

United Nations Mechanism for International Criminal Tribunals

Certification Assistant, G-4 (temporary vacancy until 30 June 2017)

DEADLINE FOR APPLICATIONS	17 January 2017
DATE OF ISSUANCE	11 January 2017
OFFICE	Registry/Court Support Services Section
JOB OPENING NUMBER:	2017/MICT/REG/CSSS/004-GS

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

Organizational setting and Reporting:

This position is located in the Registry (The Hague Branch), Court Support Services Section (CSSS), reporting directly to the Certification Officer (P-2), under the overall supervision of the Chief of Section.

Responsibilities:

The incumbents will be responsible for:

- Verifying the accuracy, completeness, and correcting the judicial records (public and confidential witness lists, exhibit lists, lists of filings and transcripts) as part of a team on the Certification Project for closed cases.
- Locating, registering, and isolating judicial records undergoing certification.
- Logging of errors and issues identified in judicial records, and documenting record-keeping practices.
- Collaborating with other members of the team to implement uniform solutions and corrections.
- Classifying official case documents according to their classification level.
- Ensuring the accuracy of data in the Judicial Database (JDB) and accessibility of all filed public legal documents online through the Court Records database.
- Verifying the migration of judicial records for the Unified Judicial Database (UJDB) project.
- Carrying out project-related duties as assigned by Certification Officer, Chief/Deputy Chief of Section.

Competencies:

- Professionalism – Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. 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.
- Teamwork – Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- Technological Awareness – Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

QUALIFICATIONS

Education: High school diploma or equivalent.

Experience: Minimum of 3 years of relevant experience for G-4 level. Experience as a Certification Assistant, Court Records Assistant, Judicial Archiving Assistant or similar Registry or administrative experience is an asset. Demonstrated ability to use photocopier, scanner and computer technology. Knowledge of MICT and ICTY databases (Judicial Database, Court Management System, Translation Tracking System, New Electronic Minutes System, and Jigsaw) and MS Office applications will be considered as an asset.

Language: English and French are the working languages of the Tribunal. Fluency in oral and written English is required for this post. Working knowledge of French, B/C/S, Albanian or Macedonian will be considered as an asset.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-3 and G-4 level are eligible to apply.
- 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 in-box. Please indicate the job opening number in the subject line.
- 3) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a staff member for the position.

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4) Applicants may have to sit the Global General Service Test (GGST) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

External applicants must complete the UN Personal History Profile (PHP) form obtainable from the MICT website (www.unmict.org) 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 Global General Service 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.

<p>Special Notice: 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.</p>

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