



Job Title and Level:	Assistant Information and Evidence Officer (P-1)
Vacancy Announcement No:	5024EE-PO
Deadline for Applications:	14.05.2015
Organizational Unit :	Information and Evidence Unit, Services Section, Office of the Prosecutor
Duty Station :	The Hague
Type of Appointment:	General Temporary Assistance
Post number :	
Minimum Net Annual Salary (Single Rate) (EURO) :	€ 45,627

Contract Duration

General Temporary Assistance (GTA) until 31 December 2015, with the possibility of extension, subject to the availability of funds

Duties & Responsibilities

Under the supervision of the Head of the Information and Evidence Unit, the incumbent of this post will perform the following tasks:

- (a) maintain effective workflow procedures regarding the treatment and storage of information and evidence in all forms (in particular electronic storage), in close connection and consultation with the Head of the Information and Evidence unit;
- (b) ensure the registration, digitization (wherever possible), the secure permanent storage, the registration and tracking of hardcopies (where appropriate) and the forwarding of all physical information and evidence material for court proceedings, including the maintenance of the chain of custody and the classification and confidentiality regime of the Office;
- (c) assist in the disclosure of information and evidence to other parties;
- (e) receive, register, acknowledge and store all referrals submitted by a State Party or by the Security Council and all communications received by the Office under Article 15 of the Rome Statute including a preliminary analysis of the content;
- (f) report regularly on communications received as required by Management;
- (g) appraise staff under his/her supervision and take part in the recruitment process for the Information and Evidence Unit.

Essential Qualifications

- i) University degree in law, archiving, information management or other related fields of study;
- ii) At least two years of relevant and progressively responsible work experience (zero years with an advanced degree) including practical experience in the handling of classified information and/or documents;
- iii) Practical experience in court or in prosecution offices or police or intelligence agencies is a definite asset;
- iv) Training and experience in Property and Evidence Management or Litigation Support will be considered an



asset;

- v) Knowledge of electronic data maintenance, including appraisal, conservation and migration management; records preservation and description;
- vi) Prior experience in the implementation and use of electronic information databases including the digitization of information;
- vii) Experience in the use of TRIM and Ringtail are highly desirable;
- viii) High level of confidentiality;
- ix) Ability to keep abreast of available technology; understand applicability and limitation of technology to the work of the office; actively seek to apply technology to appropriate tasks; show willingness to learn new technology;
- x) Ability to work effectively and constructively with colleagues from different professional, national and cultural backgrounds;
- xi) Professional and personal integrity.

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 (Arabic, Chinese, Russian, 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 others 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, representation of the principal legal systems of the world for legal positions, and equitable geographical representation for positions in the professional category;
- Applications from female candidates are particularly encouraged;
- 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 Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations applying the United Nations Common System of Salaries and Allowances' or 'the Inter-Organisation Mobility Accord' on a reciprocal basis.