

Posting Title : Senior Rule of Law Officer, P5, P5  
Job Code Title : SENIOR RULE OF LAW OFFICER  
Department/ Office : Executive Office of the Secretary-General  
Location : NEW YORK  
Posting Period : 30 December 2016-20 January 2017  
Job Opening number : 16-ROL-EOSG-72333-R-NEW YORK  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Special Notice**

In keeping with the Secretary-General's emphasis on mobility, candidates who have served with Offices Away from Headquarters, Regional Economic Commissions, Field Operations or Agencies, Funds and Programmes are encouraged to apply. Secretariat staff members selected for a position in the Executive Office of the Secretary-General (EOSG) will retain their current contractual status and they will not retain their right of return to their current post. Those with current appointments limited to a specific Department, Office or Mission and will be given similar appointments limited to service in the EOSG. Likewise, external candidates who are selected will be given appointments limited to service in the EOSG. Staff members are reminded of the provisions contained in ST/SGB/2016/8 ("Placement of staff members serving in the Executive Office of the Secretary-General"), and if covered within the scope of that bulletin, may be placed laterally to any vacant position in any organizational unit or duty station.

### **Org .Setting And Reporting**

The position is located in the Rule of Law Unit (RoLU), which is part of the Strategic Coordination Team (SCT) of the (EOSG). The Senior Rule of Law Officer (SRuLO) reports to the Chief of the Rule of Law Unit.

### **Responsibilities**

Within delegated authority, the SRuLO will be responsible for the following:

- Supports the Chief of the Rule of Law Unit in the development of system-wide strategies, policy direction and guidance for the Organization's activities in promoting the rule of law and maintaining a repository of such material;
- Assists the Chief of the Rule of Law Unit in supporting the UN leadership in their function of Chair the UN Rule of Law Coordination and Resource Group,

mandated to ensure strategic direction, overall coordination and coherence of, and messaging on the UN's rule of law work;•Supports the Chief of the Rule of Law Unit in preparing the Annual Report of the Secretary-General on Strengthening and Coordinating United Nations Rule of Law Activities; •Prepares reports, background papers, talking points and correspondences of concern to the EOSG, the General Assembly, the Security Council and other bodies as appropriate as related to the rule of law;•Actively contributes to the formulation of the Team's overall strategies, policies, programme of work and planning processes;•Participates in the training of staff of the Rule of Law Unit and other related sections; fosters teamwork and communication among staff in the Rule of Law Unit and across organizational boundaries; •Perform other related duties as requested by the EOSG.

## **Competencies**

**Professionalism:** Knowledge of the substantive role of the UN on the rule of law in general and of UN interventions on specific areas/themes related to the rule of law in particular. Shows ability to produce reports and papers on substantive issues and to coordinate, review and edit the work of others. Shows ability to apply UN rules, regulations, policies and guidelines in work situations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.**Planning & 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.**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.**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; has no hidden agenda; places confidences in colleagues, staff members and clients; gives proper credit to theirs; follows through on agreed upon actions; treats sensitive or confidential information appropriately.**Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

## **Education**

Advanced university degree (Master's degree or equivalent degree) in public administration, international relations, law, social or political science, or related areas is required. A first-level university degree in the above specializations, in combination with two additional years of qualifying experience, may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of ten years of progressively responsible experience in legal affairs, human rights, political analysis, international relations, peace and security or conflict prevention is required. A minimum of five years of field experience obtained outside of the applicant's country of nationality in a transitional, developmental, conflict or post-conflict setting is required. Five years of work experience working on the topic of rule of law and transitional justice in conflict and post-conflict societies is required. Experience preparing reports, background papers, talking points, and correspondences on rule of law for senior management is required. Five years of experience as a practising lawyer, prosecutor, judge, legal academic, or legal officer, consultant or advisor is desirable. Experience in diplomacy and international or foreign relations is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

### **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment. Applicants are urged to follow carefully all instructions available in the online recruitment platform, [inspira](#). For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the [inspira](#) account-holder homepage. The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and

Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills, according to the instructions provided on inspira. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.