill the position of Director of the Common Administrative Services Division. The incumbent reports directly to the Registrar.

DUTIES AND RESPONSIBILITIES

Within the authority delegated by the Registrar, and in accordance with the highest standards of good management, the incumbent has management responsibilities for the areas of budget and finance, general services, including procurement, information and communication technology and human resources with respect to human resources performance reporting and human resource IT systems. Specifically, the incumbent will:

1. Ensure the timely and efficient delivery of high-quality services in the above areas to all four organs of the Court;
2. Advise the Registrar on the formulation of ICC strategies and policies by preparing documents on relevant policy issues and participating in relevant committees;
3. Provide leadership to the development of innovative and/or change management programmes;
4. Co-ordinate and oversee the preparation of the annual ICC programme budget and relevant reports for presentation to intergovernmental and other bodies, such as the Assembly of States Parties and the Committee on Budget and Finance, including reporting on the annual budget and budget performance;

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Chief of Budget and Finance Section (P5)

Applications must be accompanied by a fully completed ICC Personal History Form. The ICC will not accept other than the ICC Personal History Form. [Revised]

Vacancy Announcement No.	09-FIN-082-RE/REV.
Deadline For Applications	16.08.2009
Post number	ICC-3240-E-P-5-7781
Duty Station	The Hague
Organizational Unit	Common Administrative Services Division, Registry
Type of Appointment and duration	One year with the possibility of extension (six months probationary period)
Minimum net annual salary (single rate)	€ 89,106 (subject to change) tax-free

DUTIES AND RESPONSIBILITIES

The Budget and Finance Section is within the Common Administrative Services Division and the Chief of Section will be responsible to the Director of the Division for the management of all financial services functions of the Court and its clients, including the development of systems and controls in accordance with the regulations and rules of the Court.

The main functions of the Budget and Finance Section are the preparation of the budget, the production of the financial statements for the Court as well as for the Trust Fund for Victims, assessment of contributions, cash flow management, disbursements, treasury management, payroll, management information system, and maintenance and control of the accounting system.

Within the authority delegated to the Chief of Section, and in accordance with the highest standards of good management, the incumbent will be responsible for the delivery of efficient and high quality services in the areas listed above. More specific responsibilities include:

- Leading and managing the Section, ensuring that all programmed activities are carried out in a timely, reliable and effective fashion with high quality standards.
- Planning, integrating and coordinating the work of supervisors within the Section and monitoring the achievement of objectives.
- Providing high level authoritative advice and guidance to senior management with regard to budgetary and financial practices and represent the Organisation at external meetings (i.e. meetings with the Committee on Budget and Finance) concerning budgetary and financial operations.

- Reviewing and analysing reports outputs to identify deficiencies or redundancies in the administration and the Court and encourage remedial action and enhancements to ensure the best economical use of resources.
- Developing refinements to managerial and accounting aspects of the function (including electronic data processing and reporting applications) to maximise the benefits of the management information systems available to the Court.
- Providing financial control to all Court resources and related programmes by ensuring the adherence to the Financial Regulations and Rules and sound management practices through advice to the Director, CASD and senior Executive Direction and management in dealing with major events and activities involving CASD and programme objectives.
- Undertaking and overseeing all tasks necessary for the functioning of the Section including the preparation of financial statements, budgets, financial plans, forecasts, cash flow projections and reporting on the budget performance,
- Reviewing, approving and negotiating financial reports, replies and correspondence to the Office of Internal Audit, the External Auditor and other outside bodies such as the committee on Budget and Finance, legislative bodies, member governments and other interested in the work of the Organisation.

QUALIFICATIONS AND EXPERIENCE

- The incumbent should preferably hold an advanced university degree in financial management, public or business administration or equivalent academic qualification with specialisation in finance, accounting or management studies, preferably and MBA or equivalent, or a bachelor degree in business administration in combination with another relevant professional education or experience. An advance degree with at least 10 years of experience or a university degree with 12 years of experience in budgetary/financial administration and management in a large national or international organisation are required.
- Certified Public Accountant Professional Certification or ACCA would be considered an asset.
- The ability to create financial statements according to IPSAS, IFRS, IAS or equivalent private sector GAAPs is required.
- A dynamic service and client oriented individual with a proven ability to find innovative solutions to problems. A mature resourceful, pro-active manager with proven track record of leadership skills and management experience of large teams.
- Proven ability to plan and organise work.
- Excellent drafting ability and communication skills, both oral and written, including the ability to explain and defend complex business issues to all hierarchy levels. Excellent negotiating skills.
- Proficiency in computer applications relevant to an international management environment, including experience in ERP systems and MS Office programs.

· Proven record of creating an enabling environment in multicultural, multi-ethnic setting and to effectively lead, mentor, motivate and develop people with different national and cultural backgrounds.

KNOWLEDGE OF LANGUAGES

Fluency in either of the working languages of the Court, English or French, is essential. Working knowledge of the other is desirable. Knowledge of another official language of the Court would be considered an asset. (Arabic, Chinese, Russian, Spanish)

NB:

The Court reserves the right not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description.

TO APPLY

Please carefully read and follow the Guidelines to applicants.

Send your application and submit a fully completed Personal History Form, preferably via email, to:

applications@icc-cpi.int

(Please indicate the Job vacancy number in the email subject line)

Fax: +31 70 515 8553

(Use this number for applications only)

ICC - International Criminal Court
Recruitment - HR
P.O. BOX 19519
2500 CM The Hague
The Netherlands

Post to be filled preferably by a national of a State Party to the Rome Statute of the International Criminal Court, 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.

Maanweg 174, 2516 AB, The Hague, The Netherlands / Post Office Box 19519, 2500 CM The Hague, The Netherlands
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Associate Legal Officer (P2)

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Vacancy Announcement No.	09-LEG-083-RE
Deadline For Applications	09.08.2009
Post number	ICC-3550-E-P-2-7315
Duty Station	The Hague
Organizational Unit	Office of Public Counsel for Victims, Registry
Type of Appointment and duration	One year with the possibility of extension (six months probationary period)
Minimum net annual salary (single rate)	€ 51,576 (subject to change) tax-free

DUTIES AND RESPONSIBILITIES

The Statute of the International Criminal Court establishes an internationally new and unique system for the participation of victims in the proceedings before the Court. In addition, the Statute also provides victims with the right to apply for reparation for the harm suffered as a result of crimes under the jurisdiction of the Court. Due to the complexity of procedures governing the functioning of the Court, most victims will need to be legally represented and assisted. External Counsel may be appointed and paid for by the Court but the funds for financial assistance for victims' legal representation will be limited. For the purpose of assisting victims with regard to their participation in proceedings and obtaining reparations, the Regulations of the Court provide for the establishment of the Office of Public Counsel for Victims that falls within the Registry solely for administrative purposes and otherwise shall function as a wholly independent office. In performing their tasks for the representation of victims, the members of the Office will act independently.

Under the supervision of the Principal Counsel or Counsel, the incumbent will:

- (a) Assist in drafting legal memoranda and produce researches on a wide range of complex legal issues ;
- (b) Prepare factual background documents on the situations before the Court;
- (c) Prepare legal opinions for internal discussion;
- (d) Assist the Principal Counsel or Counsel when he or she appears before a Chamber on specific issues;
- (e) Assist the Principal Counsel or Counsel during the proceedings where he or she will be required to act on behalf of victims or legal representatives of victims.

(f) Perform other tasks as instructed by the Principal Counsel or Counsel.

QUALIFICATIONS AND EXPERIENCE

University degree in law from a recognised university preferably with a specialization in international criminal law; at least 4 years of relevant professional experience (2 years with advanced university degree); professional experience in international or domestic criminal law strongly desired; knowledge of the substantive and procedural provisions of the Rome Statute, the Rules of Procedure and Evidence, the Regulations of the Court and the Regulations of the Registry; strong analytical skills and ability to prepare legal submissions, opinions and motions; excellent drafting and argumentative skills; communication skills; availability to travel in the field; ability to work effectively and constructively with colleagues from different professional, national and cultural backgrounds; ability to work effectively under strict deadlines; tact, discretion and accuracy in handling confidential information. Experience in victims' rights will be an asset. Computer skills and ability to use relevant software applications, in particular information database, internet services, library sources, etc.

KNOWLEDGE OF LANGUAGES

Proficiency in one of the working languages of the Court (English or French) is required. Proficiency or working knowledge of the other working language is strongly desired. Knowledge of another official language of the Court would be considered as an asset (Arabic, Chinese, Spanish, Russian).

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Post number	ICC-1100-E-P-2-8066
Duty Station	The Hague
Organizational Unit	Presidency
Type of Appointment and duration	Three years with the possibility of extension (six months probationary period)
Minimum net annual salary (single rate)	€ 51,526 (subject to change) tax-free

DUTIES AND RESPONSIBILITIES

Under direct supervision of the Chef de Cabinet of the President, the incumbent will support the President and the Presidency in their functions related to the proper administration of the Court, as provided by Article 38 and 43 of the Rome Statute. The incumbent will: 1) Assist in the planning, organisation and operation of the President's administrative functions; 2) Advise the Presidency and Chambers on all matters related to the administration of the Court; 3) Provide background information on a variety of administrative and operational issues; 4) Ensure substantive servicing of meetings of Presidency and Chambers on different administrative matters (incl. proposing topics for discussion, drafting agendas, ensuring follow-up action etc.); 5) Represent the office vis-à-vis other organs of the Court and report back on issues discussed and on actions required; 6) Co-ordinate the elaboration of budgetary and financial documents for Presidency and Chambers; 7) Contribute to the organisation of the office of the Presidency and Chambers, incl. the management of human resources; 8) Further develop and implement Internship and Visiting Professional Programme, and oversee the administration of the Programme within the Judiciary; 9) Facilitate the provision of information technology, general service and logistical support services from Registry; 10) Advise Presidency on matters related to internal and external audit; 11) Draft internal memos, correspondence and communications on matters relating to the administration of the Court; 12) The incumbent will supervise, on a part-time basis, the administrative assistant dealing with external relations. 13) Provide guidance to junior staff; 14) Perform other duties as required.

QUALIFICATIONS AND EXPERIENCE

1) Education - Advanced university degree in public or business administration or related area. 2. Experience - 4 years of progressively responsible professional experience (2 years with Master's degree) preferably in an international environment. 3) Professionalism - Demonstrated conceptual analytical and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating opinions and making conclusions and recommendations; 4) Planning and Organising - Ability to work autonomously, to establish priorities and to plan, coordinate and monitor own work plan; 5) Commitment to continuous learning - Willingness to

keep abreast of new developments in the field of administration; 6) Teamwork – Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; 7) Communication – Ability to write in a clear and concise manner and to communicate effectively orally. 8) Sound judgment, integrity, tact and discretion in dealing with others and good supervisory and interpersonal skills. 9) Fully proficient computer skills and ability to use relevant MS-software applications. 10) Familiarity with ERP systems (e.g. SAP) and information data bases desirable.

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