Special Court for Sierra Leone

The Special Court for Sierra Leone is not a United Nations body. It is an international organization in its own right created by an agreement between the United Nations and the Government of Sierra Leone.

Vacancy Announcement *External/ Internal*

VACANCY ANNOUNCEMENT NUMBER	**SCSL-2012-006**
DEADLINE FOR APPLICATIONS	**3 OCTOBER 2012**
POST TITLE AND LEVEL	**LEGAL ADMINISTRATOR, P-2**
POST NUMBER	**(TO BE DETERMINED)**
DUTY STATION	**THE HAGUE, THE NETHERLANDS**
ORGANIZATIONAL UNIT	**APPEALS CHAMBERS** **SPECIAL COURT FOR SIERRA LEONE**
ANNUAL NET SALARY	**US$43,662.00**
PLUS ANNUAL POST ADJUSTMENT (47%)*	**US$1,710.10 per month (for August 2012)**
PLUS ANNUAL RECRUITMENT ALLOWANCE	**US$3,056.00 For staff members without dependents, or** **US$8,662.00 For staff members with dependents)**

***(Post Adjustment subject to monthly change)**

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Senior Legal Officer, the incumbent provides legal administrative support and carries out the following functions:

1. Legal Administration

- Produce background documents to legal issues being examined by the Appeals Chamber;
- Produce drafts and final documents from handwritten, typewritten, voice-recording and dictation sources;
- Assist with pre-appeal issues by compiling and summarising information under the supervision of the legal officers;
- Assist in the analysis of trial documentation in preparation for the Appeals stage;
- Assist with the proof-reading, editing and formatting of legal documents for publication, including Orders, Decisions and Rules of Procedure and Evidence;
- Research, produce and compile materials, procedural papers and briefing files for the President's official trips such as Annual Conferences, official meetings with foreign representatives, etc.;
- Liaises with Court Management Section in submitting Appeals Chamber filings and ensuring accountability and accuracy of court records;
- Assist with the compilation of Chambers Reports;
- Draft memoranda and correspondence for internal and external purposes;
- Manage requests for information from other sections of the court and follows up on all matters requiring action;
- Maintain and update electronic and paper filing and archiving systems for legal documents;
- Undertake research of publications, issuances and reports of the Court, and collect and assemble such materials;
- Produce drafts and final documents from handwritten, typewritten, voice recording and dictation sources;
- Handle confidential documents, participate in confidential discussion and maintain the confidentiality of these matters is essential.

In accordance with Article 24 of the Statute of the Special Court for Sierra Leone, the working language will be English.

1. Both internal and external applicants are requested to send a detailed curriculum vitae including date of birth, nationality, educational qualifications, a summary of professional skills and/or expertise, a summary of relevant work experience, publications written and languages spoken, and to complete a Special Court Personal History Form available upon request from scsl-personnel@un.org, or at the Special Court website http://www.sc-sl.org/
2. All applications should be sent by mail to:

Chief of Personnel, Special Court for Sierra Leone, Jomo Kenyatta Road, Freetown, Sierra Leone
Email: scsl-personnel@un.org
By Fax: + 232 22 297204 or +39 0831 257204 or +1 917 367 2459

The SCSL Office at Hague is a non-family duty station.

PLEASE INDICATE THE VACANCY ANNOUNCEMENT NUMBER ON THE ENVELOPE OR THE FAX, AND ON THE APPLICATION.

Date of Issuance: 18 September 2012

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2. Administrative Tasks

- Performs tasks of the focal point for the logistical planning and coordination of the Court's plenary meetings and liaising with senior management and other personnel within the Court for security and logistical purposes;
- Supervises support staff with regard to filing systems, secretarial services, collection and assembling of materials for publications and reports of the Chambers;

3. Other

- Performs other related duties as assigned.

COMPETENCIES AND SKILLS:

Professionalism: Familiarity with legal terminology and preparation of legal documents. Ability to work effectively under pressure and strict deadlines; strong organisational skills and ability to coordinate the work of others. Good organisational skills essential.
Communication: Ability to communicate orally and in writing and must possess organizational and administrative skills.
Technology: Proven computer skills and excellent knowledge in windows applications.
Teamwork: Ability to establish and maintain effective working relations with persons of different cultures and backgrounds. Adaptable and amiable manner essential, capable of obtaining and maintaining the absolute trust and confidence of Judges.

EDUCATION/QUALIFICATIONS:

University Degree in relevant area in law or international studies with specialisation in human rights or criminal international or humanitarian law. In the absence of a university degree, extensive experience in legal environment may be considered.
A minimum of two (2) years experience in a Trial or Appeals Chambers in an international court with emphasis on legal analysis, research, and writing. Experience in international criminal law and/or humanitarian and/or human rights studies desirable.

LANGUAGES:

Excellent knowledge of English.

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