



UNAKRT

United Nations Assistance to the Khmer Rouge Trials

VACANCY ANNOUNCEMENT

<u>Vacancy Announcement Number:</u>	15/GS/OCIJ/03
<u>Functional Title and Grade</u>	Analyst Data Coder (GS-7)
<u>Department/Service</u>	Office of the Co-Investigating Judges
<u>Remuneration:</u>	Starting from US\$ 28,939 gross per annum depending on relevant background and experience.
<u>Type of Appointment:</u>	Fixed-Term Appointment
<u>Number of Positions:</u>	One
<u>Duration:</u>	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.
<u>Deadline for Applications</u>	04 June 2015

APPOINTMENT WILL BE MADE ON A LOCAL BASIS.
CANDIDATES UNDER SERIOUS CONSIDERATION WILL BE REQUESTED TO PASS 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.

SUMMARY OF DUTIES:

UNAKRT represents the international side of the 'hybrid' court known as the Extraordinary Chambers in the Courts of Cambodia (ECCC). Under the terms of Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers will 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 position is located within the Office of the Co-Investigating Judges (OCIJ), and is part of the Analysts Unit. The Analysts Unit is, *inter alia*, responsible for the collation, inputting and structuring of all relevant information or data gathered for the cases investigated by OCIJ. The Analysts Unit supplements the information gathered with further research, answers queries and requests for research assistance from both the Legal and the Investigation Units.

Under the overall supervision of the International Investigating Judge and the direct supervision of the Team Leader, Analysts Unit, the incumbent will perform various duties in order to identify potential complicity and/or involvement of charged persons to alleged offenses under investigation and identify potential witnesses and supporting evidence including but not limited to role, command, control and responsibility in relation to the offences. The duties are following:

- Enter data of relevant OCIJ produced/collected materials into the Case Map database promptly and within the time frame stipulated;
- Input and analyze critical information, documents and other potential exhibits collected through investigative activity;
- Evaluate available data to establish linkages between suspected persons and alleged offences, or their absence;
- Identify political and military structures to determine relationships of command and control, superior responsibility, or their absence;
- Prepare charts, graphs and other visual aids to assist easy comprehension of complex issues;
- Regularly perform quality control of index materials and/or reports retrieved from Case Map ensuring these products meet the requirement of the investigative and legal teams;
- Participate in ongoing discussion on quality control measures, case management and ongoing improvement of the products delivered;



- Perform other duties as assigned.

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

Professionalism: Ability to conduct research using diverse legal research sources (including electronic sources on the internet, intranet and other data bases). Ability to review and synthesizes information and present findings and recommendations in a required format. Knowledge of information management, classification and retrieval systems. Ability to show tact and discretion in dealing with high-ranking officials and with confidential matters and materials. 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.

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 audience; demonstrates openness in sharing information and keeping people informed.

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.

QUALIFICATIONS AND EXPERIENCE:

Experience: Seven (7) years of relevant experience is required. Good computer skills; proficiency in standard computer applications MS Office (Excel, Word, and PowerPoint) is required. Proficiency in data mining software tools, such as Case Map, Zylab, and knowledge of other investigative analysis tools will be an advantage.

Education: High School diploma or equivalent is required. First level degree in Politics, Economics, History or related field is an advantage.

Languages: English, French and Khmer are the working languages of the ECCC. For the post advertised, fluency in oral and written English and Khmer is required. Fluency in oral and written French is an advantage.

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 it, in duplicate, mentioning the vacancy announcement number, to the Personnel 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 national only.

THE UNITED NATIONS IS A NON-SMOKING ENVIRONMENT

Date of issuance: 05 May 2015.