

VACANCY ANNOUNCEMENT

Vacancy Announcement Number: 14/GS/WESU/24

Functional Title and Grade: Witnesses/Experts Administrative Officer (NO-B)

Department/Service: Witnesses/Experts Support Unit, UNAKRT

Remuneration: Starting from US\$ 35,890 gross per annum depending on relevant background and experience.

Number of Positions: One

Duration: 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.

Deadline for Applications: 19 December 2014

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

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.

Organizational Setting and Reporting Relationships:

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.

SUMMARY OF DUTIES:

This position is located in the Witness and Expert Support Unit (WESU) within the Court Management Section (CMS) of the Administration Office. WESU is seeking a Witnesses and Experts Administrative Officer to contribute to the effective functioning of CMS by ensuring that administrative, support and protection services are provided to enable the appearance of witnesses and experts who are summoned before a Judicial Chamber of the ECCC.

Within delegated authority, and under the direct supervision of the Coordinator, WESU, the Witnesses/Experts Administrative Officer will be responsible for the following duties:

Administration:

- Oversee and undertake actions to initiate, develop, and implement administrative procedures for the efficient administration of witness activities, including witness scheduling, witness preparation, issuance of travel requests for witnesses and experts, preparation for payment of contracts, preparation for payment of petty cash entitlements within the highly confidential environment of witness protection and support requirements.
- Provide guidance, training and daily supervision to relevant staff on administration matters.
- Establish and maintain a list of qualified medical experts that may be called as Expert Consultants before the Office of the Co-Investigating Judges and/or the Chambers.
- Prepare documentation and administrative actions necessary for the recruitment of consultants for WESU.
- Maintain WESU files and records systems including development and maintenance of Witness and Expert Support Unit statistics.

Budget and Finance:

- Assist the Coordinator in the preparation and development of the Units work program and budget through drafting and preparing budget proposals and forecasts based on submissions, coordination and review of submissions from judicial bodies, interpret budget guidelines, ensure requisite information is included and justified in terms of activities.
- Monitor budgetary commitments, review allocations, suggest reallocations of resources and implement reallocations as necessary, manage requisition and procurement activities of the Unit, foresee monthly financial requirements, prepare for verification all financial transactions, process payments and reconcile accounts.
- Recommend necessary changes in administrative, budget and financial procedures in response to the safety, security and support requirements of witnesses and experts.
- Act as custodian for petty cash and be responsible for low-value payments to witnesses.

Production of and support to witnesses and experts in the judicial proceedings:

- Plan, monitor and evaluate the complex logistical aspects of producing national and international witnesses as required before the relevant Chambers including ensuring the delivery of Summonses within legal timeframes.
- Liaise with relevant domestic government, police, health or other authorities to seek assistance in providing for the special requirements of witnesses.
- Supervise WESU logistical staff and coordinate their work within the framework of the judicial schedules and requirements. Ensure witness assistants, and other support staff are able to provide witnesses with accurate information regarding their rights and obligations and that effective orientation and debriefing is provided.
- Closely monitor the progress of investigations and trials and keep the Chambers informed about the production of witnesses and any particular requirements of the witnesses.
- Assess the requirements and needs of individual witnesses as directed by the Coordinator.
- Accompany witnesses on their journey as required to ensure that security is maintained and the witness is produced as required.
- Ensure that witnesses' identities are protected and that their well-being is maintained at the highest possible standard.

Unit development

- Contribute to research, drafting and development of the Witness and Expert Support Unit's policies, protocols and procedures.
- Plan and coordinate the involvement of external agencies providing psycho-social assistance to witnesses via memorandum of understandings and on a day-to-day basis.
- Identify and advocate for witness sensitive approaches in all administrative, financial, and logistical aspects of the work of the Witness and Expert Support Unit.

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

Professionalism: Demonstrated expertise in performing and monitoring multiple complex administrative actions with a high degree of accuracy and efficiency. Theoretical or practical experience in administration of petty cash funds and/or financial records. Familiarity with the preparation for the procurement of goods and services. Well-developed skills in initiating and maintaining cooperative working relationships with multicultural professional personnel and organizations. Familiarity with the operation of police investigations and criminal proceedings, and an awareness of the role and requirements of witnesses and victims within such proceedings. Demonstrated expertise in sensitive service delivery to vulnerable persons. Demonstrated capacity to analyze work needs and initiate or recommend services or actions as required. Shows pride in work and in achievements; demonstrates professional competence; 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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.

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.

Qualifications:

Education: Advanced university degree (Master’s degree or equivalent) in the field of law, administration, social work, or related fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of two years of experience in the field of legal/judicial services, administration within a legal setting and/or witness support services management. Demonstrated ability to work successfully with vulnerable populations

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

ASSESSMENT METHOD:

Evaluation of qualified candidates may include a technical assessment exercise which may be followed by competency based interview.

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, 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 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.

(Initial recruitment against this temporarily-funded position is subject to availability of funds. Extensions are subject to continuation of mandate and continued availability of funds).

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

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Date of issuance: 20 November 2014