

United Nations Mechanism for International Criminal Tribunals

Temporary Job Opening Administrative Assistant, FS-4 (Duration until 31 December 2017)

DEADLINE FOR APPLICATIONS	:	24 March 2017
DATE OF ISSUANCE	:	10 March 2017
ORGANIZATIONAL UNIT	:	Registry/Office of the Registrar
LOCATION	:	Arusha branch
JOB OPENING NUMBER	:	2017/MICT/REG/IOR/019-FS

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

Organizational setting and Reporting:

This position is located in the Registry of the Arusha Branch, Mechanism for International Criminal Tribunals (“Mechanism”), under the supervision and direction of the Head of the Legal Team in the Office of the Registrar.

RESPONSIBILITIES:

Perform duties for and within the Legal Team in two main areas: 1. Requisitioning, and 2. General office, legal, servicing of meetings, and administrative support services. Typical duties and responsibilities will encompass the following:

- Act as the Legal team’s requisitioner: Identify requirements for goods and services for the portfolios enforcement of sentences, released and acquitted persons, monitoring, defense counsel, and court management; draft statements of work and estimate not-to-exceed amounts; obligate funds in Umoja by raising Fund Commitments, Shopping Carts, direct purchase orders or Travel Request; monitor expenditure and verify invoices; liaise with contracted vendors; request timely renewal of contracts.
- Act as administrative focal point for correspondence/queries between the Registry and prison authorities, convicted persons, and UN entities (mostly the United Nations Development Programme (UNDP)) in enforcing States.
- Take and prepare written minutes of meetings; Draft routine correspondence, documents, reports, letters, memoranda, etc. in English and French and ensure necessary follow up. Handle incoming and outgoing correspondence and other material in both English and French; Ensure proper distribution within the Registry; Maintain a log of incoming and outgoing correspondence related to the work of the Legal Team; Keep track of deadlines with respect to submission and distribution of documents produced by the Legal Team.
- Maintain and update files, including entering final documents into the Mechanism’s electronic documents and records management system.
- Receive, screen and transmit telephone calls in English and French, and answer queries with discretion. Answer enquiries accurately and provide requested documents. Refer complex enquiries to members of the Legal Team, as appropriate.
- Perform other duties as assigned.

CORE COMPETENCIES:

- **Professionalism:** Ability to perform a broad range of administrative functions. Sound knowledge of operational and administrative policies, practices and procedures including records management/filing procedures, and UN financial and procurement rules and regulations. Excellent computer skills. Very good drafting and editing skills. Experience dealing with confidential information. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; 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 audience; demonstrates openness in sharing information and keeping people informed.
- **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.

QUALIFICATIONS

Education:

High school diploma or equivalent, with excellent knowledge of word-processing and other standard office software. Additional training in the field of secretarial functions, administration, legal or related area is desirable. Additional training in SAP/Umoja is highly desirable.

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Work Experience:

Minimum of 6 years of progressively responsible experience within the United Nations system and/or the private or not-for-profit sector in the field(s) of administrative or secretarial services, finance, procurement, or in other related fields. Knowledge of SAP, such as the United Nations Umoja ERP, is an advantage. Experience in an international legal environment is highly desirable.

Languages:

English and French are the working languages of the Mechanism for International Criminal Tribunals. For the post advertised, fluency in both oral and written English and French is required. Working knowledge of Kinyarwanda and/or Swahili is desirable.

HOW TO APPLY:

- 1) Staff at the FS-3 and FS-4 level are eligible to apply. Applications from GS staff will be considered as external.
- 2) Interested staff members must complete a UN Personal History Profile (PHP) form obtainable via Inspira personal accounts or the MICT website and submit together with a cover letter. Please submit all documents including the last two e-PAS/e-Performance appraisal 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.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the MICT website (www.unmict.org) or from your personal Inspira account and forward electronically to the RMrecruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 2) 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.

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.

SPECIAL NOTICE: The appointment is limited to the MICT. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. MICT is a smoke free environment.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.