

Job Title: Registrar (ASG)

13121 | Registry



Vacancy announcement number:	13121
Deadline for Applications:	28/06/2017
Organisational Unit:	Registry
Duty Station:	The Hague, the Netherlands
Type of Appointment:	Fixed-term appointment
Post Number:	E-9466
Minimum Net Annual Salary :	€156,987.00
Contract Duration:	Five years, eligible for re-election once.

Special Notice:

Application Procedures are outlined in details at the end of this vacancy announcement. Applicants are kindly requested to comply with the procedures when submitting an application.

THE ORGANISATION

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.

The ICC is an independent international organisation, and is not part of the United Nations system. Its seat is at The Hague in The Netherlands.

With a budget of over 140 million euro in 2017 and approximately 900 staff based in The Hague and at various field locations around the world, the ICC offers a challenging environment for senior executive level managers.

The ICC is seeking applications from qualified candidates for the position of Registrar.

THE REGISTRAR

The Registrar, head of the Registry, is the principal administrative officer of the Court. He or she is responsible for the non-judicial aspects of the administration and servicing of the ICC. The Registrar, who shall serve on a full time basis, is elected by the plenary of the judges of the Court, taking into account any recommendation of the Assembly of States Parties (Art. 43.4 of the Rome Statute). He or she shall serve a five year term, eligible for re-election once for the same period. The current term of the Registrar expires in April 2018.

DUTIES AND RESPONSIBILITIES

In accordance with the Rome Statute, the Registrar exercises his or her functions under the authority of the President of the Court (Art. 43.2 of the Rome Statute). A substantial component of the work of the incoming Registrar will be related to the efficient management of the Court, including the review of its existing policies and procedures and the implementation of improved working processes.

To be successful in the role, the Registrar will require significant senior leadership experience and a demonstrated ability to deliver results in a diverse range of areas that include the following:

- **Administration**

Maximising the Court's ability to effectively manage its human resources by establishing a framework for measuring and improving staff engagement and leadership practices.

Ensuring that the Financial Regulations and Rules of the Court are administered in a coherent manner.

Developing and maintaining efficient and transparent budget planning and budget tracking processes that support efficient and effective implementation of the Court's mandate.

Managing all administrative areas, such as procurement, facilities management, and logistics.

Being responsible for the security and safety of the Court.

Consulting and coordinating with the Office of the Prosecutor (OTP) on matters of mutual concern.

- **Court Services**

Overseeing design, efficient delivery and quality of services in areas that include the management of judicial records; ensuring the smooth and efficient operation of court proceedings; and providing language services.

Discharging the statutory duties in relation to the defence, including assisting arrested and accused persons in obtaining legal advice and the assistance of legal counsel; providing support, assistance and information to defence counsel; liaising and cooperating with the ICC Bar Association, as well as national and international defence and bar associations as appropriate; and establishing and maintaining a system for the assignment of legal assistance and legal aid.

Being responsible for the management of the detention centre, including security and order.

Discharging statutory duties in relation to victims participation and reparation.

Being responsible for information management services.

- **External Operations**

Managing the field offices and promoting understanding of the mandate and competences of the Court through public information and outreach.

Seeking and ensuring judicial cooperation for the enforcement of judicial decisions (such as warrants of arrest, summonses to appear, requests for freezing of assets or other forms of cooperation) and serving as the channel of communication of the Court.

Providing services to victims and witnesses in accordance with the statutory texts, including ensuring their protection and security, assisting them in obtaining legal advice, organizing their legal representation and facilitating their participation in the proceedings.

- **Reporting to and liaising with the Assembly of States Parties, its subsidiary bodies and other relevant stakeholders, in particular the host State**

Maintaining and developing structured and effective dialogue between States Parties and the Court by informing the Assembly of States Parties and its committees on the performance of the Court while preserving its judicial independence. This includes open and transparent reporting in the areas of human, financial and physical resources management, field operations, the Court's budget and security and safety, as well as discussing with the host State all relevant organisational and administrative matters of common concern.

ESSENTIAL QUALIFICATIONS

The successful candidate will have to demonstrate that he or she possesses the following competencies and skills to the highest standard:

Professionalism – knowledge and experience in management and business administration, including competence in and adherence to the relevant standards of conduct and experience in identification and implementation of best practices; strong conceptual and analytical skills, with the ability to identify problems and propose solutions; conscientious efficiency in honouring commitments, meeting deadlines and achieving results.

Financial competencies – established financial and budgetary competencies (as demonstrated by previous experience in efficient management of public funds), in light of the fact that the funds of the Court are provided by States Parties.

Strategic awareness - ability to identify strategic issues, opportunities and risks and to generate and communicate broad and compelling organisational and strategic direction and objectives to all stakeholders; ability to identify challenges (in particular, those arising from and related to the specific nature of the Court) and respond effectively thereto; demonstrable ability to provide strategic direction.

Leadership – proven and demonstrable track record of excellent management and technical leadership skills; ability to deal effectively with sensitive and contentious matters under pressure; proven ability to develop clear goals that are consistent with the agreed strategies and to establish good relationships and build team spirit with staff of the Court and a broad range of people.

Planning and Organizing – excellence in successful planning with strong managerial skills; proven ability to plan and establish priorities and to ensure effective work structure to maximize efficiency and effectiveness and to achieve goals.

Judgement/decision making – mature judgement and initiative, imagination and resourcefulness, energy and tact; proven ability to identify key issues in complex situations and to take adequate decisions being aware of the impact on others and on the Court.

Communication - excellent oral and written communication and negotiation skills with proven ability to establish and maintain effective interpersonal relationship in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Information Technology – an understanding of the challenges and opportunities of a coherent Information management strategy combined with an appreciation of the technologies involved.

EDUCATION

Advanced university degree (Master's degree or equivalent) in law, economic sciences, public or business administration or related areas. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

EXPERIENCE

At least 15 years of documented progressively responsible managerial experience, whether at a national or international, private or public level, preferably but not necessarily, in judicial institutions and bodies. A proven track record of efficient management of public funds, whether at the national or international level, would be desirable.

LANGUAGES

The candidate shall have an excellent knowledge of and be fluent in at least English or French, the two working languages of the ICC. A working knowledge of the other language is considered an asset. Knowledge of another official language of the Court (Arabic, Chinese, Russian, Spanish) would be considered an added advantage and asset.

APPLICATION PROCEDURES

Applicants are requested to submit their application through the ICC eRecruitment system before the closing date of the vacancy announcement.

As part of the application process for this position, additional documents will be required in addition to the on-line application process which must be completed via the ICC eRecruitment system.

Upon completion of the on-line application through the ICC eRecruitment system, applicants will receive an email message from ICC Recruitment providing a link and instructions on how to submit the below listed documents:

1. **Curriculum Vitae (4 pages maximum, in Word format)**
2. **Summary of relevant experience (1 page maximum, in Word format)**
3. **Letters of reference from a supervisor, a peer and a supervisee (one (1) letter from each).**

Please note that items 1 and 2 above should be based solely on the information provided in the online application completed using the ICC eRecruitment system.

Please also note that items 1 and 2 above may be circulated to the Assembly of State Parties of the International Criminal Court and may be published on the Court's website. Item 3 is for the consideration of the judges only and will not be circulated further.

An application may not be considered if these additional documents are not received by the closing date of the vacancy announcement.

Should there be any assistance required, applicants may contact the ICC Recruitment team via Recruitment@icc-cpi.int

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;
- 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.