

Recommendation ICC-ASP/16/Rec.1

Adopted at the 12th plenary meeting, on 14 December 2017, by consensus

ICC-ASP/16/Rec.1

Recommendation concerning the election of the Registrar of the International Criminal Court

The Assembly of States Parties,

Bearing in mind article 43, paragraph 4, of the Rome Statute of the International Criminal Court,

Having received a list of candidates¹ from the Presidency in accordance with rule 12 of the Rules of Procedure and Evidence,

Taking into account the recommendations of the Bureau of the Assembly,

1. *Recommends* that the judges proceed to elect the Registrar on the basis of the list submitted by the Presidency in accordance with rule 12 of the Rules of Procedure and Evidence,
2. *Recommends also* that, in considering the list of candidates with a view to electing the Registrar, the judges take into account the following elements, which include criteria governing the employment of staff of the Court provided in the Rome Statute:
 - (a) The highest standards of efficiency, competency and integrity;²
 - (b) The criteria set forth in article 36, paragraph 8, on the election of judges, which apply *mutatis mutandis* to the employment of staff,³ namely:
 - (i) The representation of the principal legal systems of the world;
 - (ii) Equitable geographical representation;
 - (iii) A fair representation of female and male persons; and
 - (iv) The need for a candidate with legal expertise on specific issues, including, but not limited to, violence against women, will be considered an asset.
 - (c) Proven managerial skills, whether acquired within relevant international or national organizations, including leadership experience through having dealt effectively with complex and sensitive situations under pressure;
 - (d) Familiarity with both governmental and intergovernmental processes, and possession of requisite diplomatic skills;
 - (e) The candidate should be a national of a State Party and, in the case of a candidate with dual or multiple nationalities, application of the principle set out in resolution ICC-ASP/1/Res.10, as amended by resolution ICC-ASP/4/Res.4;
 - (f) Essential qualifications of the candidate, including relevant experience, particularly regarding financial and budgetary competencies, as well as the sound and transparent management of public funds;
 - (g) The ability to liaise effectively and regularly with the Assembly, its subsidiary bodies, other organs of the Court and relevant stakeholders, especially facilitators and focal points of the Assembly's subsidiary bodies, including by conveying relevant information they request in an efficient, complete and timely manner, so as to ensure the efficiency in the conduct of work between the Court and States Parties;
 - (h) The ability to co-operate well with others, as well as work within and have the ability to lead a team, including by having a strategic awareness which identifies issues,

¹ ICC-ASP/16/28/Rev.1.

² Rome Statute of the International Criminal Court, article 44, paragraph 2.

³ *Ibid.*

opportunities and risks, and conveys the strategic direction and objectives to all stakeholders;

(i) The ability to communicate effectively, via written and oral means. The candidate shall be fluent in at least one of the working languages of the Court. A working knowledge of the other language is considered an asset. Knowledge of another official language of the Court (Arabic, Chinese, Russian, Spanish) would be an added advantage and asset;

(j) The ability to negotiate effectively through the establishment of constructive interpersonal relationships in a multicultural setting; and

(k) The commitment to strengthen equitable geographic representation and a fair representation of female and male persons at all levels of the Court's staff, bearing in mind that equitable geographic and gender representation can be implemented by means of a rotation of the incumbents of the post of Registrar.

Annex

Vacancy Announcement

Job Title: Registrar (ASG)

Vacancy announcement number:	13121
Deadline for Applications:	28/06/2017
Organisational Unit:	Registry
Duty Station:	The Hague, the Netherlands
Type of Appointment:	Fixed- term appointment
Post Number:	E- 9466
Minimum Net Annual Salary:	€156,987.00
Contract Duration:	Five years, eligible for re- election once.

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 ORGANISATION

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 140 million euro in 2017 and approximately 900 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, eligible for re- election once for the same period. The current term of the Registrar expires in April 2018.

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 the ICC Bar Association, as well as 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 organisational 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 – knowledge 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 organisational 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 knowledge 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

GENERAL INFORMATION

The selected candidate will be subject to a Personnel Security Clearance (PSC) process in accordance with ICC policy. The PSC process will include but will not be limited to, verification of the information provided in the personal history form and a criminal record check

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.
