



Job Title and Level:	Case Manager (P-1)
Vacancy Announcement No:	5018EE-PO
Deadline for Applications:	16.04.2015
Organizational Unit :	Prosecution Division, Office of the Prosecutor
Duty Station :	The Hague
Type of Appointment:	
Post number :	
Minimum Net Annual Salary (Single Rate) (EURO) :	€ 45,393

Contract Duration

A roster of suitable candidates will be established for this particular profile as a result of this selection process for both fixed-term established and general temporary assistance posts.

Duties & Responsibilities

- (a) Administrative management of prosecution cases, including filing of Court documents, maintaining prosecution's Court files, preparing and finalising exhibits for display in Court, liaison with Court technicians and effective and efficient presentation of exhibits in Court;
- (b) Disclosure of exhibits to Defence and (Pre-) Trial Chambers, including tracking, collating and indexing of disclosure materials and maintaining disclosure logs;
- (c) Maintaining the case calendar;
- (d) Assistance to Trial Lawyers, including assisting in the identification and retrieval of information relevant to the case and maintaining appropriate electronic and physical systems for the organisation of information and evidence;
- (e) Performing other tasks as instructed by the Senior Trial Lawyers or Trial Lawyers.

Essential Qualifications

- (a) Degree from a recognised university,
- (b) Practical experience working in litigation support, case management and/or legal secretarial support would be desirable;
- (c) Demonstrated experience with the management of electronic and physical evidence presentation and filing systems. Advanced practical experience with any of LiveNote, Ringtail or CaseMap, data warehousing systems or other advanced content management systems is highly desirable;
- (d) Exceptional analytical, planning and organisation skills;
- (e) High degree of initiative, flexibility and adaptability;
- (f) Ability to work in a non-discriminatory manner, with respect for diversity;
- (g) 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 highly desirable. Knowledge of another official language of the Court would be considered an asset. (Arabic, Chinese, Russian, Spanish)

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.