



Cour Pénale Internationale

International Criminal Court

JUNIOR PROFESSIONAL OFFICER PROGRAM (JPO)

TERMS OF REFERENCE Chiffe Nr. 2026-1-04

I. General Information

Title:	JPO, Associate Legal Officer
Organizational Unit:	Victims Participation and Reparations Section, Division of Judicial Services, Registry
Organization:	International Criminal Court (ICC)
Country and Duty Station:	The Hague - NL
Duration of assignment:	2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

Please note that for participants of the JPO-Programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

II. Organisational Context

The Victims Participation and Reparations Section (VPRS) is in the Division of Judicial Services, within the Registry, charged with assisting victims in applying for and participating in different phases of the proceedings and reparations. The Section undertakes operations at the seat of the Court, to manage applications for participation and reparations and all other related documents received from victims, to transmit them to those involved in the relevant proceedings, and to assist Chambers by analysing the applications according to judicially determined criteria and preparing reports thereon. The Section contributes to the development and implementation of the Court's strategy in the field through the Field Offices to enable victims to make their applications, to be legally represented and to participate in proceedings effectively.

III. Duties and Responsibilities

Under the direct supervision of the Legal Coordinator/Head of the Legal Unit, the incumbent is required to perform the following duties:

- Carry out the legal processing of applications for participation in proceedings or reparations, including by: conducting legal analysis of applications, identifying what further information must be requested, preparing requests for such information and processing it when received;
- Prepare, in collaboration with the Section's Data Processing Unit, redacted versions of applications received from victims for participation in proceedings or reparations;
- Prepare drafts of communications, filings, standard operating procedures and other documents for the Legal Coordinator's review;
- Respond to and ensure follow-up on orders of Chambers directed at VPRS;
- Respond to requests by legal representatives of victims;
- Respond to other Sections'/Organs' or external requests;
- Review the preliminary legal assessment of applications of interns/visiting professionals or other junior staff;
- Liaise with field staff and legal representatives of victims as required to provide guidance and ensure follow-up on victim applications;
- Plan and track tasks relating to the processing of applications;
- Provide legal input to the Legal Coordinator and the Chief as required; Liaise with other staff of relevant Sections as required;
- Perform any other tasks to support the work of the Legal Unit and the Section as required.

The incumbent may be required to carry out work in relation to any of the situations and/or cases before the Court.

IV. Essential Qualifications

Education:

Master's Degree in law, preferably with specialization in international criminal law, public international law and/or humanitarian law.

Experience:

Minimum of two years of relevant professional work experience in a legal or judicial environment. Prior experience in working on victims issues and/or in international criminal tribunals with highly confidential information, and experience in data input or analytical experience would be considered a strong asset.

Knowledge, Skills and Abilities:

- Knowledge of victims' rights at the ICC;
- Professional and personal integrity;
- Attention to detail;
- Legal drafting and analytical skills;
- Able to adapt to multicultural and multilingual working environments;

- Sound teamwork skills (listens, consults and communicates proactively);
- Strong computer skills and ability to use relevant software applications, in particular Microsoft Office applications; knowledge of TRIM and Ringtail is an asset;
- Ability to handle highly confidential information with discretion;
- Ability to work consistently under pressure;
- Ability to maintain precision and quality of legal analysis when dealing with a large volume of data/tasks;
- Tenacity in dealing with review of large documents.

Knowledge of Languages:

Proficiency in one of the working languages of the Court, French or English is required. Working knowledge of the other is required. Knowledge of another official language of the Court (Arabic, Chinese, Russian and Spanish) is considered an asset.

V. ICC Core Competencies

Dedication to the mission and values

- Acts consistently in accordance with the mission and values of the Organisation;
- Maintains confidentiality, acts with integrity and shows respect for diversity;
- Shows commitment to the organisation;
- Presents a positive image of the organisation during external discussions.

Professionalism

- Applies professional and technical expertise;
- Keeps abreast of organisational issues;
- Produces workable solutions to a range of problems.

Teamwork

- Listens, consults and communicates proactively;
- Handles disagreements with tact and diplomacy;
- Recognises and rewards the contribution of others.

Learning and developing

- Identifies development strategies needed to achieve work and career goals and makes use of developmental or training opportunities;
- Learns from successes and failures;
- Seeks feedback and gives feedback to others to increase organisational effectiveness;
- Seeks opportunities for improvement of work;
- Has an open mind and contributes to innovation.

Handling uncertain situations

- Adapts to changing circumstances;
- Deals with ambiguity, making positive use of the opportunities it presents;
- Plans activities and projects well in advance and takes account of possible changing circumstances;
- Manages time effectively.

Interaction

- Expresses opinions, information and key points of an argument clearly;
- Handles contacts with diplomacy and tact;

- Communicates in a transparent and open way with internal and external contacts while complying with confidentiality requirements.

Realising objectives

- Accepts and tackles demanding goals with enthusiasm;
- Keeps to agreements with others;
- Focuses on client needs;
- Takes responsibility for actions, projects and people;
- Monitors and maintains quality and productivity.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2026-1-04 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de