

**Cour
Pénale
Internationale**



**International
Criminal
Court**

ICC RECRUITMENT GUIDELINES FOR ESTABLISHED POSTS

Professional and higher and General Service categories

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1. PURPOSE OF THE GUIDELINES

The purpose of these guidelines is to outline the procedures to be followed by the ICC for the recruitment of staff on established posts in the Professional and higher categories and the General Service categories. The same procedures may be applied for the recruitment of staff on positions funded by general temporary assistance (GTA).

2. PRINCIPLES

- 2.1 The ICC shall follow the principles for recruitment as established by the Rome Statute in Article 44 and ASP resolution ICC-ASP/1/Res.10, in order to ensure the highest standards of efficiency, competency and integrity in the employment of staff, as well as equitable representation of the principal legal systems of the world, geographical representation, and gender balance.
- 2.2 Due regard shall be paid to paragraph 1.1 of the ICC Administrative Instruction ICC/AI/2005/006 on Equal Opportunity which establishes that the ICC shall recruit "staff members on the basis of merit without regard for characteristics such as race, marital status, pregnancy or potential pregnancy, religion, ethnicity, colour, sexual orientation, disability, political belief or responsibilities as a care giver."
- 2.3 Both external and internal applicants may apply for vacant posts. However, in accordance with Staff Rule 104.18, the fullest regard shall be paid, in filling vacancies, to the requisite qualifications and experience. Staff members may be requested to provide copies of their past performance appraisals.
- 2.4 Interview Panel members shall ensure strict confidentiality, transparency and integrity of the recruitment process. Decisions on the recommendation of candidates shall be made solely by the Interview Panel, without any influence from external individuals. Throughout the selection process, Interview Panel members shall not provide any information about the interview process to the candidates.

3. VACANCY ANNOUNCEMENTS, CLASSIFICATION AND ADVERTISEMENTS

- 3.1 The recruitment procedure is initiated by a request of the hiring manager who sends a draft vacancy announcement to the Human Resources Section.

The vacancy announcement shall include the post number, duty station, organisational unit, type of appointment and duration, duties and responsibilities, qualifications and experience and the language requirements. If the education requirement is waived or substituted with years of experience, this should be approved by the Registrar or the Prosecutor as appropriate and specified in the vacancy announcement. If work experience acquired prior to obtaining a relevant degree can be considered as qualifying experience, this should also be specified in the vacancy announcement.

In the event that a post has not been previously classified, the hiring manager sends a completed Work Survey to the Human Resources Section. All new posts shall be classified by the Human Resources Section prior to advertising.

- 3.2 The Human Resources Section reviews the vacancy announcement and after its review sends it for translation, where necessary. The vacancy announcement is posted on the Court's website. The Human Resources Section informs the ICC States Parties and may also liaise with the Secretariat of the Assembly of the States Parties as well as other relevant international organisations, national institutions, academic institutions, NGOs, etc.

If necessary, advertisements may be placed in relevant newspapers, specialised journals or other media, bearing in mind the need to ensure equal opportunity and geographical representation.

- 3.3 The vacancy announcement is normally posted for a minimum of 4 weeks for professional posts and 2 weeks for General Service posts. This period may be extended upon email request from the hiring manager to the Human Resources Section. In consultation with the Human Resources Section, a shorter period may be taken into consideration in exceptional circumstances.

4. PROCESSING AND ACKNOWLEDGEMENT OF APPLICATIONS

- 4.1 Applicants who apply online will be registered automatically and will receive immediate confirmation by email. Applications off-line (by post/fax) will not be acknowledged.
- 4.2 No applications or nominations shall be accepted after the expiration of the deadline for applications.
- 4.3 Without prejudice to the use of roster candidates, candidates who did not apply through the regular channels will not be considered or called to participate in the selection process.

- 4.4 If, after the deadline, the hiring manager is of the view that not enough qualified applications have been received, he/she may request the Human Resources Section to re-circulate the vacancy announcement.

5. COMPOSITION OF THE INTERVIEW PANEL

- 5.1 The hiring manager will establish an Interview Panel and nominate the chairperson. The Interview Panel shall be composed of at least three members, representing both genders and diverse nationalities. If possible, the nationalities of the Panel members should represent several regional groups. At least one member should not be working under the supervision of the chairperson of the Panel. One member should represent the Human Resources Section and coordinate the process. If a Human Resources representative cannot be present, the role and function will be assumed by another Panel member, which shall be reflected in the Interview Panel report.
- 5.2 The composition of the Interview Panel shall remain the same during the whole selection process. However, additional persons may participate in parts of the selection process (e.g. face to face interviews), on the condition that the original Panel members are present.
- 5.3 When establishing interview panels, the hiring manager shall avoid any actual or perceived preferential treatment, especially when interviewing candidates who have a former or current personal connection with one of the members of the interview panel. In such cases, the full details of the relationship shall be disclosed and the member of the interview panel concerned shall decline participation in the recruitment process.

6. EVALUATION AND SHORT-LISTING OF APPLICATIONS

- 6.1 The initial evaluation of applicants with regard to their eligibility for the advertised post, based on minimum educational requirements and relevant work experience, is carried out by the Human Resources Section. Alternatively, the hiring manager may carry out the initial evaluation. The chairperson of the Interview Panel, in consultation with other Interview Panel members, shall establish a short-list of candidates for the selection process, according to the requirements set out in the vacancy announcement, and send it to the Human Resources Section. Inclusion of candidates who do not meet the minimum requirements specified in the vacancy announcement requires the prior exceptional approval of the Registrar or the Prosecutor, as appropriate, and must be justified in writing.

- 6.2 A clear recommendation from the Interview Panel shall be included in the Interview Panel Report in order for a candidate to be considered for vacancies similar to the advertised one. The consent of the applicant to be considered for other positions shall also be requested.
- 6.3 For posts at the Professional and higher category, the short-list should, to the extent possible, contain candidates from different countries, regions and gender. Candidates from under-represented and non-represented States Parties and gender shall be granted priority provided that they meet all the requirements for the position and are as qualified as the other candidates. In general, the professional staff of each section should represent different geographical regions and gender. The Human Resources Section will provide the Interview Panel members with an updated geographical representation report.

The requirements relating to geographical representation do not apply to language staff in the Professional category, staff in the General Service category or staff funded by GTA.

7 ASSESSMENT OF SHORT-LISTED CANDIDATES

- 7.1 In order to assess candidates, the following assessment methods may be applied:
- **Telephone interviews:** Telephone interviews should concentrate on gathering relevant information for recommending the candidate for further steps in the interview process and/or for a final recommendation. If telephone interviews are carried out prior to face-to-face interviews, internal candidates participate in this round by telephone as well.
 - **Written tests:** If appropriate, a written test or written sample of performed work can be part of a selection process. The Human Resources Section organises written tests either online (via email) or at the ICC Headquarters upon request of the Interview Panel. Tests give Panel members the chance to evaluate the candidates' technical knowledge and skills on specific topics. The assignments for the written tests are prepared by the Interview Panel. Written tests shall be in a form which will allow an objective and measurable assessment of relevant skills, competencies and abilities of the candidate. They have to be conducted anonymously and the assessment criteria and rating system must be established in advance

- **Presentation or role plays:** If appropriate, a presentation or role play may be conducted as part of the interview process in order to observe the candidate's specific technical, managerial or interpersonal skills. The presentation or role play shall be organised by the Interview Panel, and relevant assessment criteria and rating system must be clear in advance.
- **Face to face interviews or video-conferencing:** These may be conducted after or instead of a telephone interview.

The assessment methods chosen by the Panel must be applied consistently to all shortlisted external and internal candidates at each relevant stage of the selection process.

- 7.2 The interviews should be planned well in advance and the Human Resources Section shall be provided with all the relevant information (short list, proposed time schedule, written test, complete reference materials, etc) in a timely manner. The Human Resources Section requires a minimum of 10 working days after receipt of the relevant information to arrange telephone interviews and of up to 20 working days to arrange face to face interviews or video conferencing. Before any interview, all Panel members should read carefully the Personal History Forms of the candidates, identify any issues that require clarification, and prepare questions.
- 7.3 The Panel members may use the ICC competency based interview guide. Panel members should take notes during the interview and avoid reaching conclusions until after the interview. Following each interview, Panel members should review and discuss their notes. An Interview Panel report, with attached rating sheets, shall be used where applicable.

8. INTERVIEW PANEL REPORT AND RECOMMENDATION

- 8.1 At the end of the interview process the chairperson of the Panel or his/her representative drafts the Interview Panel Report and shares it for approval with the other Panel members. The Interview Panel shall strive to form a recommendation by consensus. In exceptional cases, the Interview Panel report may include dissenting opinions of Panel members. The final report including relevant additional documents (rating sheet, evaluation of written tests, etc.) is duly signed by all Panel members before submission to the Human Resources Section.

- 8.2 The Interview Panel report must justify the final recommendations, including, where applicable, the consideration of candidates who did not meet the minimum requirements. When more than one candidate is found suitable, the Panel shall list the recommended candidates in order of priority.
- 8.3 In exceptional circumstances, when the best candidate meets the requirements for a particular function but at a lower level than required, the panel may recommend the candidate for appointment at a lower level against the particular vacancy and provide reasons in the report.

9. TRANSFER OF CANDIDATES BETWEEN INTERVIEW PANELS

- 9.1 If, during the selection process, the Interview Panel assesses that a candidate is suitable for another vacancy than the one for which he/she is being interviewed, the Interview Panel, with the agreement of the Human Resources Section, may recommend the candidate's application to an on-going recruitment process for the appropriate vacancy or to the roster.

In this event, the candidate is informed of the Interview Panel's recommendation. If the candidate agrees, he/she will be transferred as recommended.

10. SELECTION AND APPOINTMENT OF CANDIDATES

- 10.1 Upon completion of the Interview Panel report, a Selection Committee established pursuant to paragraph 5 of the annex to ASP resolution ICC-ASP/1/Res.10 may be convened in accordance with its mandate and tasks as outlined in the relevant terms of reference to advise the Registrar or the Prosecutor, as appropriate.
- 10.2 The recommendation of the Interview Panel, together with the advice of the Selection Committee if applicable, is then submitted to the Registrar or Prosecutor, as appropriate, for the final decision.
- 10.3 Medical clearance
All new staff must meet the United Nations Joint Staff Pension Fund's standards of physical and mental fitness for employment. An offer of appointment will, therefore, be subject to medical clearance.
- 10.4 Reference verification and security clearance
The Offer of Appointment is also subject to the reference verification and security clearance. All new staff are required to complete a letter of

authorisation giving the ICC or its agents permission to carry out all necessary enquiries in order to verify information provided in the Personal History Form. Reference verification may be conducted in advance before the Panel's recommendation is reached and submitted to the Interview Panel. For this purpose, a request shall be sent to the Human Resources Section after the completion of the interview process. Checks are conducted by the Safety and Security Section. For security-sensitive functions, the security vetting shall be completed before the person takes up his function at the Court. For all other positions, the security vetting shall be completed at the latest prior to the end of the staff member's probationary period.

Once the offer has been signed by the selected candidate, the Human Resources Section will inform all other shortlisted candidates of their non-selection by email.

11. USE OF ROSTERS

- 11.1 In order to accelerate the filling of vacant posts and increase the efficiency of the recruitment processes, rosters may be created for established as well as for GTA-funded positions at headquarters and field offices, for positions in the General Service and Professional categories.

11.2 Types of Rosters

(a) *Organ Specific*

For positions with similar duties and requiring similar competencies or qualifications, suitable candidates may be placed on a roster for subsequent appointments either in the same division or in another division of the Organ. In this case, the Panel shall indicate in the interview report the post for which a candidate may be placed on a roster and provide the relevant justification. A Panel from the hiring division may request a short meeting or telephone interview prior to selecting a roster candidate in order to confirm his/her suitability for the post.

(b) *Court wide*

For generic positions, where similar tasks exist across the Court, hiring managers from the different Organs shall have the opportunity to select from a common pool of candidates who have been previously interviewed and evaluated as suitable. Such positions may include Administrative Assistants, Legal Officers, Case Managers, Administration Officers etc. The Human

Resources Section shall examine the profile of the post in question and ensure the suitability of the candidate recommended from the roster. A Panel from the hiring Organ may request a short meeting or telephone interview prior to selecting a roster candidate in order to confirm his/her suitability for the post.

11.3 Process

Vacancy announcements may be created specifically for rostering purposes and shall be advertised on the ICC web site for a minimum of one month for professional posts and a minimum of two weeks for General Service posts. Candidates may only be placed on a roster after participation in a competitive recruitment process in which they were evaluated as suitable, either for a specific roster vacancy or for a regular vacancy.

Upon completion of a selection process, an Interview Panel may recommend suitable candidates for placement on a roster in instances where more than one candidate was found suitable for a vacant post. This recommendation shall be indicated in the interview report for approval by the Registrar or the Prosecutor as appropriate. In the event that a similar vacancy arises, a rostered candidate may be offered the vacant post without having to participate in a second recruitment process.

An Interview Panel may also recommend that a candidate be placed on a roster for a post with a similar profile. A list of what constitutes similar profiles shall be established and approved by the Registrar or the Prosecutor as appropriate.

11.4 Role of the Human Resources Section

The Human Resources Section shall manage the database of roster candidates, including personal details of candidates, dates of interviews, recommendations of Panels, the details of the post for which a candidate was assessed etc. The Human Resources Section shall inform the candidates, upon completion of a selection process, of their placement on the roster for potential future vacancies, and advise hiring managers across the Organs on the availability of suitable candidates on roster. The Human Resources Section shall send an updated list of candidates on a roster when a recruitment process is initiated, if the post advertised has a set of requirements similar to a post for which a roster exists.

11.5 Decision on re-advertisement vs. appointment from roster

The Head of Organ has the discretion to re-advertise a vacant post instead of hiring available suitable candidates from a roster. Relevant factors in this context may include geographical and gender balance considerations, change in operational requirements which may impact the profile of the required

candidate, or the availability of suitable internal staff members who had not previously competed in the recruitment process.

12 FINAL PROVISION

The present guidelines shall enter into force on 2 November 2009.

A handwritten signature in black ink, appearing to read 'Silvana Arbia', with a large, stylized circular flourish at the end.

Silvana Arbia

Registrar