

**Assembly of States Parties**Distr.: General
30 October 2013

Original: English

Twelfth session

The Hague, 20-28 November 2013

Refined report of the Court on Junior Professional Officer programme***I. Introduction**

1. The introduction of a Junior Professional Officer (“JPO”) programme was first proposed by the Court in its report on human resources management presented in 2009.¹ It was also mentioned in the budget proposal for 2010.² At its thirteenth session, the Committee on Budget and Finance (“the Committee”) noted that such practices might result in an unfair advantage for young professionals, who may be fast-tracked in recruitment exercises, thereby affecting the regional balance within the institution.³ Furthermore, the Committee recalled that the Assembly of States Parties (“the Assembly”) had adopted clear guidelines for the selection and engagement of gratis personnel and, if the Court were to insist on proposing new modalities for hiring personnel, a report thereon should be submitted for the Committee’s consideration.⁴

2. At the fourteenth session of the Committee in May 2010, the Court provided background information concerning JPOs and concluded that, having carefully examined the UN common system’s experience with JPO programmes, the Court would be in a position to avoid the Committee’s concerns expressed at its thirteenth session.⁵ The Court informed the Committee that representatives of States Parties had enquired on a number of occasions when the Court would establish its own JPO programme, and stated that it intended to establish its JPO programme for an initial period of five years, starting in 2011.

3. In its report on the work of its fourteenth session, the Committee generally welcomed the Court’s intention to establish a JPO programme and pointed out that, in the view of the Committee, the guidelines on the use of gratis personnel would not appear to be applicable to JPOs. The Committee recommended that the Court develop a special proposal on the JPO programme, including new guidelines to be submitted to the Committee at its sixteenth session, and emphasized that the implementation of the JPO programme should not in any way have a negative effect on the geographical representation of regular professional posts.⁶

4. At the sixteenth session of the Committee in April 2011, the Court submitted a proposal for the establishment of a JPO programme to commence in 2012, and sought the Committee’s guidance with respect to commencement of the implementation activities,

* Previously issued as CBF/21/3.

¹ ICC-ASP/8/8, *Report of the Court on human resources management*, para. 17.

² *Official Records of the Assembly of States Parties to the Rome Statute of the International Criminal Court, Eighth session, The Hague, 18 - 26 November 2009* (ICC-ASP/8/20), vol. II., part A, para. 38.

³ *Official Records ... Eighth session ... 2009* (ICC-ASP/8/20), vol. II., part B.2, para. 63.

⁴ *Idem*.

⁵ ICC-ASP/9/8, *Report of the Court on human resources management*, paras. 27 - 31.

⁶ *Official Records ... Ninth session... 2010* (ICC-ASP/9/20), vol. II, part B.1., paras. 58 - 60.

bearing in mind that the arrival of the first JPOs would be subject to the Assembly's approval of the programme and the timely allocation of funding in the sponsoring countries' respective national budgets.⁷ The Court emphasized that JPOs did not have an impact on geographical representation.

5. In its report on the work of its sixteenth session, the Committee took note of the Court's proposal for establishing a JPO programme and recommended that the Court refine its proposal to ensure all costs associated with a JPO programme were identified.⁸ The Committee further recommended that the Court identify concrete areas where the work of JPOs would be a contribution for the Court and that the Court consider the number of JPOs per year that could be accommodated, the costs of additional workstations, as well as the costs for administering the programme, which should be fully recovered from the sponsoring countries.

6. At the eighteenth session of the Committee in April 2012, the Court confirmed that the costs for administering a JPO programme, including the costs of additional workstations, would be fully recoverable from the sponsoring countries, through overhead charges.⁹ The Court informed the Committee that it would be able to accommodate at least 10 JPOs at any given time in many functional areas of the Court.

7. In its report on the work of its eighteenth session, the Committee invited the Court to provide a transparent policy applied inside the Court and to present confirmation that the financial policy of other organizations would be applied in full to the JPO programme for final consideration by the Committee during its nineteenth session.¹⁰

8. At the nineteenth session of the Committee, the Court presented a further report on the proposed JPO programme.¹¹ In its report on the work of its nineteenth session, the Committee invited the Court to present a concrete and comprehensive proposal with regard to the establishment of the JPO programme.¹²

9. At the twentieth session of the Committee, the Court presented a comprehensive proposal.¹³ The Committee considered the proposal and welcomed the development of the Guidelines, the JPO request form and a sample Memorandum of Understanding between the Court and a donor country. The Committee recommended that the Court proceed, on a provisional basis to take the next steps [...], with the condition that the Court presents a refined proposal for final consideration by the Committee during its 21st session, in line with the following recommendations:

(a) Ensure that the introduction of the programme would not impact on geographical representation and or gender balance by:

1. Including the approved GTA positions, in addition to established posts, when the Guidelines and other related documents refer to the prohibition of occupancy of the Court's basic functions normally conducted by staff;

2. Including the approved GTA positions, in addition to established posts, when the Guidelines and other related documents refer to the consideration of application for jobs in the Court following a JPO assignment, as any other external candidate in accordance with the recruitment guidelines and the terms of reference for the Selection Review Board; and

3. Adding the aspect of improving the geographical representation of non-represented and under-represented States Parties in the Guidelines and other related documents.¹⁴

⁷ ICC-ASP/10/9, *Report of the Court on human resources management*, paras. 30 – 40.

⁸ *Official Records ... Tenth session... 2011* (ICC-ASP/10/20), vol. II, part B.1., para. 64.

⁹ ICC-ASP/11/7, *Report of the Court on human resources management*, paras. 47 - 54.

¹⁰ ICC-ASP/11/5, *Report of the Committee on Budget and Finance on the work of its eighteenth session*, para. 54.

¹¹ CBF/19/16, *Report of the Court on Junior Professional Officers*.

¹² *Official Records ... Eleventh session ... 2012* (ICC-ASP/11/20), vol. II, part B. 2, para. 57.

¹³ CBF/20/6, *Report of the Court on Junior Professional Officers*.

¹⁴ ICC-ASP/12/5, para 80.

- (b) Ensure that all costs associated with the Programme are identified and fully recovered from the sponsor countries by:
1. Including specific clauses in the MOU between the Court and the donor country in this regard;
 2. Including a clear process of payment in the Guidelines and MOU; and
 3. Developing a provisional calculation of recovery of identifiable administrative overhead costs.
10. The present report includes the requested refinements. In all other respects, the text of the report remains the same as that of CBF/20/6.

II. Proposal for the JPO programme

11. In support of its proposal for the establishment of a JPO programme, the Court submits the following:
- (a) Guidelines for the Junior Professional Officer (JPO) programme of the International Criminal Court, including the template for requesting a JPO (annex I);
 - (b) JPO Request form (annex II); and
 - (c) A sample bilateral Memorandum of Understanding between the Court and a donor country (annex III).
12. The Guidelines describe in detail every aspect of management of the JPO programme, from initial identification of the need for and requesting a JPO, the selection and recruitment process, appointment and contractual modalities and the administration, supervision and training of JPOs. It also includes a section on financial management.
13. The Court wishes to advise the Committee that its earlier estimate of a minimum of 10 JPOs who could be accommodated at any given time can be revised upwards to at least 20 JPOs. This is also due to the reduction in the number of interns serving with the Court.

III. Next steps

14. A number of potential donor countries have approached the Court and expressed their wish that it commence its JPO programme in 2014. In principle, the Court stands ready to do so. However, before the programme is put into operation, the following is required:
- (a) Memoranda of Understanding need to be negotiated between the Court and interested sponsors;
 - (b) Interested sponsors need to include provisions for funding JPOs in their budgets for 2014. This would probably need to be done in the spring/summer of 2013; and
 - (c) The Court needs an indication of how many JPOs it could expect from participating countries in order to finalize the identification of JPO posts and specific job descriptions for circulation to interested sponsoring countries as described in the Guidelines.
15. Given that the Assembly, which needs to approve the JPO programme for the Court, meets only at the end of 2013, introducing the JPO Programme in 2014 would appear unrealistic, unless the Court were to be authorized to proceed with the above steps prior to the Assembly. The Court requests the guidance and advice of the Committee in this regard.

Annex I

(Draft) Guidelines for the Junior Professional Officer programme

Outline of Guidelines for the Junior Professional Officer programme of the International Criminal Court

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Guidelines for the Junior Professional Officer programme of the International Criminal Court

I. General

A. Introduction

1. The Junior Professional Officer (JPO) programme evolved from the concept of Associate Experts, young professionals providing technical support in various United Nations (UN) Agencies since the early 1950s. JPOs are recruited under bilateral agreements between the UN and sponsoring countries for development projects, technical cooperation and humanitarian work within the UN's wide field of competence. Similar types of programme are also run in international organizations outside the United Nations system, e.g. the Asian Development Bank, the International Monetary Fund, the World Bank and the European Union. JPOs are generally nationals of sponsoring countries, however, some donor countries agree to finance nationals of developing countries.

2. Candidates are young professionals, usually with an academic degree and limited professional experience. Under the Court's JPO programme, candidates are required to have an advanced university degree with a minimum of two years of relevant professional experience, or a minimum of four years of relevant professional experience with a first level university degree.

3. In view of the Court's core mandate, the emphasis lies on legal positions, however, other areas within the Court are also being considered, such as work with victims and witnesses, court services, investigations and general administration.

B. Purpose of the Programme

4. JPOs are sponsored by their respective governments to acquire hands-on experience in international cooperation activities under the close direction/supervision of senior Court officials.

5. The programme also provides JPOs with a unique personal and cultural experience. For the Court, the programme is particularly valuable because it can respond to changing needs in terms of staff and priorities as it offers on-the-job training opportunities to young professionals and expands the pool of potential future talent for the Court as well as for the national administration.

6. JPOs participating in the programme should note that there is no expectation of conversion to or engagement in a position funded by the programme budget in the Court on expiry of the period of the JPO assignment. This relates to both established posts and posts funded from GTA.

C. Agreements between the Court and Sponsoring Governments

7. JPOs are recruited under agreements between the Court and participating governments. The terms of appointment are agreed on the basis of a Memorandum of Understanding (MOU) signed by the Court and the sponsoring government confirming, *inter alia*, the sponsoring government's commitment to cover all related costs. JPOs do not occupy established posts or positions funded from GTA, and they do not impact on geographical representation and/or gender balance.

D. Administration of the Court's JPO programme

8. The Human Resources (HR) Section Staffing Unit manages the JPO agreements with all sponsoring governments.

9. Clarifications on these guidelines and any additional information on the JPO Programme should be requested from the:

Head, Staffing Unit
Human Resources Section
Common Administrative Services Division
International Criminal Court
Maanweg 174
NL 2516 AB The Hague
The Netherlands

Telephone: TBD
Facsimile: TBD
Email: TBD

II. Establishment of JPO posts

A. Principles

10. The number of posts that may be created for JPOs is contingent on the willingness of sponsoring governments to finance them, and the ability of the Court's offices to support and supervise them.

11. Requests for the establishment of JPO posts are accepted only from those offices that submit a plan to provide the JPOs with proper training, orientation, supervision and logistic support throughout their entire assignment. Future approval of JPOs in those offices is contingent on the offices' capacity and commitment to fulfill the requirements of the Programme.

B. Creation of JPO posts

12. When the Court offices have identified the need for a JPO post, a request to create such a post must be submitted. It should be noted that the JPO programme is independent from, and the JPO posts are additional to, the posts financed by the Court's regular budget. The request must be approved by the Prosecutor or the Registrar as appropriate.

13. A request to create a JPO post must be accompanied by:

- (a) A duly completed form "Justification for a new JPO post";
- (b) An updated organigram showing the JPO position;
- (c) Learning objectives; and
- (d) A copy of the job description for the JPO assignment.

14. The job descriptions for JPO posts are classified and approved by the HR Section.

15. Generally, JPOs carry out functions at P-2 level, although in some cases sponsoring governments are also willing to fund a P-3 JPO position.

C. Funding of JPO posts

16. JPO posts are included in an annual JPO post compendium which is prepared by the HR Section, and circulated among the different sponsoring countries. A final decision on sponsorship and funding of posts is communicated by the sponsoring country directly to the HR Section.

D. Cost of a JPO

17. The total cost of a JPO is estimated by the HR Section and will vary depending on the grade of the post, the duty station and the candidate's marital status. A sample cost estimate for a JPO (P-2, The Hague, with or without dependents) is included in annex IV.

III. Recruitment of JPOs

A. Minimum Requirements

18. Candidates for the JPO programme are selected following a highly competitive process. In order to be considered for the programme, candidates must:

- (a) usually be under 35 years of age;
- (b) hold an advanced university degree (Master's degree or equivalent) or a first level university degree in a field relevant to the work of the Court;
- (c) have a minimum of two years of relevant work experience with an advanced university degree or a minimum of four years with a first level university degree;
- (d) be proficient in one of the working languages of the Court, English or French; working knowledge of the other is desirable. Knowledge of another official language of the Court (Arabic, Chinese, Russian and Spanish) is considered an asset;
- (e) have excellent information technology skills, including word processing, database applications, presentation software and Internet;
- (f) be able to think strategically, to express ideas clearly, to work independently and in teams, to demonstrate a sense of self-assuredness combined with cultural and gender sensitivity; and
- (g) have a strong interest in the work of the Court, and a desire to work with people with different language, national and cultural backgrounds.

B. Recruitment and Selection Process

19. Lists of JPO vacancies are regularly submitted to participating governments, requesting them to select the posts they wish to sponsor through the assignment of a JPO. The sponsoring governments select the posts which are of interest to them in accordance with their budget, policies and priorities. Once a sponsoring government confirms its willingness to fund a specific JPO post, it then initiates its own recruitment search and pre-selection process.

20. Candidates must apply directly to their respective government's authorities. Direct applications to the Court from interested candidates will not be accepted.

21. The sponsoring government checks the candidates' academic qualifications and work experience, tests for languages, conducts interviews and obtains references. Upon completion of this process, the sponsoring government submits its nomination(s) to the Court. These nominations are evaluated by the Court (the supervisor of the JPO post and the HR focal point for the JPO programme). If more than one candidate is submitted by a sponsoring government for a specific post, a selection process will take place in accordance with the stipulations specified in the MOU with each sponsoring government. The final selection decision lies with the Court.

22. The selection of a JPO candidate will be approved by the Prosecutor or Registrar as appropriate.

23. Once a JPO candidate has been selected for a particular JPO post, the sponsoring government is informed accordingly and the appointment procedures are initiated as soon as the necessary funds are made available by the sponsoring government.

IV. Conditions of Appointment

A. Offers of Appointment

24. The grade on appointment is determined by the level of the post according to the *Guidelines for determination of grade and step on recruitment and selection in the professional and higher and general services categories*. This takes into account the nature

of the work as well as the high level of qualifications demanded from JPO candidates, including relevant work experience.

25. JPO assignments are normally for two years. JPOs are offered initial fixed-term appointments for one year. Subject to fully satisfactory performance and the agreement of the sponsoring government, such appointments can be extended for a second year.

Under special circumstances, an additional one-year extension may be considered by the sponsoring government.

26. Subject to fully satisfactory performance, JPOs are awarded within-grade increments in accordance with the Staff Rules and Staff Regulations of the International Criminal Court.

B. Medical Clearance

27. The offer of appointment is subject to medical clearance granted by the Court's Medical Officer. After validation of the medical report based on a full medical examination and tests, the Medical Officer shall transmit the clearance to the HR Section. Under no circumstances shall a selected candidate take up duties before receipt by the HR Section of the required medical clearance.

C. Security Vetting

28. The offer of appointment is subject to security clearance granted by the Security and Safety Section. The offer of appointment is issued upon successful completion of a pre-employment personnel security vetting process.

D. Visa

29. The Court arranges visas (if applicable) and provides official travel documents (i.e. United Nations Laissez-Passer) for JPOs to work on their respective assignments.

V. Conditions of service

A. Contractual Status

30. JPOs will be staff members of the Court under fixed-term appointments for the duration of their assignment and in accordance with the Staff Rules and Staff Regulations of the International Criminal Court.

31. JPOs are administered by the HR Section.

B. Entitlements and Benefits

32. Before joining the Court, JPOs will be informed by the HR Section of their entitlements and benefits.

C. Participation in the Pension Fund

33. A JPO participates in the United Nations Joint Staff Pension Fund (UNJSPF), save as otherwise indicated in the MOU between the sponsoring government and the Court. The purpose of the participation in the UNJSPF is not merely with a view to accumulating retirement benefits, but also to provide the JPO with insurance against temporary or permanent disability and, in the case of death, to provide his or her dependants with the allowances stipulated in the UNJSPF rules and regulations in the case of death of a participant. Detailed information about the UNJSPF is available at www.unjspf.org.

D. Disciplinary Measures

34. JPOs are governed by the same disciplinary measures and procedures applicable to all staff members of the Court.

E. Separation from Service

35. The administration of a JPO's end of assignment will be handled in accordance with the provisions applicable for internationally recruited staff on separation from service.

36. JPOs should have a debriefing/discussion with their respective supervisors and the JPO focal point in the HR Section in order to evaluate the programme and their experience as JPOs.

VI. Supervision, orientation and training

A. Supervision and performance evaluation

37. It is of utmost importance that JPOs receive quality supervision/coaching and performance feedback from the beginning of their assignment in order to develop professionally and to enhance their career opportunities. This should ensure their full integration, operational effectiveness and continued learning.

38. Every JPO will be assigned an immediate supervisor who will be required to guide and assist the young professional as necessary. A JPO's first level supervisor will normally be the first reporting officer as per the organigram of the office or the job description. The Head of the office would normally be the second level supervisor and ultimately be responsible for the JPO's supervision.

39. Supervisors need to regularly monitor the performance of JPOs. JPOs are appraised using the same performance appraisal system (PAS) as is used for other Court staff and are subject to the same timetable for performance monitoring and evaluation.

40. The objectives of the system are to define tasks aligned with the job description, share performance expectations and identify training and development objectives. The system stimulates discussions between the JPO and the supervisor with regard to duties, responsibilities and performance. Performance discussions are held systematically, and a performance evaluation report is completed at the end of the appraisal period.

41. If requested, and with the agreement of the JPO, a copy of the performance evaluation report may be shared with the sponsoring government for information and reference purposes.

B. Orientation

42. At the beginning of the assignment, JPOs participate in a specifically designed orientation process where they become familiar with the Court's operations and business culture so that they can integrate into their work teams smoothly and efficiently. They also receive orientation and briefing with regard to living conditions at the duty station.

43. The orientation/briefing programme should include, *inter alia*:

- (a) briefing on the Court's work programmes and structure;
- (b) briefing on the conduct and responsibilities of international civil servants;
- (c) substantive briefing on the area to which the JPO will be assigned;
- (d) briefing on the living conditions in the Netherlands; and
- (e) briefing on the JPO programme's general procedures, administrative arrangements and entitlements.

C. Training

44. Most sponsoring governments foresee a yearly training budget that can be used for learning activities for professional development purposes. At the beginning of the assignment, JPOs should discuss with their direct supervisors their background and expertise in relation to the duties listed in the job description in order to identify training needs. Based on this discussion, a training plan outlining specific training goals and the methods by which to achieve them should be prepared. This should be reflected in the performance appraisal form.

45. Up to ten days of study leave per year may be granted by the supervisor to attend those training activities.

VII. Financial management

46. In accordance with the MOU between the Court and the sponsoring government on the JPO Programme, the respective sponsoring government shall provide the Court with the funds necessary to enable it to meet the costs of the recruitment, appointment and administration of JPOs.

47. The Court prepares and forwards cost estimates for the duration of the assignment of each JPO to the sponsoring government when the candidate's Offer of Appointment is issued. The cost estimates reflect the costs of a one-year appointment, and are forwarded to the sponsoring government with a request for payment. A sample costing sheet is attached in annex IV.

48. Payments of the estimated amount for the first, second and third year respectively shall be made to the Court by the sponsoring government within one month of the date that a candidate has been accepted by the Court, the Offer of Appointment has been accepted by the candidate, a tentative entry-on-duty date has been established, and the sponsoring government has been so notified by the Court. Amended payment schedules may be specified, at the request of the sponsoring government in the MOU. However, the Court will not issue a Letter of Appointment unless the funds have been received from the sponsoring government.

49. For extensions beyond the first year, the Court will forward new cost estimates to the respective sponsoring government. Upon receipt of the cost estimates the sponsoring government will transfer the relevant funds in accordance with the payment schedule agreed upon in the MOU.

50. The Court is committed to administering the accounts for the funds in accordance with its Financial Rules and Regulations and other applicable rules, procedures and practices. The funds are subject to internal and external auditing procedures in accordance with applicable Rules and Regulations of the Court.

51. The standard administrative overhead applied by participating organisations for the JPO programme is 12 per cent of annual expenditures. The overhead costs will cover all expenses of the Court for work-space, computer equipment, telephone, medical services, and similar administrative costs. They also include coverage for staff costs that the Court will incur to run and administer the JPO programme (e.g. programme managers' time, recruitment, staff administration).

VIII. Subsequent employment of former JPOs

52. In some organizations that employ JPOs, the latter are considered "internal" candidates for the purpose of applying for subsequent appointments on established or temporary positions. In other organizations, they are considered "external" candidates. As the Court's vacancies are advertised for both internal and external candidates at the same time, this distinction is not required in the Court. Rather, former JPOs who would like to apply for either established posts or positions funded from GTA following their JPO assignment will be given the same consideration as any other candidate through a competitive selection process in accordance with the Court's recruitment guidelines.

53. In accordance with its usual practice, the Court undertakes all recruitments giving the highest consideration to the need to improve geographical representation of non- and under-represented States Parties. This approach will also be followed whenever former JPOs apply for positions.

54. The Court notes that some international organizations require a break-in-service period between the end of a JPO assignment and the start of the former JPO's new appointment, while others do not insist on this. The Court takes the view that it is more cost-efficient to follow the latter approach. In such case, the JPO and any dependant(s) will be granted travel back to his or her home country (paid by the sponsoring country) and travel to return to The Hague (paid by the Court); relocation and installation expenses will not be paid again, as these were already paid at the start of the JPO assignment.

Annex II

Junior Professional Officer (JPO) Request Form

Please use the attached **Assignment and Candidate Profile** form to request a JPO for your office. Any abbreviations should be spelt out in full. The attached Assignment and Candidate Profile form should be specific and comprehensive and be no longer than three pages. The duly signed, completed original form, its scanned version as well as the Word version should be sent to:

Focal point on JPO programme
Staffing Unit/Human Resources Section
E-mail: applications@icc-cpi.int
Telephone: 070 515 8900

JPO requests will only be considered if the following are attached:

- an updated organigram showing the JPO position; and
- a job description.

Once the request has been submitted with all the necessary attachments and signatures, it will be made known to donors three times a year (mid-January, mid-May and early October):

The attached Assignment and Candidate Profile will be automatically removed from our records one year following its submission to HR Section. Should you still require a JPO after this time period has elapsed, you will need to re-submit the JPO request form.

The hiring Sections at the Court are kindly requested not to contact sponsoring governments directly about their JPO request.

Important points to note:

Submission of this form does not guarantee that a sponsoring government will express interest in funding a JPO for this opportunity.

Once a sponsoring government has expressed interest in funding a JPO, the recruitment process will begin. The recruitment timelines will vary and could take up to nine months.



Junior Professional Officer - Assignment and Candidate Profile Form		
PART I: INFORMATION ABOUT THE ASSIGNMENT		
Title (<i>Indicate functional title</i>)		Duty Station:
		[Select Duty Station]
Organ [<i>Organ</i>]	Section [<i>Indicate Section</i>]	
Objective of the ICC office:		
Assignment Summary: (Please give a summary of the assignment. This information will be sent to all donors to inform them about the assignment)		
Duties, Responsibilities and Output expectations (Please include percentages for each duty. Describe briefly the main tasks specific to this assignment and output expectations during the first and second year of assignment)		
Supervisor: (<i>Indicate name, title</i>)		
Name	Job Title	
PART II: CANDIDATE PROFILE		
Qualifications and Experience		
Education: (<i>Indicate Master's degree or equivalent in specified discipline, and desired emphasis, if applicable</i>)		
Minimum:	Desirable:	
Work experience: (<i>Indicate the desired work experience in key areas, at least two years</i>)		
Minimum:	Desirable:	
Skills required for the assignment: (<i>Indicate technical knowledge, professional/language skills</i>)		
Minimum:	Desirable:	
ICC competencies required for the assignment: (<i>Indicate ICC competencies relevant to the assignment</i>)		

Learning objectives of the JPO during this assignment

Upon completion of the assignment, the JPO will have / be able to ...

Achieving the learning objectives

	Learning Objectives	Training Components <i>(Indicate training / learning activities, based on which objective can be achieved)</i>	When? <i>(Indicate when the activity will take place)</i>
1.			
2.			
3.			
(...)			

The progress towards achieving the objectives will be evaluated annually by the JPO together with the first and second level supervisors. Achievement will be assessed against ICC's Performance Appraisal System (PAS).

Signature: _____ Signature: _____ Date: _____
First level supervisor **Section Chief/Division Director**

Annex III

Sample memorandum of understanding (hereafter referred to as MOU) between the International Criminal Court and the donor country concerning the provision of junior professional officers

Article 1

The Donor Country undertakes to provide Junior Professional Officers to support the activities of the International Criminal Court in accordance with the following principles:

(a) Junior Professional Officers shall be provided in response to specific requests from the International Criminal Court, and shall be assigned to assist experts of the International Criminal Court;

(b) Junior Professional Officers shall not be placed at the Headquarters of the International Criminal Court or its field offices in any established posts or positions funded from General Temporary Assistance (GTA);

(c) The final decision regarding the assignment of Junior Professional Officers shall rest with the International Criminal Court;

(d) Junior Professional Officers shall, for the duration of their assignment to the International Criminal Court, be subject, as international civil servants, to the rules and regulations of the International Criminal Court, as set forth in their letters of appointment, which will be issued by the International Criminal Court;

(e) Each Junior Professional Officer, as an international civil servant, shall be expected to maintain the highest standards of honour and integrity at all times. In the performance of his/her duties, a Junior Professional Officer shall neither seek nor accept instructions from any person or entity external to the International Criminal Court or from any Government, including his/her own Government. The Junior Professional Officer also signs the International Criminal Court Confidentiality Undertaking and Oath of Office; and

(f) The Donor Country shall be responsible for all identifiable costs pertaining to the employment of each Junior Professional Officer, as well as administrative overhead costs incurred by the Court.

Article 2

The International Criminal Court undertakes to submit to the Donor Country requests for Junior Professional Officers for which, in the opinion of the International Criminal Court, suitable candidates may be found in the Donor Country. Each request shall normally be in the form of a job description, which shall be forwarded to all countries participating in the Junior Professional Officer programme.

Article 3

The Donor Country, although not committed to the provision of any specific number of Junior Professional Officers in any given period, undertakes to make every effort to find suitable candidates for any request submitted to it in accordance with article 2 above, and to advise the International Criminal Court of the results within a reasonable period of time.

Article 4

Each Junior Professional Officer shall normally be assigned for an initial period of not more than twelve months, but this period of service may be extended by the International Criminal Court in agreement with the Donor Country.

Article 5

The Donor Country shall provide the International Criminal Court with funds to meet all identifiable costs resulting from the employment of Junior Professional Officers under this MOU and will, on an annual basis, deposit a sum for this purpose in an account designated by the International Criminal Court (*insert account number*). Such deposit shall be in freely convertible currency. Prior to the appointment of a Junior Professional Officer or the extension of his/her assignment, an estimate of costs shall be sent to the Donor Country. Payment shall be made within (*specify period*). No appointment shall be made until after the Donor Country has acknowledged receipt of the estimate and unless the costs thus estimated are covered by the amount deposited by the Donor Country. All deposits to and payments from the account in currencies other than US dollars will be made on the basis of the International Criminal Court's rate of exchange in effect on the date of payment. Should the sum deposited annually by the Donor Country be greater than the total amount actually expended by the Organization during a given year, the residual and uncommitted amount shall be carried over to the next year.

Article 6

The International Criminal Court shall from this account meet all expenses connected with the assignment of the Junior Professional Officers, which include:

- (a) Salaries and allowances;
- (b) Transportation to and from the duty station and related costs and allowances;
- (c) Travel costs within the country or area of assignment agreed by the Donor Country;
- (d) Travel to and from the duty station for dependents and related costs and allowances;
- (e) Insurance of the Junior Professional Officer against sickness, disability and death as well as contributions to the International Criminal Court Joint Staff Pension Fund payable by the employing organization;
- (f) An annual allowance for training and training-related travel;
- (g) Prescribed entitlements on separation from employment by the International Criminal Court;
- (h) Any other identifiable but unforeseen expenses payable in accordance with the International Criminal Court Staff Regulations and Staff Rules and/or the terms of appointment of the Junior Professional Officers; and
- (i) Twelve per cent or such greater percentage as may subsequently be agreed of the total identifiable costs to cover administrative expenses for the International Criminal Court.

Article 7

Annually, as soon as audited accounts are available, and not later than 31 May, the International Criminal Court will submit to the Donor Country a statement of the financial position of the account as at 31 December of the preceding year.

Article 8

On termination of the MOU, the International Criminal Court will refund to the Donor Country any uncommitted credit balance remaining in the trust fund account, and the Donor Country will remit any amount due pursuant to article 6 above.

Article 9

In a Letter of Appointment to be given to the Junior Professional Officer, the International Criminal Court will describe the conditions of service in full detail.

Article 10

This MOU shall enter into force on the day of its signature.

Article 11

This MOU shall remain in force until terminated by the giving of three months' notice in writing, either by the International Criminal Court or the Donor Country. Notwithstanding such termination, the obligations of the International Criminal Court and of the Donor Country shall continue for the duration of any subsisting Junior Professional Officer appointment made pursuant to this MOU.

IN WITNESS WHEREOF the respective representatives of the International Criminal Court and of the Donor Country have signed this MOU on the day of signature.

FOR THE INTERNATIONAL CRIMINAL COURT FOR THE DONOR COUNTRY

Signature: _____ Signature: _____

Date: _____ Date: _____

Annex IV

Cost Estimate for Junior Professional Officer (single rate)					
Name	ICC JPO				
Costing Year	1st & 2nd year		01-Apr-13 to 31-Mar-14		
Duty Station	Den Haag				
Non-Family Duty Station	NA				
Contract	Fixed Term				
Estimated Entry On Duty	01-Apr-13				
Sponsoring Government	Italy				
Grade / Step	First Year:	P-2/3		Second Year:	P-2/4
Marital Status	Single				
Dependent Spouse	No				
Dependent Children	No				
1. Salary and Allowances (per Annum in EUR)					
			1ST YEAR	2ND YEAR	TOTAL
Net Base Salary			€38,442.00	€39,368.00	€77,810.00
Post Adjustment	50.30%		€19,336.00	€19,802.00	€39,138.00
Mobility / Hardship / Non-removal Allowances			€1,683.45	€1,683.45	€3,366.90
Assignment Grant:					
Lump sum			€4,357.00	€0.00	€4,357.00
DSA - Staff Member 30 Days DSA	€272.00		€8,160.00	€0.00	€8,160.00
DSA - Dependents 30 days 1/2 rate			€0.00	€0.00	€0.00
Dependency Allowance			€0.00	€0.00	€0.00
Rental Subsidy (historical average)			€0.00	€0.00	€0.00
Medical and Dental Insurance Subsidy:					
Staff Member		Vanbreda	€1,211.04	€1,240.20	€2,451.24
Repatriation Grant			€1,674.09	€1,674.09	€3,348.18
Education Grant and Education Grant Travel			€0.00	€0.00	€0.00
Additional Hardship Allowance			€0.00	€0.00	€0.00
Danger Pay		Not Applicable	€0.00	€0.00	€0.00
Allowable Residential Security Expenses			€0.00	€0.00	€0.00
Rest and Recuperation Travel / Procurement Trips			€0.00	€0.00	€0.00
Training			€1,500.00	€1,500.00	€3,000.00
Contingency			€783.00	€783.00	€1,566.00
2. Duty - related Travel/Training Allocation (DTTA)			€3,132.00	€3,132.00	€6,264.00
3. Appendix D of the Staff Rules					
2% of Pensionable Remuneration			€1,057.44	€1,084.92	€2,142.36
4. UNDP Contribution to UN Joint Staff Pension Fund					
15.8% of Pensionable Remuneration	Applicable:	0	€6,297.72	€6,463.80	€12,761.52
		Sub-Total:	€87,633.74	€76,731.46	€164,365.20
5. Travel Expenses and Shipment of Personal Effects					
Appointment Travel					
Staff Member			€800.00	€0.00	€800.00
Dependents			€0.00	€0.00	€0.00
Induction Course			€0.00	€0.00	€0.00
Briefing JPO SC			€269.35	€0.00	€269.35
Terminal and other expenses			€120.00	€0.00	€120.00
Shipment / Insurance (Initial Appointment Relocation Grant)			€2,698.00	€0.00	€2,698.00
Repatriation Travel					
Staff Member			€0.00	€800.00	€800.00
Dependents			€0.00	€0.00	€0.00
Terminal and other expenses			€0.00	€120.00	€120.00
Shipment / Insurance (Initial Appointment Relocation Grant)			€0.00	€2,698.00	€2,698.00
Home Leave / Family Visit Travel (Not applicable 1st and 2nd Year)					
Staff Member			€0.00	€0.00	€0.00
Dependents			€0.00	€0.00	€0.00
Terminal and other expenses			€0.00	€0.00	€0.00
		Travel Total	€3,887.35	€3,618.00	€7,505.35
		12% Administrative Overhead Costs	€10,982.53	€9,641.94	€20,624.47
		Grand Total	€102,503.62	€89,991.40	€192,495.02
* Security and medical evacuations; subsequent introduction of SOLA; danger pay; rest and recuperation / procurement trips; subsequent eligibility for dependency benefits; education grant and education grant travel.					

Cost Estimate for Junior Professional Officer (dependency rate)				
Name	ICC JPO			
Costing Year	1st & 2nd year	01-Apr-13 to 31-Mar-14		
Duty Station	Den Haag			
Non-Family Duty Station	NA			
Contract	Fixed Term			
Estimated Entry On Duty	01-Apr-13			
Sponsoring Government	Italy			
Grade / Step	First Year:	P-2/3	Second Year:	P-2/4
Marital Status	Dependent			
Dependent Spouse	Yes			
Dependent Children	No			
1. Salary and Allowances (per Annum in EUR)				
		1ST YEAR	2ND YEAR	TOTAL
Net Base Salary		€41,053.00	€42,077.00	€83,130.00
Post Adjustment	50.30%	€20,650.00	€21,165.00	€41,815.00
Mobility / Hardship / Non-removal Allowances		€1,683.45	€1,683.45	€3,366.90
Assignment Grant:				
Lump sum		€5,270.00	€0.00	€5,270.00
DSA - Staff Member 30 Days DSA	€272.00	€8,160.00	€0.00	€8,160.00
DSA - Dependents 30 days 1/2 rate		€4,080.00	€0.00	€4,080.00
Dependency Allowance		€0.00	€0.00	€0.00
Rental Subsidy (historical average)		€0.00	€0.00	€0.00
Medical and Dental Insurance Subsidy:				
Staff Member + dependent	Vanbreda	€1,940.28	€2,070.84	€4,011.12
Repatriation Grant		€1,674.09	€1,674.09	€3,348.18
Education Grant and Education Grant Travel		€0.00	€0.00	€0.00
Additional Hardship Allowance		€0.00	€0.00	€0.00
Danger Pay	Not Applicable	€0.00	€0.00	€0.00
Allowable Residential Security Expenses		€0.00	€0.00	€0.00
Rest and Recuperation Travel / Procurement Trips		€0.00	€0.00	€0.00
Training		€1,500.00	€1,500.00	€3,000.00
Contingency		€783.00	€783.00	€1,566.00
2. Duty - related Travel/Training Allocation (DTTA)		€3,132.00	€3,132.00	€6,264.00
3. Appendix D of the Staff Rules				
2% of Pensionable Remuneration		€1,057.44	€1,084.92	€2,142.36
4. UNDP Contribution to UN Joint Staff Pension Fund				
15.8% of Pensionable Remuneration	Applicable: 0	€6,297.72	€6,463.80	€12,761.52
	Sub-Total:	€97,280.98	€81,634.10	€178,915.08
5. Travel Expenses and Shipment of Personal Effects				
Appointment Travel				
Staff Member		€800.00	€0.00	€800.00
Dependents		€800.00	€0.00	€800.00
Induction Course		€0.00	€0.00	€0.00
Briefing JPO SC		€269.35	€0.00	€269.35
Terminal and other expenses		€160.00	€0.00	€160.00
Shipment / Insurance (Initial Appointment Relocation Grant)		€2,698.00	€0.00	€2,698.00
Repatriation Travel				
Staff Member		€0.00	€800.00	€800.00
Dependents		€0.00	€800.00	€800.00
Terminal and other expenses		€0.00	€160.00	€160.00
Shipment / Insurance (Initial Appointment Relocation Grant)		€0.00	€2,698.00	€2,698.00
Home Leave / Family Visit Travel (Not applicable 1st and 2nd Year)				
Staff Member		€0.00	€0.00	€0.00
Dependents		€0.00	€0.00	€0.00
Terminal and other expenses		€0.00	€0.00	€0.00
	Travel Total	€4,727.35	€4,458.00	€9,185.35
	12% Administrative Overhead Costs	€12,241.00	€10,331.05	€22,572.05
	Grand Total	€114,249.33	€96,423.15	€210,672.48
* Security and medical evacuations; subsequent introduction of SOLA; danger pay; rest and recuperation / procurement trips; subsequent eligibility for dependency benefits; education grant and education grant travel.				