

## Job Opening

Job Title, Level: Programme Officer, NO-C

Department/Office: Court Management Section (CMS) / UNAKRT

Remuneration: Starting from US\$ 57,874 gross per annum, depending on relevant background and experience.

Number of Positions: One (1). This is a fixed term position.

Duration: The initial fixed term appointment is up to one year, commencing 1 January 2024 subject to budgetary approval. Extension of the appointment is subject to mandate and/or the availability of funds.

Location: Phnom Penh, Cambodia

Posting Period: 4 December 2023

Job Opening number: 23/CMS/NO/02

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

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

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### Org. Setting and Reporting:

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) provides technical assistance to the Extraordinary Chambers in the Courts of Cambodia (ECCC). The ECCC is a judicial institution, established in accordance with Cambodian law, and supported by international staff. Under the terms of Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers are mandated to bring to trial senior leaders of Democratic Kampuchea 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, that were committed during the period from 17 April 1975 to 6 January 1979.

The subject-matter jurisdiction of the Extraordinary Chambers includes the crime of genocide as defined in the 1948 Convention on the Prevention and Punishment of the Crime of Genocide, crimes against humanity as defined in the 1998 Rome Statute of the International Criminal Court and grave breaches of the 1949 Geneva Conventions and such other crimes as defined in Chapter II of the Law on the Establishment of the Extraordinary Chambers as promulgated on 10 August 2001.

The Addendum to the Agreement between the United Nations and the Royal Government of Cambodia, which entered into force in December 2021, vests the ECCC with residual functions which commenced in 2023 upon the completion of judicial activities.

For more information about the ECCC, please visit [www.eccc.gov.kh](http://www.eccc.gov.kh).

This position is located in the Office of Administration. The incumbent reports directly to the UNAKRT Coordinator.

**Responsibilities:** Under the direct supervision of the Programme Management Officer, UNAKRT, the Programme Officer will be responsible for the following duties:

- Participates in the development, implementation and evaluation of assigned ECCC programmes/projects, including outreach and information initiatives to victims of the Khmer Rouge, youth, and the Cambodian public; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Performs assignments, in collaboration with the ECCC, by planning and facilitating workshops, through other interactive sessions and assisting in developing the action plan the ECCC will use.
- Researches, analyzes and presents information gathered from diverse sources.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Undertakes outreach activities; conducts information workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Participates in or leads field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Performs other duties as required.

#### **Results Expected:**

Develops, implements, monitors and evaluates assigned programme/projects. Provides thorough, well reasoned written contributions, e.g., background papers, analysis, sections of reports and studies, inputs to publications, etc. Develops and maintains effective working relationships. Promulgates coherent policies, and consistent adherence to these by clients. Efficiently uses of resources.

#### **Competencies**

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.
- **Planning & 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.

#### **Qualification:**

**Education:** Advanced university degree (Master's degree or equivalent) in business administration, management, economics or a related field is required. A relevant first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of five years of progressively responsible experience in project or programme management, administration or related area is required. Experience working with or supporting victims of the Khmer Rouge regime, psychosocial care bodies and/or civil society organizations is desirable. Experience with, or substantial knowledge of, the work of the ECCC is desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and Khmer is required. Knowledge of French is desirable.

**Assessment Method**

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

**HOW TO APPLY:**

Candidates are requested to complete the “Personal History Form” (P.11) available on the UNAKRT Website at <http://unakrt-online.org/recruitment>, and submit it, in duplicate, mentioning the vacancy announcement number, to the Personnel Section, 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 acknowledgement will be sent. Only candidates under serious consideration will be contacted. Only selected candidate will be notified of the result of the competition.

**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, subject to budgetary approval. The expected commencement date is 1 January 2024. Any extension of appointment is subject to the mandate of UNAKRT, satisfactory performance and availability of funds.

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

Appointment against this post is on a local basis; candidates shall be Cambodian nationals and will be recruited in the country or within commuting distance of the UNAKRT office. If no suitable local candidate is identified, Cambodian nationals residing elsewhere may be considered, in which case the candidate would be responsible for any costs related to travelling and relocating to Phnom Penh in the event of an employment offer.

Locally recruited General Service staff members applying for this post must meet the minimum requirements, including academic qualifications and years of relevant experience. Relevant experience in the General Service category at G-6 and G-7 levels may count towards experience requirements.

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.

**United Nations Considerations**

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**No Fee**

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