



Job Title and Level:	Chef de Cabinet (P-5)
Vacancy Announcement No:	2032EE-PR
Deadline for Applications:	16.09.2012
Organizational Unit :	Presidency
Duty Station :	The Hague
Type of Appointment:	Established Post
Post number :	ICC-1100-E-P-5-2082
Minimum Net Annual Salary (Single Rate) (EURO) :	€ 94,639

Contract Duration

One year with the possibility of extension (six months probationary period).

Entry on duty date is to be determined.

Duties & Responsibilities

The Presidency of the ICC, composed of the President and two Vice-Presidents, is responsible for ensuring the proper administration of the Court by means of managerial oversight, coordination and cooperation; overseeing and supporting the fair, open and effective conduct of judicial proceedings; fulfilling the specific judicial functions of the Presidency; and broadening global understanding of and support for the work of the ICC by representing the Court in the international arena.

Under the direct supervision of the President, the main objectives of the Chef de Cabinet are:

- to lead and manage the office of the President which also supports the work of the Presidency as a whole;
- to advise the President and Presidency on all relevant matters including managerial oversight, administration of the judiciary and external representation of the Court;
- to coordinate with the other organs of the Court on matters of common concern;
- to represent the President, Presidency or judiciary as required in the international arena, for example in discussions with States Parties, non-States Parties, intergovernmental or non-governmental organisations.

Essential Qualifications

- Advanced or first level university degree in law.
- Extensive knowledge and practical experience of international law and international diplomacy.
- Minimum of ten years of progressively responsible professional experience (twelve years with a first level university degree), including at least five years at the international level.
- Demonstrated intellectual leadership and ability to integrate knowledge and experience with broader strategic, policy and operational objectives.
- Proven managerial and administrative competence including budgetary, financial and human resources issues.



- Proven strategic planning and organisational skills and ability to coordinate the work of teams and individuals, ensuring the quality and timeliness of outputs.
- Creative thinking, independent judgement and discretion in handling major issues.
- Highly developed negotiating skills and ability to persuade and influence others to reach agreement.
- Excellent interpersonal and communication skills (spoken, written and presentational) including ability to defend difficult positions.
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity.

Knowledge of languages

Fluency in one of the working languages of the Court (English or French) and good working knowledge of the other is essential. Fluency in both is highly desirable. Knowledge of another official language of the Court would be considered an asset (Arabic, Chinese, Russian, Spanish).

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;
- 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 International Criminal Court is a member organization of the Inter-Organization Mobility Accord and is interested in secondment of staff from organizations of the United Nations Common System.