United Nations Investigative Team to promote accountability for crimes committed by Da'esh / ISIL
UNITAD

JOB POSTING DETAILS

Posting Title: Analyst, GL-5
Opening Number: UNITAD-2020-GL-017
Department/Office: United Nations Investigative Team to promote accountability for crimes committed by Da'esh / ISIL (UNITAD)
Location: Baghdad, Iraq
Type of Contract: Temporary Appointment
Duration of Contract: Through 30 June 2021
Posting period: 08 February 2021 – 07 March 2021

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

Special Notice:

UNITAD invites all interested and qualified candidates to apply for the announced position.

Important Notice: Interested candidates should complete the attached United Nations Personal History form (P.11), and forward electronically at the following email address: UNITAD-Staffing@un.org. Therefore, only applications made via the UN P-11 form will be considered, and incomplete P-11s will not be processed. (CVs and other agencies forms will not be considered either). Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.
Posting Title and Opening number MUST be indicated in the subject of your e-mail application.

Short-listed candidates may be requested to sit for written (and/or technical test) in addition to an interview.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

**Org. Setting and Reporting:**

This position is located within the United Nations Investigative Team to Promote accountability for crimes committed by Da’esh/ISIL (UNITAD) and will be based in Baghdad, Iraq. The Investigation Assistant reports to the Head of an Investigation Unit, who acts under the direction of the Director of Investigation and the Head of Investigation Team.

UNITAD was established by the Secretary-General pursuant to Security Council resolution 2379 (2017), according to which it is mandated to support domestic efforts to hold ISIL (Da'esh) accountable by collecting, preserving and storing evidence in Iraq of acts that may amount to war crimes, crimes against humanity and genocide committed by the terrorist group ISIL (Da'esh) in Iraq.

**Responsibilities:**

- Assists the team of analysts within the Analysis Unit and carries out analytical tasks in reviewing evidentiary material collected by the Investigative Team and supporting comprehensive analyses of information obtained with respect to acts committed by ISIL (Da'esh) in Iraq that may amount to genocide, complicity in genocide, crimes against humanity, conspiracy to commit genocide, crimes against humanity, war crimes, rape and sexual and gender-based violence.
- Compiles analysis, evidentiary, and legal materials in support of analytical reports, in accordance with guidance and direction of the Head of the Analysis Unit or their designee.
- Handles, or refers to the appropriate officer as appropriate, a variety of verbal and written inquiries from internal and external parties, including providing information on processes and procedures related to specific activities, instruments, etc.
- Under supervision, may review, verify and process reports ensuring conformity to relevant guidelines and requirements, extract key data and update database.
- Under supervision, may edit and conduct final check for accuracy of a variety of work products and related correspondence.
- Coordinates and services various meetings; selects and compiles relevant background materials; assists in the preparation of relevant documents; attends meetings and drafts minutes/notes; monitors follow-up actions, etc.
- Assists in the preparation of work products for electronic storage, access and internal circulation, including document scanning and conversion, review of content and extraction of key data and text excerpts for categorization and indexing purposes, etc.
- Assists in the pre-registration and registration of material in accordance with UNITAD standard operation procedures and other guidance.
- Creates, as necessary, maintains and updates internal databases; generates a variety of standard and non-standard statistical and other reports from various databases.
- Provides general office support services; drafts, edits, proofreads and finalizes for signature and/or process a variety of correspondence and other communications.
- Schedules appointments/meetings, monitors deadlines, etc.
- Performs and coordinates administrative services to include preparing and monitoring requests, liaising with relevant units, etc.
- Performs other related duties, as required.

**Competencies:**

**Professionalism:**

The incumbent 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; and remains calm in stressful situations. Possesses knowledge of legal procedures and ability to show tact and discretion in dealing with high-ranking officials and with confidential matters and materials. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Communication:**

- Speaks and writes clearly and effectively.
- Listens to others, correctly interprets messages from others and responds appropriately.
- Asks questions to clarify and exhibits interest in having two-way communication.
- Tailors language, tone, style and format to match audience.
- Demonstrates openness in sharing information and keeping people informed.

**Teamwork:**

- Works collaboratively with colleagues to achieve organizational goals.
- Solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others.
- Places team agenda before personal agenda.
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position.
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
Education:
High school diploma or equivalent.

Work Experience:
A minimum of five (5) years of work experience in legal research, analysis work, or related international law area is required. Experience working with government department and public service is required. Knowledge about Al-Anbar and Sunni tribes would be desirable. Experience in criminal and civil cases is desirable.

Other Requirements:
Excellent knowledge of Microsoft Office applications including Microsoft Word, PowerPoint and Excel. Ability to use other relevant software (such as information management and/or analysis tools), to organize and access material collected during investigations is desirable. Actively seeks to apply technology appropriate to tasks.

Languages:
English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in Arabic and English is required.

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

United Nations Considerations:
The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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.