

# Job Title: Registrar (ASG)

Requisition ID 21393 - Posted - ASG - Other Functional Areas - The Hague - NL

21393 | Registry



**Deadline for applications:** 01/05/2022 (midnight The Hague time)  
**Position title and level:** Registrar (ASG)  
**Organisational unit:** Registry  
**Duty station:** The Hague - NL  
**Type of appointment:** Fixed-term  
**Minimum net annual salary:** €179,806.00  
**Contract duration:** Five years, renew able subject to re-election

## Special Notice:

Application Procedures are outlined in details at the end of this vacancy announcement. Applicants are kindly requested to comply with the procedures when submitting an application.

## THE ORGANIZATION

The International Criminal Court (ICC), governed by the Rome Statute, is the first permanent, treaty based, international criminal court established to help end impunity for the perpetrators of the most serious crimes of concern to the international community.

The ICC is an independent international organisation, and is not part of the United Nations system. Its seat is at The Hague in The Netherlands.

With a budget of over 154.8 million euros in 2022 and approximately 1000 staff based in The Hague and at various field locations around the world, the ICC offers a challenging environment for senior executive level managers.

The ICC is seeking applications from qualified candidates for the position of Registrar.

## THE REGISTRAR

The Registrar, head of the Registry, is the principal administrative officer of the Court. He or she is responsible for the non-judicial aspects of the administration and servicing of the ICC. The Registrar, who shall serve on a full-time basis, is elected by the plenary of the judges of the Court, taking into account any recommendation of the Assembly of States Parties (Art. 43.4 of the Rome Statute). He or she shall serve a five-year term, renew able once for the same period subject to re-election. The current term of the Registrar expires in April 2023.

## DUTIES AND RESPONSIBILITIES

In accordance with the Rome Statute, the Registrar exercises his or her functions under the authority of the President of the Court (Art. 43.2 of the Rome Statute). A substantial component of the work of the incoming Registrar will be related to the efficient management of the Court, including the review of its existing policies and procedures and the implementation of improved working processes.

To be successful in the role, the Registrar will require significant senior leadership experience and a demonstrated ability to deliver results in a diverse range of areas that include the following:

- **Administration**

Maximising the Court' s ability to effectively manage its human resources by establishing a framework for measuring and improving staff engagement and leadership practices.

Ensuring that the Financial Regulations and Rules of the Court are administered in a coherent manner.

Developing and maintaining efficient and transparent budget planning and budget tracking processes that support efficient and effective implementation of the Court' s mandate.

Managing all administrative areas, such as procurement, facilities management, and logistics.

Being responsible for the security and safety of the Court.

Consulting and coordinating with the Office of the Prosecutor (OTP) on matters of mutual concern.

- **Court Services**

Overseeing design, efficient delivery and quality of services in areas that include the management of judicial records; ensuring the smooth and efficient operation of court proceedings; and providing language services.

Discharging the statutory duties in relation to the defence, including assisting arrested and accused persons in obtaining legal advice and the assistance of legal counsel; providing support, assistance and information to defence counsel; liaising and cooperating with national and international defence and bar associations as appropriate; and establishing and maintaining a system for the assignment of legal assistance and legal aid.

Being responsible for the management of the detention centre, including security and order.

Discharging statutory duties in relation to victims' participation and reparation.

Being responsible for information management services.

- **External Operations**

Managing the field offices and promoting understanding of the mandate and competences of the Court through public information and outreach.

Seeking and ensuring judicial cooperation for the enforcement of judicial decisions (such as warrants of arrest, summonses to appear, requests for freezing of assets or other forms of cooperation) and serving as the channel of communication of the Court.

Providing services to victims and witnesses in accordance with the statutory texts, including ensuring their protection and security, assisting them in obtaining legal advice, organizing their legal representation and facilitating their participation in the proceedings.

- **Reporting to and liaising with the Assembly of States Parties, its subsidiary bodies and other relevant stakeholders, in particular the host State**

Maintaining and developing structured and effective dialogue between States Parties and the Court by informing the Assembly of States Parties and its committees on the performance of the Court while preserving its judicial independence. This includes open and transparent reporting in the areas of human, financial and physical resources management, field operations, the Court' s budget and security and safety, as well as discussing with the host State all relevant organizational and administrative matters of common concern.

## **ESSENTIAL QUALIFICATIONS**

The successful candidate will have to demonstrate that he or she possesses the following competencies and skills to the highest standard:

**Professionalism** - know ledge and experience in management and business administration, including competence in and adherence to the relevant standards of conduct and experience in identification and

implementation of best practices; strong conceptual and analytical skills, with the ability to identify problems and propose solutions; conscientious efficiency in honouring commitments, meeting deadlines and achieving results.

**Financial competencies** - established financial and budgetary competencies (as demonstrated by previous experience in efficient management of public funds), in light of the fact that the funds of the Court are provided by States Parties.

**Strategic awareness** - ability to identify strategic issues, opportunities and risks and to generate and communicate broad and compelling organizational and strategic direction and objectives to all stakeholders; ability to identify challenges (in particular, those arising from and related to the specific nature of the Court) and respond effectively thereto; demonstrable ability to provide strategic direction.

**Leadership** - proven and demonstrable track record of excellent management and technical leadership skills; ability to deal effectively with sensitive and contentious matters under pressure; proven ability to develop clear goals that are consistent with the agreed strategies and to establish good relationships and build team spirit with staff of the Court and a broad range of people.

**Planning and Organizing** - excellence in successful planning with strong managerial skills; proven ability to plan and establish priorities and to ensure effective work structure to maximize efficiency and effectiveness and to achieve goals.

**Judgement/decision making** - mature judgement and initiative, imagination and resourcefulness, energy and tact; proven ability to identify key issues in complex situations and to take adequate decisions being aware of the impact on others and on the Court.

**Communication** - excellent oral and written communication and negotiation skills with proven ability to establish and maintain effective interpersonal relationship in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Information Technology** - an understanding of the challenges and opportunities of a coherent Information management strategy combined with an appreciation of the technologies involved.

## **EDUCATION**

Advanced university degree (Master' s degree or equivalent) in law , economic sciences, public or business administration or related areas. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

## **EXPERIENCE**

At least 15 years of documented progressively responsible managerial experience, whether at a national or international, private or public level, preferably but not necessarily, in judicial institutions and bodies. A proven track record of efficient management of public funds, whether at the national or international level, would be desirable.

## **LANGUAGES**

The candidate shall have an excellent knowledge of and be fluent in at least English or French, the two working languages of the ICC. A working know ledge of the other language is considered an asset. Knowledge of another official language of the Court (Arabic, Chinese, Russian, Spanish) would be considered an added advantage and asset.

## **APPLICATION PROCEDURES**

Applicants are requested to submit their application through the ICC eRecruitment system before the closing date of the vacancy announcement.

As part of the application process for this position, additional documents will be required in addition to the on-line application process which must be completed via the ICC eRecruitment system.

Upon completion of the on-line application through the ICC eRecruitment system, applicants will receive an email message from ICC Recruitment providing a link and instructions on how to submit the below listed documents:

1. **Curriculum Vitae (4 pages maximum, in Word format)**
2. **Summary of relevant experience (1 page maximum, in Word format)**
3. **Letters of reference from a supervisor, a peer and a supervisee (one (1) letter from each).**

Please note that items 1 and 2 above should be based solely on the information provided in the online application completed using the ICC eRecruitment system.

Please also note that items 1 and 2 above may be circulated to the Assembly of State Parties of the International Criminal Court and may be published on the Court's website. Item 3 is for the consideration of the judges only and will not be circulated further.

An application may not be considered if these additional documents are not received by the closing date of the vacancy announcement.

Should there be any assistance required, applicants may contact the ICC Recruitment team via [Recruitment@icc-cpi.int](mailto:Recruitment@icc-cpi.int)

### **GENERAL INFORMATION**

- Article 43, paragraph 3, of the Rome Statute requires that the Registrar shall be of "high moral character". To ensure this requirement is fulfilled, all candidates who apply to this position will be expected to undergo a thorough verification process.

- The selected candidates will be subject to a Personnel Security Clearance (PSC) process in accordance with ICC policy, as well as due diligence process. This process will include but will not be limited to verification of the information provided in the personal history form through, for instance, contact with academic institutions or previous employers, and a criminal record check. It will also include a confidential channel to allow for the confidential submission and review of any allegations of misconduct against any of the shortlisted candidates in accordance with the modalities to be established by the Bureau of the Assembly of States Parties.

- Any failure by a candidate to submit to any part of this verification process may lead to the exclusion of the candidate from the selection process.

- The selected candidates may be required to participate in public roundtable discussions with State Parties to the Rome Statute and civil society.

- 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.

- Applicants may check the status of vacancies on ICC E-Recruitment web-site; and

- 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.

### **ICC Leadership Competencies**

*Purpose*

*Collaboration*

*People*

*Results*

### **ICC Core Competencies**

*Dedication to the mission and values*

*Professionalism*

*Teamwork*

*Learning and developing*

*Handling uncertain situations*

*Interaction*

*Realising objectives*

Learn more about ICC leadership and core competencies.

### **General Information**

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- 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.