

UNITED NATIONS



NATIONS UNIES

UNITED NATIONS ELECTRONIC MESSAGING SERVICE

UNITED NATIONS HEADQUARTERS

NEW YORK

DATE: 2020/04/01 20:01:12

TO: PERMANENT MISSION OF THE REPUBLIC OF
BULGARIA TO THE U.N.
PMBU,

FAX #: 12124729865

FROM: Electronic Messaging Unit
DM/OICT
New York, NY 10017, USA
12129636313
12129634879

SUBJECT: D1160 - Official Document from UN DPO/OROLSI/JCS

CUST REF: D1160

TOTAL NUMBER OF PAGES (INCLUDING THIS PAGE): 10

Note: If transmission is not received in good order, call 1-212-963-6313.

United Nations



Nations Unies

HEADQUARTERS - SIÈGE NEW YORK, NY 10017

REFERENCE: DPO-2020-01481

D1160

The Secretariat of the United Nations presents its compliments to Permanent Missions of Member States to the United Nations and has the honour to invite their Governments to nominate women justice experts for deployment to United Nations peace operations as government-provided personnel.

The Department of Peace Operation's Uniformed Personnel Gender Parity Strategy 2018-28 establishes goals for strengthening the participation of women officers in UN peace operations, including government-provided justice personnel (GPP). The target for justice GPP is a 30% representation of women by 2022. This women-only call for nominations serves to strengthen the representation of women on the Department of Peace Operation's roster of pre-cleared justice experts and to facilitate the deployment of highly qualified women justice experts to United Nations peace operations.

The Secretariat particularly encourages the nomination of women experts for the following profiles: (i) judicial affairs officers; (ii) civilian prosecution advisors; (iii) legal experts. Terms of Reference for these profiles are enclosed in the Annex to this Note Verbale.

The Secretariat wishes to invite Member States to submit completed official United Nations Personal History Profile forms for government-provided justice personnel in respect of their nominated candidates, and to certify that the nominees meet the minimum requirements as set forth in the attached terms of reference. Candidates who are ultimately selected will be expected to serve for a period of 12 months from the time of their deployment, with the possibility of an extension. The Secretariat will continue to consider previously nominated candidates if they have not been deployed or rejected in the meantime.

The Secretariat requests Permanent Missions to forward their nominations by email to Astrid Leao (astrid.leao@un.org) with copy to Annika Kovar (kovar@un.org) and jcassecondment@un.org by 29 May 2020, referring to this note verbale and indicating for which job description the candidates are nominated. The Secretariat will also accept nominations after this deadline, on a rolling basis.

The Secretariat wishes to outline that it is the responsibility of the nominating government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating government is requested to provide information regarding the investigation(s) or prosecution(s) concerned. The nominating government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.

The Secretariat recalls that the responsibilities of personnel who are engaged to serve in United Nations peace operations are exclusively international in character. Such personnel are



to perform their functions under the authority of, and in full compliance with, the instructions of the Secretary-General of the United Nations and persons acting on his behalf and are required not to seek or accept instructions in regard to the performance of their duties from any government or from any other authority external to the United Nations. While serving with the United Nations, such personnel will enjoy the legal status of "experts on mission" in accordance with Article VI of the 1946 Convention on the Privileges and Immunities of the United Nations.

The "Guidelines on Non-Uniformed Civilian Government-Provided Personnel on Assignment with United Nations Peacekeeping and Special Political Missions" (ref: 2015.01), dated 01 April 2015, shall be applicable to government-provided justice personnel. The Secretariat recalls that it is the nominating government's responsibility to make copies of this document available to government-provided justice personnel prior to their deployment.

The Secretariat further recalls that any government-provided personnel may be repatriated in line with the aforementioned Guidelines. In the case of repatriation due to disciplinary grounds, for failing to meet or dishonesty in regards to meeting minimum requirements for service in the Mission, for personal reasons upon request of the individual, or upon request of the contributing Member State, the contributing Member State will be responsible for all travel-related expenses.

The Justice and Corrections Service, Office of Rule of Law and Security Institutions, Department of Peace Operations, is the designated focal point for all issues related to the selection, recruitment, deployment, rotation, transfer and repatriation of those personnel.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Mission of Member States to the United Nations the assurances of its highest consideration.

Digitally
signed by
Robert Pulver
Date:
2020.04.01
18:40:23
-04'00'

RAP


United Nations
Job Description
March 2020

Title: Judicial Affairs Officer
Status: Expert on Mission (non-uniformed/civilian government-provided personnel)
Organizational Unit: Multiple missions
Report to: Chief of the justice component
Duration: 12 months (extendable)

Functions and responsibilities

Based at mission headquarters or in field locations, and within limits of delegated authority, the Judicial Affairs Officer will:

- Provide substantive and technical support and advice in the cohesive development and implementation of tailored initiatives to increase the capacity of national justice institutions, including justice support projects and programmes aimed at strengthening the national justice system to investigate and prosecute terrorism-related and transnational organised crime, in coordination with relevant mission partners and under the UN Global Focal Point arrangement, as applicable;
- Support the development and implementation of a training plan for national justice institutions;
- Provide expert advice and guidance to national counterparts on the development and implementation of overarching strategies related to strengthening domestic justice institutions;
- Support national counterparts in extending the delivery of justice services, particularly vulnerable groups, including through the development and implementation of mobile court initiatives and legal aid clinics;
- Provide technical advice and expertise to national authorities on the methods and techniques employed during all phases of the prosecution process, including case development, interviewing victims, witnesses, and suspects, gathering and safeguarding evidence, preparing evidence for trial, and presenting a case before the court;
- Assist in the development and application of standard operating procedures, prosecution guidelines and checklists, forms for briefs and other documents for the prosecution service, in line with international standards and best practices;
- Provide technical advice and support for the development and implementation of case management systems, evidence management systems, and analytical tools;
- Support the development and implementation of activities aimed at building the capacity of national judicial institutions including undertaking analysis of gaps and identification of needs, procurement and recruitment processes, and development of partnerships;
- Participate in fundraising efforts for national judicial institutions, through advocacy, development of project proposals etc;
- Establish contact and maintain effective relations with government officials, national rule of law professionals, other mission components, agencies, funds and programs of the United Nations system, cooperation agencies, donors, bilateral and multilateral technical partners, civil society organizations and others, including to ensure consultation and cohesion in the area of international support to the justice and penitentiary systems as relates to the investigation and prosecution of terrorism-related and transnational organised crime;
- Perform other tasks as assigned by the Chief of the justice component in line with the Mission mandate.

Competencies:

- **Professionalism** - Extensive knowledge of judicial and legal systems, including knowledge of criminal law and relevant international human rights standards and their linkages to the broader developmental/post-conflict recovery framework and initiatives; Knowledge of theories, concepts and approaches relevant to

prosecution. Knowledge of interviewing and interrogating. Demonstrated ability to incorporate gender perspectives and ensure the equal participation of women and men in all areas of work.

- **Teamwork** - Good interpersonal skills and ability to establish trust and build professional relationships with national counterparts and colleagues from varied cultures and professional backgrounds.
- **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: An advanced university (master's degree or equivalent) in law. A first level university degree in law, in combination with two additional years of relevant work experience be accepted in lieu of an advanced university degree.

Experience: At least five years of relevant experience as a lawyer, prosecutor, investigating judge, or legal or judicial advisor or project manager in a national judicial system, international organization, an international or mixed criminal court is required. Experience in justice programmes management, including monitoring, evaluation and oversight is an advantage. Experience in providing technical assistance in a multicultural environment outside the candidate's country of origin and experience in mentoring and training would be an asset.

Languages: Fluency (written and spoken) in French or English is required.

Other skills: Proficiency in the use of computers, driving license and ability to drive a 4x4 vehicle are required. All officers are required to pass a United Nations driving test at the beginning of their deployment and will be repatriated if they fail to do so.

The "Guidelines on Non-Uniformed Civilian Government-Provided Personnel on Assignment with United Nations Peacekeeping and Special Political Missions", dated 1 April 2015, reference 2015.01, shall be applicable to government-provided justice personnel.

In accordance with the Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the UN are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above-mentioned Policy. The final decision on the selection of an individual to serve with the UN will also be subject to human rights screening.


United Nations
Job Description
March 2020

Title: **Civilian Justice/Prosecution Adviser**
Status: **Expert on Mission (non-uniformed government-provided personnel)**
Organizational Unit: **United Nations Stabilization Mission in DR Congo (MONUSCO)**
Duty Station: **Within the Mission area according to operational requirements**
Report to: **Chief, Justice Support Section**
Duration: **12 months (extendable)**
Estimated Start Date: **As soon as possible**

Background:

Security Council resolution 2502 (2019) paragraph 29 (i) (f) mandates MONUSCO to support national and international efforts to bring perpetrators to justice, including through Prosecution Support Cells to assist military justice authorities in prosecuting persons arrested for war crimes and crimes against humanity. The Prosecution Support Cells (PSCs), comprised of Military Prosecutions Advisers, Civilian Justice/Prosecution Advisers, Criminal Police Investigation Advisers and Military Investigation Advisers, provide expert advice, logistical support, on-the-job training and mentoring to national authorities in the conduct of investigations and prosecution of war crimes and crimes against humanity, with a special emphasis on sexual violence and other violent crimes. The PSCs are implemented under the *Memorandum of Understanding between MONUSCO and the Government of the Democratic Republic of Congo on the operational framework between the military justice authorities and the PSCs*, dated 19 December 2011. The PSCs aim to strengthen the capacity of the FARDC to investigate and prosecute the most serious crimes, including sexual violence.

Responsibilities:

Under the overall authority of the Chief of the Justice Support Section, and the direct supervision of the PSCs Coordinator, the Civilian Justice/Prosecution Adviser will advise prosecutors in processing the most serious crimes, including war crimes and crimes against humanity, with a special emphasis on homicide and sex crimes. The Adviser will provide advisory, capacity-building and mentoring support to national counterparts, but will not be directly engaged in conducting investigations, prosecuting or adjudicating cases. In particular, he/she will:

1. Provide technical advice and expertise to military prosecutors on the methods and techniques employed during all phases of the prosecution process, including case development, interviewing victims, witnesses, and suspects, gathering and safeguarding evidence, preparing evidence for trial, and presenting a case before the court;
2. Support national authorities in the development of strategies to ensure the effective investigation and prosecution of international crimes, with emphasis on sexual violence crimes;
3. Assist in the development and application of standard operating procedures, investigation and prosecution guidelines and checklists, forms for briefs and other documents for DRC military prosecutors, in line with international standards and best practices;
4. Assist DRC military prosecutors in the recording, documenting, and filing of all cases prosecuted with the support of PSCs;
5. Support national authorities in building strategies for data collection and analysis to identify criminal trends and patterns;
6. Participate in donor outreach to mobilize additional support and funding for PSCs;
7. Participate in analysing data collected and generated by the PSCs, as well as in the assessment of results obtained as requested by national officials;
8. Contribute to the development of a communications strategy to raise awareness of the local population of the work of Congolese justice authorities including the role of the PSCs; and
9. Perform related functions as assigned by the Chief, Justice Support Section or her/his delegate.

Competencies:

- **Professionalism** - Demonstrated ability to prosecute complex criminal cases of serious violent crimes, including homicide or sex crimes. Knowledge of theories, concepts and approaches relevant to prosecution. Knowledge of interviewing and interrogating techniques and practical experience in interviewing victims, witnesses and suspects. Experience in leading and cross-examination of witnesses, as well as experience in making substantial legal arguments before military tribunals, civilian courts or international tribunals. Demonstrated ability to incorporate gender perspectives and ensure the equal participation of women and men in all areas of work.
- **Planning and Organizing** - Ability to work efficiently under pressure on difficult assignments within tight deadlines and possibly in hardship conditions in the field; ability to plan own work and manage conflicting priorities.
- **Teamwork** - Good interpersonal skills and ability to establish trust and build professional relationships with national counterparts and colleagues from varied cultures and professional backgrounds.
- **Communication**- Excellent communication (spoken, written and presentation) skills and ability to explain, demonstrate and teach theories, concepts, approaches and techniques relevant to prosecution of serious crimes.
- **Judgment/Decision-making** - Sound judgment in dealing with sensitive and confidential matters.

Qualifications:**Education:**

Advanced university degree (master's or equivalent) in law, or alternatively, a combination of a first-level university degree and proven experience working as a prosecutor or investigator of serious crimes.

Work experience:

At least five years of experience as a prosecutor, judge, legal adviser, lawyer or investigator in a national justice system or an international organization or an international or mixed criminal tribunal. Experience working in a civil law system is required. Experience in cases of serious violent crimes such as homicide and sexual violence is desirable. Experience working on the investigation, prosecution or adjudication of war crimes and crimes against humanity is an asset. Experience in working in a multi-cultural environment outside the applicant's country of nationality or in a peacekeeping environment is an advantage.

Languages:

Fluency (oral and written) in French is required.

Other skills:

Ability to meet other minimum requirements for United Nations peacekeeping operations, including obtaining a valid United Nations driver's licence after deployment. Ability to draft reports and set up presentations clearly formulating United Nations positions on international standards. Good knowledge of computer tools, including Word, Excel, Outlook and/or PowerPoint, is required.

The "Guidelines on Non-Uniformed Civilian Government-Provided Personnel on Assignment with United Nations Peacekeeping and Special Political Missions", dated 1 April 2015, reference 2015.01, are applicable to government-provided justice personnel.

In accordance with the Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the UN are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above-mentioned Policy. The final decision on the selection of an individual to serve with the UN will also be subject to human rights screening.



United Nations
Job Description

March 2020

Title: Legal Expert
Status: Expert on Mission (non-uniformed civilian government-provided personnel)
Mission: United Nations Investigative Team to promote accountability for crimes committed by Da'esh/ISIL (UNITAD)
Duty Station: Baghdad
Report to: Office of Field Investigations
Duration: 12 months (extendable)
Start date: As soon as possible

Background:

UNITAD was established pursuant to Security Council resolution 2379 (2017), according to which it is mandated to support domestic efforts to hold ISIL (Da'esh) accountable by collecting, preserving and storing evidence in Iraq of acts that may amount to war crimes, crimes against humanity and genocide committed by the terrorist group ISIL (Da'esh) in Iraq. In accordance with the Terms of Reference regarding its activities in Iraq, UNITAD is an independent, impartial Investigative Team mandated to conduct its work in cooperation with Iraqi authorities and in a manner consistent with the highest possible standards to ensure the broadest possible use before national courts. UNITAD operates with full respect for the sovereignty of Iraq and its jurisdiction over crimes committed in its territory.

This position is located within the United Nations Investigative Team for Accountability of Da'esh / ISIL (UNITAD), Office of Field Investigations and will be based in Baghdad, Iraq. The Legal Expert reports to the Legal Officer (P-4), Senior Legal Officer, or Chief of Investigations, within the Office of Field Investigations, under the overall supervision of the Special Adviser, who heads UNITAD.

Responsibilities:

Within delegated authority, the Legal Expert will be responsible for the following duties:

- Develop the strategic substantive focus of the investigations conducted by the Field Investigation Unit, based on consultations with the Chief of Investigations and other substantive entities of the Investigative Team.
- Decide the day-to-day substantive priorities of their Field Investigation Unit based on an analysis of the evidence and information obtained to date, in consultation with the Chief of Investigations.
- Collect evidentiary material relevant to the investigation of crimes committed by ISIL, including through interviews of witnesses and victims and the collection of documentation.
- Identify and collect information from major crime scenes, including mass graves.
- Ensure that the investigations and the documentation of statements from survivors and victims of acts committed by ISIL (Da'esh) and other collected evidence are of a high standard and meet the legal requirements of Iraq and/or third countries as appropriate.
- Provide legal advice on issues affecting UNITAD's mandate and activities, including criminal investigation procedures, international criminal law standards, relevant legal frameworks governing domestic proceedings relating to the crimes of ISIL, public international law, as well as issues of constitutional and other national law as they affect the Mission or the mandate.
- Review evidentiary information collected and develops investigative findings and ongoing investigative priorities in consultation with the Analysis and Evidence Unit.

- Advise on, and reviews evidentiary analyses, institutional and operational modalities, agreements, legal submissions and other legal documents.
- Liaise and participates in meetings and discussions with the Government of Iraq, other national governments and other institutions and entities; and with other UN agencies, funds and programmes in Iraq as well as other internal and external actors and organizations, as required.
- Participate in Boards and Committees, and in ad hoc working groups and task forces, as assigned by the supervisor.
- Supervise and provide guidance to more junior legal officers;
- Perform extensive legal research and analysis on highly complex or novel legal issues/questions and prepare legal opinions, studies, briefs, reports, and correspondence.
- Perform other duties, as assigned.

Competencies:

Professionalism - Strong organizational, drafting, and interpersonal skills; proven ability to conduct comprehensive legal analysis; proven ability to work well under pressure and meet strict guidelines; shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observes deadlines and achieves results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

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.

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.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in law is required. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of five (5) years of progressively responsible professional legal experience in criminal law, including legal analysis, research and writing is required. Experience in working in the field of international criminal law, such as the investigation or analysis of crimes including genocide, crimes against humanity, war crimes, rape and sexual and gender-based violence or related legal area is desirable. Experience working in an international criminal tribunal or other international accountability mechanism is desirable. Experience working in the Middle East and North Africa is desirable.

Languages: For the position advertised, fluency in English is required. Fluency in Arabic is desirable.

Other skills: Driving license and ability to drive a 4x4 vehicle are required. All officers are required to pass a United Nations driving test at the beginning of their deployment and may be repatriated if they fail to do so.

The "Guidelines - Non-Uniformed Civilian Government-Provided Personnel on Assignment with United Nations Peacekeeping and Special Political Missions", dated 1 April 2015, reference 2015.01, are applicable to civilian government-provided personnel. All government-provided personnel recruited under this ToR are expected to serve in a civilian (non-uniformed) capacity, including GPP provided by a national uniformed service.

In accordance with the Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above-mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.