

# 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:** Evidence Analyst, (Non-uniformed, non-contracted), IPO 1 Post  
**Organizational Unit:** United Nations Investigative Team to Promote Accountability for Crimes Committed by Da'esh/ISIL (UNITAD)  
**Duty Station:** Baghdad  
**Reporting to:** Chief of Office of Evidence Management  
**Duration:** 12 Month (Extendable)  
**Deadline for applications:** 15 June 2021

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

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## **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 Office of Evidence Management of the United Nations Investigative Team to promote accountability for crimes committed by Da'esh / ISIL (UNITAD) and will be based in Baghdad, Iraq. Under the direct supervision of the Chief of Office of Evidence Management, the Evidence Analyst will be assigned to lead information and evidence review and analysis projects in harmony with the needs of investigators and legal officers.

## **RESPONSIBILITIES:**

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

- 1) Lead information and evidence review and analysis tasks as an e-discovery project manager by:
  - Translating the objectives of investigations into technical activities to assist teams in their examination of electronic content;
  - Populating evidence-review systems in a manner that enables investigative teams to select relevant information and evidence;
  - Analyzing structures and purposes of collected data in order to advise IT staff on appropriate measures to extract relevant information while maintaining the forensic integrity of the evidence;

- Assisting ISU staff in building and executing search queries in Relativity to identify material of interest;
  - Drafting custodian questionnaires and defining identification frameworks for investigations and collections;
  - Work with investigators to prioritize evidence for processing and review;
  - Assist with development and deployment of new technology solutions by analyzing requirements, preparing functional specifications and participating in development workshops as subject-matter experts, testing and validating developed solutions;
  - Perform quality checks on source registration, evidence intake, and evidence item records;
  - Consult with evidence-processing technicians on identifying relevant evidence in collected data, including helping develop data culling and filtering approaches to remove non-relevant data;
  - Contribute to feasibility studies, systems analysis, and training on a range of evidence issues, including evidence-lifecycle management principles, practices, and content on various platforms and tools;
  - Provide input to develop and update policies and procedures, for evidence management, analysis, processing, review, and production throughout the evidence lifecycle and across UNITAD in accordance with international best practices and standards;
- 2) Performing evidence handling and custodial obligations by:
- Ensuring the sound collection, preservation, registration, digitization, and secure permanent storage of collected material and maintains its chain of custody, provenance taxonomies, auditing, and authenticity;
  - Documenting efficient procedures regarding the review of evidence and information;
  - Participate in and provide advice on evidence-management advisory and improvement projects;
  - Maintaining an end-to-end data model supporting efficient information flow within evidence handling business processes and enforcing the provenance of collected material and confidential classifications.
  - Documenting e-discovery requirements and workflows, including technical specifications for data harvesting and processing and required formats for the transfer of data;
  - Update and amendments of the relevant administrative instructions and manuals
  - Perform any other duties as assigned by the Chief of Unit or his/her designee in fulfilment of the mission mandate.

### **COMPETENCIES:**

**Professionalism:** Shows pride in work and 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. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the particular posts, demonstrates good judgment in the context of assignments given; able to plan own work and manage work/task priorities. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Communication** - Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**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.

**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.

### **QUALIFICATIONS:**

**Education:** Advanced university degree (Master's degree or equivalent) in political science, international relations, foreign affairs, law or related field. A first-level university degree in combination with qualifying experience and relevant academic/professional qualifications, such as accreditations from military or government command and staff colleges, may be accepted in lieu of the advanced university degree. Formal qualifications and/or certifications in Investigations or Evidence Analysis (pursuant to a course of study, training and examinations of a state/national law enforcement institution, a national military academy or a federal/national intelligence service training institution, supplemented with professional development courses and/or certifications involving study, training and examinations in investigatory work) in combination with four additional years of qualifying work experience may be accepted in lieu of the first-level university degree.

**Work Experience:** A minimum of five (5) years of progressively responsible experience with advanced university degree (seven years with a first-level university degree) in intelligence or information analysis, political science, international relations, journalism, development, security (military or police), criminal investigations or related field. Experience in research, information analysis and drafting of analytical products is required. Experience working in the geographical region of operations is desirable

**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.

**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.

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**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 UN 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.