



SPECIAL TRIBUNAL FOR LEBANON

المحكمة الخاصة بلبنان

TRIBUNAL SPÉCIAL POUR LE LIBAN

Vacancy Announcement

VACANCY REF:	NL-OTR-CMS-P4-266
DEADLINE FOR APPLICATIONS:	13 July 2010
ISSUANCE DATE:	14 August 2010
LOCATION:	Leidschendam, The Netherlands
DIVISION/SECTION:	Registry/Court Management Section
TITLE:	Legal Officer (Judicial Matters)
GRADE:	P4

Depending on professional background, experience and family situation, a competitive compensation and benefits package will be offered. The successful applicant will be offered a fixed-term appointment of one year limited to the Special Tribunal for Lebanon (STL). Any subsequent extension(s) are subject to terms of the Tribunal's mandate and/or the availability of the funds. The Special Tribunal for Lebanon is an international inter-governmental organization with its own independent legal identity and not a UN organization. However, STL follows the UN common system for benefits and entitlements to its staff members. UN staff members may also serve on loan from their parent department/office, if selected.

RESPONSIBILITIES:

Under the supervision of the Chief of Court Management Section, the Legal Officer for Judicial Matters: manages and coordinates work of the following five units within the Court Management Section – Judicial Cooperation Unit, Court Officer Unit, Stenographic and Transcript Unit, Court Records Unit and Courtroom Clerks Unit; supervises staff of the four units; Assists the Chief of Section in providing judicial advice regarding procedure to the Judges, the parties to proceedings, victims participating in proceedings, other sections within the Tribunal and diplomatic bodies and, in relation thereto, assists in providing procedural advice which may encompass matters of protocol and diplomatically sensitive issues relating to the service of judicial documents; Liaises with international, regional and national entities in the implementation of court orders and decisions; Supervises and co-ordinates the preparatory and organisational support tasks for the conduct of court hearings; Assists the Chief of Section in developing and implementing strategies, policies and procedures related to the management of court related activities. In particular, policies regarding arrests, trials, transfers of accused, policies regarding witness confidentiality, protective measures and taking of depositions, policies regarding filing and archiving system of judicial, non-judicial and administrative documents; Serves as a focal point for all administrative, procedural and judicial matters concerning the cases assigned to the Chambers; Serves as the interface between Chambers, Office of the Prosecutor, Office of the Defence, defence teams, Victims participating in the proceedings and other services of the Registry as required; Is responsible for courtroom management and representation of the Registrar in Court; Oversees the drafting of Registry submissions, Court Minutes and other papers by the Court Officers; In charge of drafting and disseminating judicial calendar; Performs other duties as may be assigned by the Chief of Section.

COMPETENCIES:

- **Professionalism** – Knowledge of different aspects of court management, including the administration of electronic court records (electronic court filings and exhibits), and judicial

cooperation. Ability to address a range of issues in the context of administration of court hearings, filing of submissions before the court, implementation of judicial decisions and orders and other areas, requests for assistance, judicial cooperation. Ability to assist the Chief in providing advice on a variety of high profile and sensitive challenges arising in section. Ability to assess potential issues that may affect the work of the court, develop appropriate strategies and supervise their implementation. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter and is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations.

- **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 and 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.
- **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.
- **Leadership** - Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions.
- **Managing Performance** - Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines.
- **Building Trust** – Provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency.

QUALIFICATIONS:

- **Education:** University degree in law.
- **Work Experience:** At least 9 years of progressively responsible experience in law at both national and international level. Possession of an advanced university degree in a relevant field may be considered in substitution of years of experience. Knowledge of courtroom proceedings in both a national legal jurisdiction and an international legal system is an asset. It is essential that the incumbent possess managerial/supervisory skills or experience.
- **Languages:** Arabic, English and French are the official languages of the Special Tribunal for Lebanon. For this post, proficiency in oral and written English is required. Knowledge of French will be considered as a strong asset. Knowledge of Arabic is an advantage.

HOW TO APPLY

1. **ALL APPLICANTS** are requested to complete a Special Tribunal Personal History Form available at the Website: <http://www.stl-tsl.org>
2. **ALL APPLICATIONS** should be submitted by the deadline via email to: stl-recruitment@un.org

It is not necessary at this stage to send copies of qualifications, previous employment contracts, entire publications, etc.

Only applicants who are under serious consideration will be contacted. The Tribunal is not in a position to respond to queries regarding information on the status of vacancies or unsolicited open applications.