


Vacancy announcement		
UN JPO Programme		
JPO in Human Resources Policy and Legal Affairs		
International Court of Justice		Closing date 15 August 2025 11:59pm KST

Vacancy Announcement # 23P037

I General information

Title:	JPO in Human Resources Policy and Legal Affairs
Sector of Assignment:	Human Resources, Legal Affairs
Country:	Netherlands
Location (City):	The Hague
Agency:	International Court of Justice
Duration of Assignment:	The assignment is intended for a minimum duration of 2 years. The initial appointment is for 1 year, renewable based on performance and availability of funds. A reassignment to a different position prior to the conclusion of the second year will not be possible unless expressly indicated in the TORs.
Grade:	P2 step 1 in the first year, P2 step 2 in the second year

Note: This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Republic of Korea and is addressed exclusively to candidates with the Korean citizenship. For general information on the Korean JPO Program and additional conditions see the following website:
<https://unrecruit.mofa.go.kr>

II Duties, Responsibilities and Output Expectations

Under the supervision of the Head of Administrative and Personnel Division, the JPO will be responsible for the following duties, as assigned:

- Develops new and revised human resources policies and make recommendations on policy-related practices and procedures.
- Conducts the comprehensive review of existing ICJ human resources-related issuances, recommending new innovate and insightful approaches, with a view to streamline, simplify, consolidate and abolish or amend outdated and obsolete issuances to ensure the current human resources legal framework is up-to-date, competitive, responsive to the needs of the Registry's operations.
- Conducts background research, including but not limited to academic studies, private and public sector best practices, other UN organizations' policies and strategies, General Assembly and International Civil Service Commission (ICSC) decisions; and prepare policy advice, studies, briefs, reports and correspondence in a timely manner.
- Contributes to meetings or working groups in providing policy interpretation as needed on the administration of the Registry's staff regulations and the management of staff.
- Supports capacity building and awareness of the Registry's human resources strategy and policy framework among managers, supervisors and staff.
- Supports the maintenance of relevant policy guidelines, develop capacity-building and learning materials and contributes in the preparation, review and finalization of internal standard operating procedures (SOPs), workflow processes and other relevant tools working in collaboration with other HR and administrative entities of the UN Secretariat.
- Keeps abreast of developments in various areas of human resources to ensure the Registry's HR policy framework is flexible and reflective of best practices from other common system organizations, as well as the public and private sectors.

- Identifies trends, patterns and causal relationships in data sets related to policy development, makes recommendations and prepares summary reports.
- Engages in learning activities to strengthen competencies in one or more areas related to human resources.
- Contributes to efforts to innovate, modernize and streamline the work of the Administrative and Personnel Division, including the use of technology.
- Actively participates in strengthening internal and external communications related to the work of the Administrative and Personnel Division.
- Supports management in monitoring operational performance, with the aim of improving business processes, and reducing response times for clients; recommends solutions to address bottlenecks.
- Takes on special projects and performs other related duties, as required.

III Training component: Learning elements and expectations

The JPO will be involved in the implementation of specific components of the programme of work of the Registry of the Court, and in particular those undertaken by the Administrative and Personnel Division as set out in section III. On completion of the assignment, the JPO will have:

- developed a good understanding of the functioning of the Registry of the principal judicial organ of the United Nations, including legal and policy issues relating to the day-to-day management of the human resources of the International Court of Justice;
- conducted research on legal, administrative, and human resources matters and to provide specialized legal and policy advice;
- developed and coordinate the implementation of multi-stakeholders projects;
- produced well-drafted legal and policy documents;
- drafted administrative documents and correspondence;
- developed a comprehensive understanding of the basic texts, regulations, and internal policies of the International Court of Justice, as well as the decision-making process within the Registry;
- liaised and interacted with colleagues and concerned stakeholders within the Court and outside (Secretariat of the United Nations, other UN entities across the globe, embassies, universities, Member States, etc.)

IV Supervision

Title of Supervisor:

Head of Administrative and Personnel Division, International Court of Justice

Content and Methodology of Supervision:

Establishment of a Work Plan

During the first month of the assignment, the JPO will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation

The Court's Performance Evaluation System will serve as a primary platform to evaluate of the JPO's performance. Periodic review of the progress of tasks assigned, of their quality, of the ability of the incumbent to perform his or her duties within the prescribed time-limits. More detailed assessments at the end of each quarter.

V Required Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in law, preferably with specialization in international administrative law, public international law or law of international organizations.

Work experience (incl. internships and volunteering):

- At least two years of relevant professional experience in human resources management, administration or related field required. Experience in drafting and editing documents is required.
- Experience in international organizations/corporations or public administration is desirable.

- Project management skills and experience in human resources policy development, reform implementation or change management is desirable.
- Experience in researching legal and/or human resources databases/resources is also desirable.

Languages:

English and French are the working languages of the United Nations. For this position, fluency in English or French, and excellent drafting ability in at least one of them is required. Working knowledge of the other language will be an asset.

Other skills:

- Familiarity with administrative law, international organizations and international relations.
- Solid computer skills including proficiency in Microsoft Office (Word, Power-point, and Excel) and communication tools (MS Teams) are an advantage.
- Strong analytical, planning, and organizational skills, with flexibility and ability to adjust in a highly dynamic environment.
- The selected candidate will exhibit a keen interest in the work of the United Nations and a strong commitment to the ideals of the UN Charter. The candidate will also have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to understand and express tolerance of differing opinions and views.

UN competencies:

PROFESSIONALISM: Knowledge of law, coupled with the ability to apply legal principles; ability to exercise sound judgment and handle confidential material with discretion, and analyze and research a range of complex legal issues with tight deadlines; shows pride in work and in achievements; 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; and ability to remain calm in stressful situations.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience, demonstrates openness in sharing information and keeping people informed. **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.

PLANNING & ORGANIZING: Identifies priority activities and assignments and adjusts priorities as required; allocates appropriate amount of time for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

PLANNING & 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.

ACCOUNTABILITY: delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules. Commitment to continuous learning.

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

VI Background information on Agency/Department/Section

General information on the organizational structure of the Registry of the International Court of Justice:

The JPO will be required to work in the Registry of the International Court of Justice. As the Court is both a Court of justice and an international body, the Registry is required to serve the administration of justice – with sovereign

States as litigants – and to act as secretariat to an international organ. Thus, the activities of the Registry involves, on the one hand, judicial and diplomatic functions and, on the other, the services performed by legal, administrative, financial, conference and information departments in international organizations.

The Registry is headed by the Registrar of the Court, assisted by the Deputy-Registrar. It currently comprises some 120 staff members with permanent or fixed-term contracts (see organization chart).

Essential programme on which the JPO will work:

The JPO will be closely associated with the Registry's legal, administrative, and financial work.

Background details on the duty station:

The Hague is an international centre where over a dozen international organizations (OPCW, Europol, Eurojust, etc.) have their headquarters. It is also viewed as an international legal centre, hosting as it does the International Court of Justice, the Mechanism for International Criminal Tribunals, the International Criminal Court, the Permanent Court of Arbitration, the Special Tribunal for Lebanon, etc.

More information about the Registry of the International Court of Justice and its Registry can be found at [Introduction | International Court of Justice \(icj-cij.org\)](#).

VII General requirements for the JPO Programme of the Republic of Korea

- Korean citizenship
- Fluency in Korean and English language
- Completed advanced university degree (master's degree or equivalent). A bachelor's degree and an additional two years of work experience may be accepted in lieu of the advanced university degree.
- Not older than 32 years of age as of 31st December of 2025 (Born on or after Jan. 1, 1993) (The maximum age limit for those who served in the military will be extended accordingly*)
- Male applicants shall have completed the Korean military service or be exempted from it. Those who will be discharged from military service in the year of the application may also apply.

*

- one year will be extended for those who served for less than one year
- two years will be extended for those who served for more than one year and less than two years
- three years will be extended for those who served for two years or more

VIII How to apply

Applicants should submit their application electronically directly to the Organization.

All documents should be in English.

Candidates for this position apply **online** via the Online Application System (OAS)* portal link provided on <https://owa.undesa.it/oasrok/>

*Please also make sure to review the guidelines on [how to apply](#) in the Online Application System (OAS).

Applications must be received no later than **15 August 2025 (11:59pm KST)**.

Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.

IX Required application documents (only complete applications will be considered)

- The completed United Nations Personal History Profile with motivation letter in English (to be completed in the OAS interface)
- A scanned copy of applicant's Resident Register in English
- A copy of the university degree (Bachelor's/ Master's degree) certificate in English
- A copy of English language proficiency test certificate. Please note that test scores are valid for 2 years after the test date. Applicants should score a minimum of
(1) TOEFL iBT 100 or

(2) TEPS 430 or

(3) IELTS 7 or

(4) TOEIC 900

- TOEFL 'Home Edition' score is accepted while 'MyBest Scores' are not accepted

- IELTS General Training and Academic test are both accepted

- Only for male applicants who have completed the national military service: A certificate of Korean Military Service in English. The maximum age limit for those who served in the military will be extended in accordance with the Support for Discharged Soldiers Act and the military service law.
- Only for low-income applicants: A scanned copy of applicant's certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial English translation.
- Only for applicants with disability: A scanned copy of applicant's certificate of person with disability issued in Korean and English.

[Please note that applicants can apply for **a maximum of two JPO positions** sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.]