

# United Nations Mechanism for International Criminal Tribunals

## ADMINISTRATIVE ASSISTANT, G-5

DEADLINE FOR APPLICATIONS	:	20 August 2015
DATE OF ISSUANCE	:	21 July 2015
OFFICE	:	Registry/Office of the Registrar
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2015/MICT/REG/IOR/004

Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis and is open only to those who have been successful in the relevant entry-level examination given by the duty station.

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

### Organisational setting and Reporting:

The post is located in the Office of the Registrar of the Mechanism for International Criminal Tribunals, the Hague Branch ("MICT").

### Responsibilities:

The incumbent will be tasked with coordinating and performing a wide range of administrative tasks in the Office of the Registrar. He or she will work under the direction and supervision of the Registry Officer-in-Charge and the Legal Officers working in the Office. More specifically, the incumbent will:

- Facilitate decision-making, information exchange and dissemination of information.
- Facilitate communication and liaise with the MICT Arusha Branch, including the sub-office in Kigali.
- Be responsible for managing the Office's filing system and for the cataloging and distribution of documents.
- Be responsible for logistical coordination of conference calls, video-conferences and other meetings.
- Coordinate and take minutes of meetings.
- Assist in the planning and organising of travel and other logistical matters for the Office as required.
- Assist in the implementation of projects, including the organisation of diplomatic events.
- Attend to requests for information and perform research as required.
- Deputise for the Personal Assistants to the Registrar and ICTY Deputy Registrar as required.
- Perform any other *ad hoc* duties as requested and required.

### Core Competencies:

- **Professionalism:** Efficient and pays attention to detail. Has excellent editing skills. 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.
- **Planning & 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.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

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## QUALIFICATIONS

**Education:** High school diploma or equivalent.

**Experience:** Minimum of 5 years administrative experience. Experience with an international court is desirable.

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**Language:** English and French are the working languages of the MICT. For the post advertised fluency in oral and written English is required. Working knowledge of Dutch, French and/or Bosnian/Croatian/Serbian is desirable.

**Other:** Demonstrated ability to use available computer technology.

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## **ASSESSMENT METHOD**

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

### **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.

### **NOTE FOR INTERNAL CANDIDATES:**

- 1) Staff at the G-4 and G-5 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) or the MICT website. 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](mailto:RMRecruitment@icty.org) in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.

### **NOTE FOR EXTERNAL CANDIDATES:**

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the MICT website ([www.unmict.org](http://www.unmict.org)) and forward electronically AS ONE DOCUMENT to the [RMRecruitment@icty.org](mailto:RMRecruitment@icty.org) in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.

### **NOTE FOR PREVIOUSLY ROSTERED CANDIDATES**

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.