

REPUBLIC OF RWANDA



SUPREME COURT

POBOX 2197,

KIGALI

JOB RECRUITMENT

Background

The Government of Rwanda (GoR), through the Judiciary has received funding from the Netherlands Embassy for the programme Capacity Building of the Judiciary & Prosecution for extradited suspects of Genocide, Phase II n 4000002774. The purpose of the programme is to improve all round quality of judgement and sentencing as well as specifically improving prosecution of Genocide suspects

Therefore, the Supreme Court would like to recruit the Contractual personnel for the following vacant position:

INSTITUTION	SUPREME COURT
Job Title	International experienced Legal Researcher
Job Classification Level and Grade	Contractual
Number	2
Supervised by/Reporting to (Title):	President of Court
Responsible for/Key Responsibilities (Job Description):	
<i>Functions</i>	<i>Tasks</i>
Core mission	The International experienced legal researcher will provide support to the Judicial personnel (Judges, Registrars, etc.) in conducting legal research and other related tasks regarding international crimes, as listed within the specific tasks in the section below.

Specific tasks:	<ul style="list-style-type: none">• Assign to work with the Judiciary specially the High Court Chamber for International Crimes, Court of Appeal and Supreme Court;
------------------------	---

	<ul style="list-style-type: none"> • Provide advice and expertise in handling of transferred/ extradited cases • Do all required research to clarify the international crime files; • Share experience within the Judiciary (HCCIC ; CoA, SC); • Train judges and local legal researchers in modern Judicial technical matters; • Provide assistance and advise in drafting of legal documents : motions, responses, briefs and correspondences; • Attend trial and provide advice of oral advocacy practices and interlocutory objections and oral motions; • Carry out any other legal task as may be assigned to him/her by the President of courts.
Qualifications	<ul style="list-style-type: none"> • A Master’s Degree in Law from a reputable institution with minimum of five (5) years of experience in International court as a Judge, Prosecutor, legal advisor or legal researcher ; • Bachelors’ Degree in Law with minimum of 10 years of experience as an International court Judge, Prosecutor , legal advisor or legal researcher providing legal support in Judicial matters in international tribunals • Excellent knowledge of English, communication skills in French and Kinyarwanda or Swahili would be an additional advantage
Desirable skills	Good background in research, legal analysis and the provision of legal advice in complex matters, proven ability to construct and apply statutes

Description of core competencies

Competency	Description
Leadership	<ul style="list-style-type: none"> ▪ Entrench and inspire a sense of vision and motivation. ▪ Collaborative and self-driven to achieving institutional vision, mission and goals.
Integrity	<ul style="list-style-type: none"> ▪ Promote impartiality, fairness, and honesty. ▪ Take prompt action or proposes solutions to stop unprofessional or unethical behavior.
Inclusiveness	<ul style="list-style-type: none"> ▪ Engage and demonstrate respect for intellectual views of others, gender, age, people with disability, culture and beliefs.
Accountability	<ul style="list-style-type: none"> ▪ Accept and assume responsibility for work and decisions. ▪ Report work done and explain decisions taken. ▪ Accept mistakes and failures and endeavors to take corrective action or bear the consequences.
Communication	<ul style="list-style-type: none"> ▪ Understand situations clearly and communicate his/her message with clarity to a relevant audience. ▪ Listen attentively to others with an open mind and provide feedback. ▪ Use proper channels of communication.
Professionalism	<ul style="list-style-type: none"> ▪ Demonstrate strict adherence to ethical and performance standards. ▪ Exhibit a sense of ownership, responsiveness, urgency and courtesy.
Clients/Citizen Focus	<ul style="list-style-type: none"> ▪ Provide high quality services that address Client/Citizen needs and expectations.

General competencies

Competency	Description of Competency
Analytical Skills	<ul style="list-style-type: none">▪ Develop ideas that guide interpretation of situations based on sound judgement and experience.▪ Assess situations, identify key issues and produce logical and practical solutions.
Problem Solving	<ul style="list-style-type: none">▪ Analyse situations, Identify challenges and provide appropriate solutions.▪ Demonstrate ability to hand over unsolved problems and propose likely solutions to the next level.
Decision Making	<ul style="list-style-type: none">▪ Make timely decisions based on relevant information. Provide valuable inputs in decision making process.
Time Management	<ul style="list-style-type: none">▪ Plan work schedules, prioritize tasks and meets deadlines.▪ Delegate work to team members for effective and efficient productivity.
Resource Management	<ul style="list-style-type: none">▪ Demonstrate appropriate utilisation of resources.▪ Exhibit stewardship to ensure proper management and maintenance of resources.
Teamwork	<ul style="list-style-type: none">▪ Work collaboratively with colleagues to undertake specific tasks to achieve common goals.▪ Solicit inputs by genuinely valuing others' ideas and expertise.
Risk Management	<ul style="list-style-type: none">▪ Identify and assess risks which the organization may be exposed to.▪ Propose effective mitigation measures and strategies to control risks.
Technology Awareness	<ul style="list-style-type: none">▪ Embrace new technological solutions to solve organizational challenges.▪ Continually upgrade his/her technological skills to enhance Institutional performance.

Interested and qualified candidates are requested to apply online through the Supreme Human Resource Office at hr@judiciary.gov.rw , Not Later than Friday the 18th September 2020, at 5.00 PM.

In addition to the Requirements to be attached: (Curriculum Vitae, Identification/Copy of Passport)

Done at Kigali on 7th September, 2020

Ms. MURORA Beth

Secretary General, Supreme Court