

United Nations



*Job Opening for Position requiring official secondment
from national governments of Member States of the United Nations Organization
Appointments are limited to service on posts financed by
the support account of peace operations and subject to the approval of United Nations General
Assembly and renewal of the mandate of UNITAD.*

Post Title and Level: Electronic Discovery Officer, (Non-uniformed, non-contracted),
IPO, 1 post
Organizational Unit: United Nations Investigative Team to Promote Accountability for
Crimes Committed by Da'esh/ISIL (UNITAD)
Status: Expert on Mission
Duty Station: Baghdad
Report to: Information Systems Officer
Duration: 12 months (Extendable)
Deadline for Application: 15 June 2021

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

BACKGROUND:

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.

In accordance with the Terms of Reference regarding its activities in Iraq, UNITAD is an Independent, Impartial Investigative Team mandated to conduct its work in cooperation with Iraqi authorities and in a manner consistent with the highest possible standards to ensure the broadest possible use before national courts. UNITAD operates with full respect for the sovereignty of Iraq and its jurisdiction over crimes committed in its territory.

This position is located within the Information Systems Unit of the United Nations Investigative Team for Accountability of ISIL/Da'esh (UNITAD) and will be based in Baghdad, Iraq. The Electronic Discovery Officer reports to the Information Systems Officer (P-4).

RESPONSIBILITIES:

Under the authority of the direct supervisor within the organizational structure of UNITAD and within the limits of delegated authority, the Electronic Discovery Officer will be responsible for, but not limited to the performance of the following duties:

- Demonstrate thorough knowledge of industry-standard e-discovery applications and best practices; the ability to manage multiple data search and analysis requests and assess priorities; and the insight to achieve client solutions under tight deadlines.

- Translate the objectives of investigations into technical activities to assist teams in their examination of electronic content.
- Serve as a liaison between investigative teams, IT personnel, evidence officers, digital-forensics experts and records managers.
- Conduct research and analysis in support of investigations into war crimes, crimes against humanity and genocide and convert findings into reports.
- Gather open-source and social-media intelligence in support of investigations.
- Analyze structures and purposes of collected data to advise information systems staff on appropriate measures to extract relevant information while maintaining the forensic integrity of the evidence.
- Assist investigators and analysts in building and executing search queries in relativity and to identify material of interest.
- Develop training materials, operating and user manuals; train staff in assigned systems.
- Research, analyze and evaluate new legal and e-discovery technologies and make recommendations for their deployment.
- Perform any other duties as assigned by the Chief of Unit or his/her designee in fulfillment of the mission mandate

COMPETENCIES:

- **Professionalism** - Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; demonstrates understanding of legal and judicial systems; is conscientious and efficient in meeting commitments, observes deadlines and achieves 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's 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.
- **Technological Awareness** - Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in law, political science, criminal justice, or related field. A first-level university degree in combination with two years of qualifying experience may be accepted in lieu of the advanced university degree. Certification in Electronic Discovery and/or Relativity software certifications are desirable.

Work Experience: A minimum of five (5) years of progressively responsible experience in international human-rights law, legal analysis, criminal investigations, electronic discovery, or related field. Experience with Relativity or similar legal-review platforms is required. Experience with cyber investigations, open source and social-media investigations (OSINT, SOCMINT), evidence-management, and evidence digitization technologies is desired.

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

Other skills: Driving license and ability to drive a 4x4 vehicle are required. All officers are required to pass a United Nations driving test at the beginning of their deployment and may be repatriated if they fail to do so.

The "Guidelines on Non-Uniformed Civilian Government-Provided Personnel on Assignment with United Nations Peacekeeping and Special Political Missions", dated 1 April 2015, reference 2015.01, are applicable to civilian government-provided personnel. All government-provided personnel recruited under this ToR are expected to serve in a civilian (non-uniformed) capacity, including GPP provided by a national uniformed service.

In accordance with the Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above-mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.

Assessment for Mission Service: All candidates should be cleared through an Assessment for Mission Service (AMS) either by a Selection Assistance and Assessment Team (SAAT) deployed to a Member State or on the basis of an in-mission AMS upon arrival of the candidates. Failure to pass the in-mission assessment will result in candidate's repatriation. All repatriation related expenses in this case are to be borne by the Member State. Therefore, the Member States are strongly encouraged to request a SAAT to conduct an AMS in the Member State prior to the police personnel deployment.

Preference will be given to equally qualified women candidates.

Date of Issuance: 05 May 2021

<http://www.un.org/en/peacekeeping/sites/police>

The "Guidelines for United Nations Police Officers on assignment with peacekeeping operations" dated 29 June 2007 (DPKO/PD/2006/00135), are applicable to the recruited seconded personnel. All personnel recruited under this ToR are expected to serve in a civilian (non-uniformed) capacity, including the candidates provided by a national uniformed service.

In accordance with the Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make "self-attestation" that she/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above-mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.