

Job Title: Associate Administration Officer (P-2) - JPO

18998 | ASP



Deadline for Applications:

Organizational Unit:	Assembly of States Parties
Duty Station:	The Hague - NL
Type of Appointment:	Junior Professional Officer
Minimum Net Annual Salary:	€55,277.00
Contract Duration:	In accordance with the MOU (Memorandum of Understanding)

Organisational Context

A) The Committee on Budget and Finance ("the CBF") was established in accordance with Resolution 4 of the Assembly of States Parties adopted at the 1st plenary meeting, on 3 September 2002. According to Rule 9 of the Rules of Procedure of the Committee on Budget and Finance, the Committee shall be responsible for the technical examination of any document submitted to the Assembly that contains financial or budgetary implications or any other matter of a financial, budgetary or administrative nature as may be entrusted to it by the Assembly. In particular, it shall review the proposed programme budget of the Court, prepared by the Registrar, in consultation with the other organs referred to in article 34, subparagraphs (a) and (c), of the Rome Statute, and shall make the relevant recommendations to the Assembly concerning the proposed programme budget.

B) The Audit Committee was re-established by the Assembly in its resolution (ICC-ASP/13/Res.1). The mandate for the establishment of the Audit Committee derives from the Assembly's approval of the recommendations of "the CBF".

The mandate of the Audit Committee is to assist the Court in meeting States Parties' demands for transparency and accountability by providing oversight of its management practices in key governance areas, and considering financial statements of the Court as well as the reports of the external and internal auditors.

Duties and Responsibilities

Under the supervision of the Executive Secretary to the Committee on Budget and Finance (Executive Secretary), the incumbent will be responsible for the following duties:

- Support the Executive Secretary in a wide range of administrative and operational assignments, such as participating in the meetings of The Hague Working Group and preparing summaries of minutes of the meetings ;
- Liaise with the Court's counterparts on the implementation of the Committees' recommendations, as instructed. Consolidate the inputs and submissions made by the Court for the consideration by the Executive Secretary prior to examination by the Committees;
- Draft various reports on the budgetary and various administrative issues relevant to the work of the Committees, setting forth the observations, conclusions and recommendations, as well as draft response letters to internal/external parties for the review of the Executive Secretary;
- Assist the Executive Secretary and the Administrative Officer in monitoring the expenditures and budget implementation of the sub-programme for the Committees according to the approved budget by using the Budget Dashboard, as well as assist the Executive Secretary in drafting a summary of budget implementation;
- Maintain a register for all the recommendations of the Committees;
- Maintain and update workload indicators for the Executive Secretariat;
- Perform other related duties as required.

Essential Qualifications

Education:

Advanced university degree in Finance, Accounting, Business and/or Public Administration, Human Resources, law or related fields. A first-level university degree in combination with two additional years of qualifying experience is accepted in lieu of the advanced university degree.

Experience:

Minimum of two years (four years with a first-level university degree) of progressively responsible professional experience in administration of meeting services, budgeting and financial management systems or related area. Experience in an international working environment is desirable.

Knowledge, Skills and Abilities:

- Knowledge and experience in using ERP system such as SAP;
- Strong communication skills in both oral and writing. In particular, good level of drafting skills in formulating reports, diplomatic correspondence and letters;
- Experience in exercising budgetary control, monitoring expenditures and processing payments;
- Experience in preparing budget worksheet using Excel;
- Experience in maintaining databases and records;
- Ability to identify clients' needs and find appropriate solutions;
- Ability to work as part of a team with different backgrounds;
- High ethical standards and irreprehensible conduct;
- Professional and personal integrity.

Knowledge of Languages:

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

ICC Core Competencies***Dedication to the mission and values***

- Acts consistently in accordance with the mission and values of the Organisation;
- Maintains confidentiality, acts with integrity and shows respect for diversity;
- Shows commitment to the organisation;
- Presents a positive image of the organisation during external discussions.

Professionalism

- Applies professional and technical expertise;
- Keeps abreast of organisational issues;
- Produces workable solutions to a range of problems.

Teamwork

- Listens, consults and communicates proactively;
- Handles disagreements with tact and diplomacy;
- Recognises and rewards the contribution of others.

Learning and developing

- Identifies development strategies needed to achieve work and career goals and makes use of developmental or training opportunities;
- Learns from successes and failures;
- Seeks feedback and gives feedback to others to increase organisational effectiveness;
- Seeks opportunities for improvement of work;
- Has an open mind and contributes to innovation.

Handling uncertain situations

- Adapts to changing circumstances;
- Deals with ambiguity, making positive use of the opportunities it presents;
- Plans activities and projects well in advance and takes account of possible changing circumstances;
- Manages time effectively.

Interaction

- Expresses opinions, information and key points of an argument clearly;
- Handles contacts with diplomacy and tact;
- Communicates in a transparent and open way with internal and external contacts while complying with confidentiality requirements.

Realising objectives

- Accepts and tackles demanding goals with enthusiasm;

- Keeps to agreements with others;
- Focuses on client needs;
- Takes responsibility for actions, projects and people;
- Monitors and maintains quality and productivity.

Job Title: Associate Analyst (P-2) - JPO

14021 | OTP



Deadline for Applications:

Organizational Unit:	Investigation Division, Office Of The Prosecutor
Duty Station:	The Hague - NL
Type of Appointment:	Junior Professional Officer
Minimum Net Annual Salary:	€55,277.00
Contract Duration:	In accordance with MOU(Memorandum of Understanding)

Organisational Context

The Investigation Division contributes to ensuring quality in the administration of justice by supporting the OTP in carrying out impartial and expeditious investigations and by ensuring proper identification, collection, evaluation, analysis and corroboration of evidence in adherence to high investigative standards. It is also responsible for ensuring, through proper risk analysis and planning and operational support, that the investigative strategy does not endanger the safety and well-being of victims, witnesses, Office staff and other persons at risk on account of their interaction with the Office, and further, that operations are carried out in a confidential, secure and efficient manner.

Duties and Responsibilities

Under the supervision of the Investigation Coordinator, the incumbent performs the following duties:

- To assist the investigation team in keeping an overview of the facts and theory of the case, including an understanding of its social-political context, the motives and background of the relevant actors and sources, and the composition and changes in the relevant organizational structures used to commit crimes;
- To deliver accurate analytical reports and other specialized analytical products (including possibly organizational charts, timelines, databases, statistics or maps) in compliance with standard requirements and templates, and as instructed by the Team Leader; to disseminate effectively analytical findings through concise factual reports and presentations;
- To support investigative teams and higher management in identifying investigative opportunities and leads, planning of collection and analysis work, information management, and strategic decision-making related to the investigation, including selection of suspects and incidents, when required;
- May participate in some evidence collection on an exceptional basis if required by the needs of the investigation.

Essential Qualifications

Education:

Advanced university degree in a relevant subject; emphasis on human rights law, international criminal law, public international law, international humanitarian law, or other relevant focus. A first level university degree in combination with two additional years of qualifying experience is accepted in lieu of the advanced university degree.

Training in analysis techniques on criminal investigation, intelligence, social science, information management or an additional degree in public administration would be considered an asset.

Experience:

At least two years of experience (four years with a first level university degree) in analytical work, preferably with a focus on complex criminal investigations and including international experience.

Desirable:

- Professional legal experience in a multi-cultural environment at national or international level;
- Additional work experience in public or business administration;
- Experience in budget preparation

Knowledge, Skills and Abilities:

- Strong reasoning skill, including ability to understand complex scenarios of crime, handle simultaneously conflicting information and hypotheses, identify source biases, and develop sound logical inferences.
- Advanced computer skill, including ability to operate efficiently databases, searching engines and data mining, analytical software, GIS, statistics and graphic applications;
- Excellent ability to handle complex and voluminous sets of records and facts;

- Flexibility and adaptability to new situations and changing of
- circumstances, as well as ability to work under stress conditions and to meet strict deadlines;
- Sensitiveness to culture diversity and ability to work in a non- discriminatory manner;
- Ability to effectively and constructively work in multi-disciplinary teams.
- Professional integrity and ability to keep strict standards of confidentiality and security
- Willingness and ability to be deployed on mission in the countries where OTP has cases under investigation, including in conflict or post-conflict environments.

Knowledge of Languages:

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

Output Expectations

- Acquire a deep understanding of the Rome Statute, OTP regulations and policies as well as ID internal rules and practices;
- Ability to perform operational analysis as well as draft analytical reports following the rules and standards of the OTP;
- Acquire comprehensive knowledge of the facts and evidence of the case(s) under investigation to which the person is allocated to;
- Ability to integrate in the team working environment.

Desirable:

In terms of specific analytical skills, it would be of particular interest candidates with the following type of training and/or experience:

- Analysis of structures and organisations;
- Networking analysis;
- Military and strategic analysis;
- Analysis in relation with the investigation of sexual crimes and violence against children and women;
- Financial analysis;
- Crime pattern analysis;
- Telecommunications analysis – phone data, intercepts and alike;
- Cyber investigations – cybercrime investigations, collecting and analysing
- digital evidence, including the exploitation of social media and other materials available on the Internet.

ICC Core Competencies

- Dedication to the mission and values
- Professionalism
- Teamwork
- Learning and developing
- Handling uncertain situations
- Interaction
- Realising objectives

Job Title: Associate International Cooperation Adviser (P-2) - JPO

19178 | OTP



Deadline for Applications:

Organisational Unit: International Cooperation Section, Jurisdiction, Complementarity and Cooperation Division, Office of the Prosecutor

Duty Station: The Hague - NL

Type of Appointment Junior Professional Officer

Minimum Net Annual Salary €55,277.00

Contract Duration: In accordance with MOU (Memorandum of Understanding)

Organisational Context

Within the Office of the Prosecutor ("Office" or OTP), the Jurisdiction, Complementarity and Cooperation Division (JCCD) contributes primarily to building and reinforcing the strong and extensive network of support and cooperation with States, international organizations and other stakeholders which is necessary for the OTP to carry out its judicial mandate effectively. It is also responsible for conducting all preliminary examinations of situations, irrespective of whether a situation comes before the Court as a result of a State Party or United Nations Security Council referral or of the Prosecutor's acting *proprio motu* pursuant to article 15 of the Rome Statute (RS). The Division thus leads within the Office on matters of jurisdiction, admissibility, interests of justice and cooperation.

JCCD is the lead division for facilitating the Office's investigations and prosecutions by securing international cooperation and judicial assistance pursuant to Part 9 RS. Within JCCD, the International Cooperation Section (ICS) is leading on and processes all cooperation related activities for each of the teams responsible for investigating and prosecuting a case before the Court as well as transversally in support of all the activities of the OTP. This involves, inter alia, coordinating and transmitting requests for assistance (RFA's) made by the OTP under Part 9 RS, negotiating agreements and arrangements and coordinating cooperation and information-sharing networks; streamlining the OTP processes to request and obtain judicial cooperation; developing and managing databases and other tools to ensure channelling, standardising and tracking of requests outgoing and incoming; and ensuring a high level of quality and reliability of cooperation processes.

Duties and Responsibilities

Under the general supervision of the Director of the Jurisdiction, Complementarity and Cooperation Division (JCCD) and the direct supervision of the Head of the International Cooperation Section (ICS) the incumbent will provide advice and perform tasks required by the Division, including:

- i. Undertake research and analysis of information/documents relevant to cooperation issues and providing assistance to secure cooperation from states and organisations for OTP investigations and prosecutions;
- ii. Assist in providing legal and policy advice on cooperation issues;
- iii. Contribute to the development of communication plans and outreach activities and to interaction with victims, including representing the OTP in meetings with local communities, civil society and other relevant groups if required;
- iv. Participate in field missions in fulfilment of the tasks outlined above;
- v. Perform any other duties as required.

Essential Qualifications

Education

- Advanced university degree preferably in law or other relevant fields. A first-level university degree in combination with two additional years of qualifying experience is accepted in lieu of the advanced university degree;
- Analyst training desirable

Work Experience

- A minimum of two years (four years with a first level university degree) of relevant professional experience;
- Professional experience in international relations and negotiations;
- Professional experience in international or domestic criminal law and experience in working in judicial cooperation is strongly desired;

Knowledge, Skills and Abilities

- Excellent knowledge of the substantive and procedural provisions of the Rome Statute and the ICC Rules of Procedure and Evidence;
- Excellent diplomatic, communication and negotiation skills;
- Ability to work effectively and constructively with colleagues from different professional, national and cultural backgrounds;
- Ability to work effectively under strict deadlines and with substantial travel obligations;
- Ability to work in a non-discriminatory manner, with respect for diversity;
- Professional and personal integrity.

Knowledge of Languages

Proficiency in both of the working languages of the Court, English and French is required. Knowledge of another official language of the Court (Arabic, Chinese, Russian and Spanish) is considered an asset.

Job Title: Associate Research and Development Officer (Investigations)(P-2) - JPO

18861 | OTP



Deadline for Applications:

Organizational Unit:	Investigation Division – Office of the Prosecutor
Duty Station:	The Hague - NL
Minimum Net Annual Salary (Single Rate):	€55,277.00
Contract Duration:	In accordance with the MoU (Memorandum of Understanding)

Organisational Context

The Investigation Teams are comprised of investigators and analysts from the Investigation Division (ID) and work in the context of the Integrated Teams of the Office of the Prosecutor (OTP). The investigative teams are in charge, amongst others, of the following functions:

- Develop and update investigation and analysis plans;
- Execute the investigation and analysis plans in an impartial, safe, efficient and cost-effective manner;
- Establish and implement clear procedures to safeguard the obligation of objective investigation and analysis;
- and Support the prosecution activities of the Integrated Team.

Duties and Responsibilities

Under the general supervision of the Head of the Investigation Division and the direct supervision of the Investigations Coordinator the incumbent performs the following tasks:

- Support projects aimed at defining and implementing investigative operational standards, progressing on new investigative techniques, opportunities, tools and methodologies, providing recommendations to the Investigations Coordinator to ensure the harmonization and efficiencies of the work, practices and procedures across the different investigation teams;
- Undertake research and assist in the analysis on subjects related to international criminal investigations, covering a wide range of relevant sources (internal and external) - jurisprudence, academic papers, operational documents;
- Analyze, summarize, categorize, and code relevant judicial rulings and other researched materials on matters of relevance to investigations; feeding the Casemap database, available to all OTP for consultation, on matters related with investigations;
- Support the Division in the development of investigative standards to be shared with other investigative bodies and first responders;
- Support lessons learnt projects to be conducted by the different investigation teams on specific, as well as general matters relevant to investigations;
- Produce analytical summaries, draft documents and charts; take notes in oral discussions, and present on relevant findings;
- Support the development and implementation of training initiatives for the investigation teams;

Essential Qualifications

Education:

Advanced University degree, preferably in Law (with specialization in criminal law, criminal procedure, international criminal law and/or international humanitarian law) is required. Advanced University degree in Criminology, Sociology or other relevant area is also acceptable. A first-level

university degree in combination with two additional years of qualifying experience is accepted in lieu of the advanced university degree.

Experience:

A minimum two years of professional experience in criminal investigations and prosecutions, investigations of serious human rights violations or investigative analysis (four years with a first-level university degree). Experience working with NGO/IGO or International Commissions of Inquiry would be considered an asset. Experience working in complex, large-scale cases is considered to be an asset.

Knowledge, Skills, and Abilities:

- Knowledge of the requirements of international criminal law concerning the elements of crimes and modes of liability;
- Strong research, analytical and evaluation skills with ability to conduct independent research and analysis, identify issues, solve-problems, formulate judgements and make conclusions and recommendations;
- Strong planning and organisational skills, as well as ability to establish priorities and coordinate with others
- Excellent communication skills, effective presentation skills, excellent drafting skills and ability to prepare and present reports that are clear, concise and meaningful;
- Flexibility and ability to adjust to a highly dynamic environment; aptitude to establish and maintain productive partnerships with the relevant partners and stakeholders, within OTP and with other Sections/Units of the Court;
- Knowledge and experience in imputing and retrieving information from information databases; knowledge and experience in working with iBase, Casemap, TRIM and Ringtail would be considered a strong asset;
- Ability to work under stressful conditions;
- Ability to comply with high levels of confidentiality;
- Ability to work effectively in a multi-cultural and multi-disciplinary environment in a non-discriminatory manner, with respect for diversity;
- High professional and personal integrity standards;

Knowledge of Languages:

Proficiency in one of the working languages of the Court, English or French is required. Working knowledge of the other is considered a strong asset. Knowledge of another official language of the Court (Arabic, Chinese, Russian and Spanish) is considered an asset.

ICC Core Competencies

Dedication to the mission and values

- Acts consistently in accordance with the mission and values of the Organisation;
- Maintains confidentiality, acts with integrity and shows respect for diversity;
- Shows commitment to the organisation;
- Presents a positive image of the organisation during external discussions.

Professionalism

- Applies professional and technical expertise;
- Keeps abreast of organisational issues;
- Produces workable solutions to a range of problems;

Teamwork

- Listens, consults and communicates proactively;
- Handles disagreements with tact and diplomacy;
- Recognises and rewards the contribution of others;

Learning and developing

- Identifies development strategies needed to achieve work and career goals and makes use of developmental or training opportunities;
- Learns from successes and failures;
- Seeks feedback and gives feedback to others to increase organisational effectiveness;
- Seeks opportunities for improvement of work;
- Has an open mind and contributes to innovation.

Handling uncertain situations

- Adapts to changing circumstances;

- Deals with ambiguity, making positive use of the opportunities it presents;
- Plans activities and projects well in advance and takes account of possible changing circumstances;
- Manages time effectively.

Interaction

- Expresses opinions, information and key points of an argument clearly;
- Handles contacts with diplomacy and tact;
- Communicates in a transparent and open way with internal and external contacts while complying with confidentiality requirements.

Realising objectives

- Accepts and tackles demanding goals with enthusiasm;
- Keeps to agreements with others;
- Focuses on client needs;
- Takes responsibility for actions, projects and people;
- Monitors and maintains quality and productivity.

Job Title: Associate Operations Planning Officer (P-2) - JPO

19159 | Registry



Deadline for Applications:

Organizational Unit: Coordination and Planning Unit, External Operations Support Section, Division of External Operations, Registry

Duty Station: The Hague - NL

Type of Appointment: Junior Professional Officer

Minimum Net Annual Salary €55,277.00

Contract Duration In accordance with MOU (Memorandum of Understanding)

Organisational Context

Under the direct supervision of the Director of External Operations (the Director), the External Operations Support Section is responsible for:

- In relation to the field: the support of Country Office, including through liaison with other Registry Sections, central coordination and strategic planning of all field operations, and the planning, control and facilitation of all Country Offices.
- In relation to external relations and state cooperation: the coordination and support of the Registry's external relations activities including with the Assembly of States Parties and its subsidiary bodies, individual states and intergovernmental organisations, the execution of requests for assistance and state cooperation/judicial cooperation; supports the negotiation of agreements and memoranda of understanding; conducts fundraising; protocol affairs including high level visits to the Court.
- In relation to analysis: provides, both at a strategic and an operational level, political, security and media analysis and advice in support of the above activities as well as the overall activities of the Division, including providing threat and risk assessments and political advice through embedded security staff.

The External Operations Support Section provides innovative development and leadership and ensures the full integration of its activities, both within the Section and the Division. It also supports the Director and the Registrar in their external relations activities. The Section works closely with the Public Information and Outreach Section to ensure that key messages are coordinated and taken into account in all external relations activities.

The Coordination and Planning Unit is the central coordinating body for all mission planning, strategic planning, support and facilitation of all Country Offices.

Duties and Responsibilities

Under the immediate management and supervision of the Head, Planning and Coordination Unit, the incumbent performs the following duties:

Strategic Planning:

- Contribute to, coordinate, maintain and draft Registry strategic field planning (Intra Registry or Inter Organs) like "field capacity models" or longterm field presence planning.
- Represent the Section in Court-wide planning projects linked to field operations.
- Develop professional planning in close coordination with other Registry relevant components as well as other organs. Those productions will propose original course of action authorizing objective achievements.
- Provides input to the planning and adjustment of support to operations in close coordination and collaboration with the Country Offices.
- Initiate, coordinate, maintain and draft Registrywide yearly or ad hoc field presence reviews. Act as anticipation cell in case of activation of crisis structure.

Operational Planning:

- Develop and deliver sound interorgans coordinated operational planning for special field operations (Transfer of indicted, "in situ activities" etc.).
- In support to, and in close coordination with Head of Unit, identifies policy gaps specific to operations planning and proposes adoption of Administrative Issuances to Chief of Section.
- Propose procedures for operations planning and field operations applicable to all Country Offices, including the opening, closing and strategic relocation of offices.
- Advises on and ensures consistency of Country Officespecific policies and procedures.
- Assists Head of Unit in maintaining a manual for field operations, guiding Country Office staff on relevant procedures, policies and practices related to mission planning

Financial management:

- Assists Head of Section in preparation of budget.
- Supports Head of Section in monitoring, managing and reporting on the Coordination and Planning Unit's budget. Advises where applicable on prioritisation, planning and control mechanisms.

Essential Qualifications

Education:

Advanced university degree in Management, Security and Crisis Management, Logistic, Social Studies, Political Sciences, International Relations and/or related discipline. A firstlevel university degree in combination with two additional years of qualifying experience is accepted in lieu of the advanced university degree.

Experience:

A minimum of two years of progressively responsible experience (four years with a first level degree) in the field of strategic or operational planning in a national or international institution or organization dealing with sensitive situations, emergencies or related area is required.

Knowledge, Skills and Abilities:

Excellent decision making skills, with a well developed ability to balance interests and translate general strategic plans into concrete strategies and actions for the Unit.

A proven ability to provide direction, to plan and establish priorities and to ensure an effective work structure to maximize productivity.

Analytical Skills, initiative, communication, time management and accuracy

Desirable:

- Knowledge or experience of Field Operations planning in the field as well than at HQ level is strongly desired. Previous experience as strategic or operational planner in a national or international operational centre (Foreign Office crisis centre, NATO planner, UN situation Centre...) is considered an asset
- Proven operational planner drafting qualification is considered as an asset.
- Interpersonal skills and the ability to establish and maintain effective work relationships in a multicultural, multiethnic environment with sensitivity and respect for diversity.
- Excellent communication and negotiation skills, both oral and written, including the ability to defend and explain difficult issues with respect to key decisions and positions to staff and senior officials.

Knowledge of Languages:

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

ICC Core Competencies

- Dedication to the mission and values
- Professionalism
- Teamwork
- Learning and developing Handling uncertain situations Interaction
- Realising objectives

Job Title: Associate Archives Officer (P-2) - JPO

13241 | Registry



Deadline for Applications:

Organizational Unit:	Information Management Services Section, Registry
Duty Station:	The Hague - NL
Type of Appointment:	Junior Professional Officer
Minimum Net Annual Salary:	€55,277.00
Contract Duration:	In accordance with MOU (Memorandum of Understanding)

Organisational Context

Under the direct supervision of the Director of Judicial Support, the Information Management Services Section ensures that the Registry puts in place adequate Information Management (IM) services, for the benefit of all Organs and activities of the Court. The Information Management Services Section will also provide services to other Registry clients, including external parties relying on the policies and technology of the Court. Information services consist of:

- Information management activities which include: developing policies and best practices for the management of (digital) documents, records and archives; library services and knowledge management, whether technology based or not.
- Information Systems support including systems development, administration and integration.
- Technology Services Operations support, including end-user services, communications and networking technology, audio-visual technology.
- Information security activities, including developing policies and best practices, implementing information security standards and managing risk related to information, whether technology based or not.

The Information Management Services Section provides:

- Advice on best practices addressing the needs of its clients and the Court's and Registry's strategic objectives.
- Integrated solutions (i.e. systems, policies and processes) relying on industry best-practices on all aspects of information services related to capturing, storing, preserving, delivering, securing and managing information and communication.
- Leadership and dialogue with clients in relation to the innovation, awareness and adoption of new information practices, tools and technology-enabled processes and practices that will improve productivity, effectiveness, information sharing and availability.
- Strategic input and support for the implementation of a continuous change management process harnessing the use of information and technologies.

Duties and Responsibilities

The archives of the ICC reflect not only the history of the institution itself, but also that of its state parties and those countries that have been over the course of time subject to examination and investigation. It is therefore the aim of the archives to preserve and make ICC archival materials accessible to interested and relevant audiences in order to promote the understanding and scholarship on the mandate and activities of the ICC and ensure that individual, local and national stories of international criminal justice are not forgotten.

The Associate Archivist will contribute with the implementation and management of the ICC Archives by:

- Appraising, selecting, retrieving, describing and arranging archival materials.
- Integrating archival information and providing digital preservation services.
- Promoting and making archival and legacy content accessible to a wide range of audiences.
- Contributing to the development of related, policies, procedures, processes and systems.
- Contributing to the development of the Information Architecture (metadata) for ICC Records
- Processing of archival materials: Item and collection level description of print and digital objects according to established archival description standards.
- Providing guidance and training on preservation best practice: Liaising with archival focal points across the Court to provide relevant training and establishing common procedures to ensure archival materials are optimally stored.
- Identifying and addressing at risk materials: Liaising with archival focal points to identify, define priorities and design a preservation roadmap for at risk materials.

- Planning and implementing a digital archival project to promote legacy collections: Using one or several of the legacy collections within the archive to create an accessible themed exhibition to aid the Court's outreach activities and raise awareness for the archive.

Essential Qualifications

Education:

Advanced university degree in Archival Studies, Information, Library Science or related field. Specialization in digital archiving is desirable. A first-level university degree in combination with two additional years of qualifying experience is accepted in lieu of the advanced university degree.

Experience:

A minimum of two years of progressively responsible experience (four years with a first level degree) in archives and/ or records management, of which at least one year working in digital object management.

Experience of working on processing of archival materials (preferably print and digital) including application of archival description standards and/ or metadata management is considered an asset.

Experience in implementing archives management systems is considered an asset.

Knowledge, Skills and Abilities:

- Knowledge of preservation standards and techniques;
- Knowledge of current trend and systems in the archiving world;
- Knowledge of digital asset management tools is desired;
- Basic knowledge of information architecture is desired.

Knowledge of Languages:

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

ICC Core Competencies

- Dedication to the mission and values
- Professionalism
- Teamwork
- Learning and developing
- Handling uncertain situations
- Interaction
- Realising objective

Job Title: Associate Budget / Finance Officer (P-2) - JPO

13261 | Registry



Deadline for Applications:

Organizational Unit:	Budget Section and Finance Section, Registry
Duty Station:	The Hague - NL
Type of Appointment:	Junior Professional Officer
Minimum Net Annual Salary:	€55,277.00
Contract Duration:	In accordance with MOU (Memorandum of Understanding)

Associate Budget / Finance Officer (P-2) – JPO is a generic profile covering two sections in the Registry, Budget Section and Finance Section. The appointment of the selected JPO to either one of the sections depends on the operational needs and the qualification as well as the skill set of the JPO.

Organisational Context

The International Criminal Court (ICC), governed by the Rome Statute, 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. (<https://www.icc-cpi.int/>)

The Court is composed of the following four Organs; the Presidency, Chambers, the Office of the Prosecutor and the Registry. The Registry deals with non-judicial aspects of the administration and servicing of the Court.

Budget Section provides effective, timely, accurate budgeting and control services to the Court as well as budget and forecast information and reports to management, Committee for Budget and Finance (CBF) and the Assembly of State Parties (ASP).

Finance Section ensures proper application and implementation of the Financial Regulations and Rules (FRR) as promulgated by the Rome Statute, any directives or administrative instructions and financial procedures. The Section prepares the Court's and TFV's Financial Statements in compliance with IPSAS for timely submission to the external auditors and to ensure an unqualified audit opinion is released at the end of a smooth audit procedure; Provide financial management needs for the smooth running of the Court's operations and implementation of its mandate; Lead and implement financial management tools that will drive the Court in achieving its objectives while having absolute compliance with international public sector reporting standards; and provide financial services to all Organs of the Court and to advice, guide and lead finance related projects within the strategic goals and objectives of the Court.

Duties and Responsibilities

Under the direct supervision of the Chief of Budget Section or Chief of Finance Section, as appropriate, the incumbent performs the following duties.

Budget related tasks:

- Provides input to budget holders in the preparation of their budget submissions; maintains financial data and documentation of changes to budget proposals.
- Supports the Section in the preparation, implementation, forecasting and planning of the annual budget of the Court.
- Assists in the review and analysis of cost estimates and budget proposals.
- Monitors implementation of the budget in line with expected results.
- Assists with maintaining the organisation's performance.

Finance related tasks:

- Supports the Section in the preparation of financial statements and reports, as well as in providing advice and interpretation on the applicability of the FRR to the Court.
- Monitors assessed contributions of States Parties, pledges and voluntary contributions.
- Monitors the Court's accounts.
- Supports the Section in managing the cash of the organization, providing projection of cash flow, managing the financial risks associated.

Essential Qualifications

Education:

Advanced university degree in business or public administration, accounting, financial management or other related area. A first-level university degree in combination with two additional years of qualifying experience is

accepted in lieu of the advanced university degree.

Experience:

A minimum of two years of progressively responsible experience (four years with a first-level degree) in the area of budget administration, accounting, finance or related field is required.

Knowledge, Skills and Abilities:

- Good knowledge of MS Office Programs, financial and ERP systems; SAP would be an asset;
- Knowledge of budgetary principles and practices;
- Accuracy in handling figures;
- Communication and Client Orientation;
- Quality management and initiative.

Knowledge of Languages:

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

ICC Core Competencies

- Dedication to the mission and values
- Professionalism
- Teamwork
- Learning and developing
- Handling uncertain situations
- Interaction
- Realising objectives

Job Title: Associate Procurement Officer (P-2) - JPO

19116| Registry

**Deadline for Applications:****Organizational Unit:** Procurement Unit, GSS, Registry**Duty Station:** The Hague - NL**Type of Appointment:** Junior Professional Officer**Minimum Net Annual Salary :** €55,277.00**Contract Duration:** In accordance with MOU (Memorandum of Understanding)**Organisational Context**

The General Services Section (GSS) organisationally belongs to the Division of Management Services in the Registry. The GSS consists of four units; the Facilities Management Unit (FMU); the Transport and Logistics Unit (TLU), the Travel Unit (TU) and the Procurement Unit (PU).

Duties and Responsibilities

Within the delegated authority and under the direct supervision of the Head of Procurement Unit, the incumbent performs the following tasks:

1. Perform the Secretary of the Procurement Review Committee (PRC) role in compliance to Financial Regulations and Rules (FRR), the Administrative Instructions (AI) and the Procurement Standard Operating Procedure (PSOP) and is responsible for organising and servicing the PRC by performing below tasks:
 - i. Arrange and coordinate the PRC meetings by planning and securing the presence of the Ex- Officio members in forming a minimum quorum of three PRC members per session;
 - ii. Ensure timely and efficient distribution of relevant documentation to members;
 - iii. Draft meeting minutes and recommendations;
 - iv. Submit minutes and recommendations for approval;
 - v. Advise on issues involving procurement procedures and liaise with Procurement Unit's staff on request for additional information or clarification with respect to submissions and transmit any enquiries raised by members regarding submissions under review;
 - vi. Maintain permanent and secure record of all minutes, recommendations and case presentations reviewed by PRC;
 - vii. Compile statistics on the workload, activities and other matters pertaining to the PRC's functioning.
2. Prepare organisational initiatives and identify continuous improvement opportunities for the procurement processes for productivity, compliance, digitalisation, paperless workflow and staff-wellbeing. Enhance services to all organs of the Court including Country Offices, the Trust Fund for Victims (TFV) and the Victims and Witnesses Section (VWS);
3. Act as Key-user for the SAP (ERP) Procurement module, Contract Scheduling, Vendor registration category management and Procurement digital record management (RM);
4. Conduct strategies, tenders, analyse proposals and select vendors for larger or complex procurement;
5. Provide procurement advice to requisitioners and procurement assistants, provide presentations on the procurement process to the induction course for all new employees and to PRC members.
6. Perform other duties as assigned.

Essential Qualifications*Education:*

An advanced university degree in business administration, public administration, commerce, audit, procurement, law, or related field is required. A first-level university degree in combination with two additional years of

qualifying experience is accepted in lieu of the advanced university degree.

Experience:

- A minimum of two years (four years with a first level university degree) of progressively responsible experience in procurement, contract management, administration or related area is required. Previous experience with procurement within the United Nations is highly desirable.
- Experience with SAP as enterprise resource planning (ERP) system is an advantage.

Knowledge, Skills and Abilities:

- Knowledge and understanding of procurement policies, practices and procedures.
- Knowledge of internationally recognized procurement standards and understanding of procurement techniques and practices used in the public and private sector;
- Knowledge of market trends and sources of supply and equipment and of procurement/contract execution and administration;
- Good planning and organising skills;
- Ability to properly manage confidential information in both English and French;
- Ability to conduct research and analyse data and information to develop recommendations on procurement contracts awards in both English and French;
- Ability to administrate and handle complex and voluminous amounts of information and evidence in both English and French;
- Flexibility and adaptability to changing environment and plans;
- Ability to work effectively in a multi-cultural and multi-disciplinary environment in a non-discriminatory manner, with respect for diversity;
- High standards of professional and personal integrity.

Knowledge of Languages:

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

ICC Core Competencies

Dedication to the mission and values

- Acts consistently in accordance with the mission and values of the Organisation;
- Maintains confidentiality, acts with integrity and shows respect for diversity;
- Shows commitment to the organisation;
- Presents a positive image of the organisation during external discussions.

Professionalism

- Applies professional and technical expertise;
- Keeps abreast of organisational issues;
- Produces workable solutions to a range of problems.

Teamwork

- Listens, consults and communicates proactively;
- Handles disagreements with tact and diplomacy;
- Recognises and rewards the contribution of others.

Learning and developing

- Identifies development strategies needed to achieve work and career goals and makes use of developmental or training opportunities;
- Learns from successes and failures;
- Seeks feedback and gives feedback to others to increase organisational effectiveness;
- Seeks opportunities for improvement of work;
- Has an open mind and contributes to innovation.

Handling uncertain situations

- Adapts to changing circumstances;
- Deals with ambiguity, making positive use of the opportunities it presents;

- Plans activities and projects well in advance and takes account of possible changing circumstances;
- Manages time effectively.

Interaction

- Expresses opinions, information and key points of an argument clearly;
- Handles contacts with diplomacy and tact;
- Communicates in a transparent and open way with internal and external contacts while complying with confidentiality requirements.

Realising objectives

- Accepts and tackles demanding goals with enthusiasm;
- Keeps to agreements with others;
- Focuses on client needs;
- Takes responsibility for actions, projects and people;
- Monitors and maintains quality and productivity.

General Information

- The selected candidate will be subject to a Personnel Security Clearance (PSC) process in accordance with ICC policy. The PSC process will include but will not be limited to, verification of the information provided in the personal history form and a criminal record check. All candidates should be in a position to submit an electronic copy of their passport and all diplomas listed on their profile when requested;
- Applicants may check the status of vacancies on ICC E-Recruitment web-site;
- Post to be filled preferably by a national of a State Party to the ICC Statute, 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;
- Applications from female candidates are particularly encouraged;
- Personnel recruited at the General Service level are not entitled to all of the benefits granted to internationally-recruited staff;
- The Court reserves the right not to make any appointment to the vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description.
- The ICC is willing to apply the "Inter-Organisation Mobility Accord" on a reciprocal basis.