

United Nations Mechanism for International Criminal Tribunals

Personal Assistant to the Registrar, G-6

DEADLINE FOR APPLICATIONS	:	13 February 2015
DATE OF ISSUANCE	:	14 January 2015
OFFICE	:	Office of the Registrar, Registry
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2015/MICT/REG/IOR/001

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

Organisational setting and Reporting:

This position is located in the Office of the Registrar of the United Nations Mechanism for International Criminal Tribunals ("Mechanism") at the Hague Branch. The incumbent reports directly to the Registrar.

Responsibilities:

- Maintains the Registrar's agenda, arranges meetings, and liaises with the Mechanism Arusha Branch, Secretariat and other UN bodies with regard to the Registrar's functions.
- Handles telephone calls and answers queries, maintains a filing system, keeps confidential administrative, legal and judicial documents and, when necessary, forwards documents to headquarters.
- Types all correspondence for the Registrar's signature. Assists in the development and improvement of office systems by providing guidance to colleagues on office procedures, preparation, format and presentation of UN correspondence.
- Receives, screens and prioritises all correspondence addressed to the Registrar. Maintains lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps. Ensures that summaries of documents and translations into English are provided to the Registrar upon request.
- Assists in planning missions, makes necessary arrangements for travel and sets up meetings outside the Mechanism.
- In the Registrar's absence, coordinates calls and requests requiring attention and communicates them to the Registrar, as well as follows up on necessary action in consultation with the staff member concerned in the Registry.
- Takes initiative to bring relevant information to the attention of the Registry's members. Anticipates problems that may arise regarding schedules, internal and external communications.
- Regular interactions with high-level contacts internally and externally, in person and over the telephone. Discretion and tact are required.
- Performs other tasks, as required.

Core Competencies:

- Professionalism – Shows pride in work and in 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.
- 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 the audience; demonstrates openness in sharing information and keeping people informed.
- Planning and Organising – 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.

QUALIFICATIONS

Education: High school diploma or equivalent; demonstrated ability to use computer technology.

Work Experience: A minimum of 7 years related administrative experience. Experience with an international organisation and / or international court is desirable.

Languages: English and French are the working languages of the Mechanism. For this post, fluency in English is required. Knowledge of Dutch and / or French is desirable.

Assessment Method: There may be a technical test and / or a competency-based interview.

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Special Notice:

The appointment is limited to the Mechanism. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format). Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the RMRecruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the Administrative Support Assessment Test (ASAT) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website (www.un.org/icty) and forward electronically AS ONE DOCUMENT to the RMRecruitment@icty.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the Administrative Support Assessment Test (ASAT) as per OHRM instructions.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.