



TEMPORARY JOB OPENING ANNOUNCEMENT

FS-5

TJO Grade Level¹

Board of Inquiry Assistant

Functional Title

Board of Inquiry Office/ONU CI

Department/Office/Division/ Service/Section

Administration Management and Operations Support

Job Network and Job Family (See list on page 3-4)*

14/08/2014

Deadline
(DD/MM/YYYY)

Duty Station:	Abidjan	Estimated Start Date:	01/09/2014
Duration of need:	6 months	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Under the guidance and direct supervision of the Chief Board of Inquiry, the BOI Assistant supports the work of the Boards of Inquiry in order to request, collect, investigate and report serious incidents such as serious injuries, deaths, UN owned equipment losses pursuant to the UN BOI rules set out by United Nations Headquarters, New York. The BOI Assistant ensures the availability of UN Directives, guidelines, SOPs and other relevant documents in order to provide guidance on the interpretation and applicability to the case.

The BOI Assistant is required to liaise and coordinate with relevant units and UN branches (military/civilian/UN Police) such as the Security Investigation Unit, Force Provost Marshall, Claims Office and the Medical Officers in order to ensure the follow up of documentation requested.

The BOI Assistant in close collaboration with the Chairmen of the Boards and the BOI Members prepares the Final Headquarters Board of Inquiry Reports (HQ BOI) for presentation to the Chief BOI for review prior to submission to the Legal Office.

Finally, the BOI Assistant prepares the covering memorandum summarizing the Board's conclusions and recommendations for presentation to the Chief BOI prior to approval by the CMS and signature of the SRSG, for transmittal to UN Headquarters, New York.

DESCRIPTION OF DUTIES:

The BOI Assistant works within the Mission's BOI Secretariat to provide Administrative/Legal support and ensure the proper coordination of several Headquarters Boards of Inquiry simultaneously:

- Reviews each Contingent Board of Inquiry Report/Military Police or Security Investigation Report to get a clear understanding of the case, and ensures that all documentation placed before the Board is complete.
- Serves as focal point for all communications pertaining to the case, coordinates meetings and ensures availability of conference rooms and attendance of all Board participants.
- Prepares Convening Orders for signature by the SRSG.
- Provides an administrative briefing at initial meeting of the Board.
- Ensures the availability of Administrative Instructions, Directives and excerpts from the Field Administration Manual, and the

¹ For eligibility and other conditions, please see the Notes at the end of this form.

Standing Operating Procedures and provides guidance on the interpretation and applicability to the case.

- Maintains a record of the Board's deliberations, stays abreast of the proceedings and keeps track of the deadlines to be met by the Board.
- Undertakes research on various issues and providing guidance and input during deliberations.
- Provides adequate clerical, logistical and communications support to the individual Boards during the investigations
- Prepares calling notices, and liaises with other offices and Military contingents on administrative issues and logistical arrangements pertaining to visits to the field by Board members.
- Participation in on-site visits with Board members
- Prepares draft report for presentation to the Board for final deliberations and input by members.
- Liaises with other Sections and Units to obtain all required information and documentation.
- Transcribes witness statements and obtains relevant signatures to the statements.
- Draft BOI reports and subsequent transmittal notes.
- In coordination with the Chairperson, prepares Final Headquarters Board of Inquiry Report (HQ BOI) for presentation to the Chief Board of Inquiry for review.
- Prepares the final transmittal memoranda for the approval of the Chief of Staff on behalf of the SRSG for transmittal to United Nations Headquarters, New York.
- Prepares memoranda on BOI recommendations for the approval of the Chief of Staff on behalf of the SRSG.
- Other related duties as assigned.

COMPETENCIES

•**Professionalism:** 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; remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

•**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.

• **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

For Managerial Positions:

N/A

QUALIFICATIONS

Experience: At least eight (8) years of relevant progressively responsible experience in administration, law or related areas in the United Nations or other international organization. Experience in Board of Inquiry or any other entity involved in investigative proceedings. Must be familiar with function-related provisions of United Nations Rules, Regulations, Manuals and Policy documents.

Education: - High School diploma or equivalent, and technical training in paralegal or certificate in studies directly related to the function are required.

Languages: - English and French are the two working languages of the United Nations Secretariat. For this job opening, fluency in oral and written English and French is required; knowledge of a second UN language is desirable.

Other Skills:

ADDITIONAL COMMENTS

DOCUMENTS REQUIRED:

- Cover Letter**
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)**
- Proof of required academic credentials (for external applicants)**
- Employment verification letter from most recent employer (for external applicants)**
- Last two completed Performance Appraisal or two Reference Letters for external applicants**
- Other:**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Etiam Fiagan (Mr) Email Address: fiagan@un.org
Copy (cc): Stephanie Appell Email Address: appell@un.org

*** Hiring Manager/Recruiter, please choose from the list of Job Networks the appropriate Job Family:**

<u>ECONOMIC AND SOCIAL DEVELOPMENT</u> Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention	<u>LEGAL</u> Jurists Legal Affairs Ombudsman
<u>MANAGEMENT AND OPERATIONS SUPPORT</u> Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management Logistics	<u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u> Public Information Protocol

<p><u>POLITICAL, PEACE AND SECURITY</u></p> <p>Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law</p>	<p><u>CONFERENCE MANAGEMENT</u></p> <p>Conference Services Language</p>
<p><u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u></p> <p>Information Systems and Technology Information Management</p>	<p><u>SAFETY AND SECURITY</u></p> <p>Security Safety</p>

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and [ST/AI/2010/4/Rev.1](#). A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.
- For information on special post allowance, please refer to [ST/AI/1999/17](#). For more details on the administration of temporary appointments please refer to [ST/AI/2010/4/Rev.1](#).
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English .