

# United Nations Mechanism for International Criminal Tribunals

Security Officer (Administrative Clerk), G-4

DEADLINE FOR APPLICATIONS	:	15 June 2017
DATE OF ISSUANCE	:	16 May 2017
OFFICE	:	Registry/Security and Safety Unit
LOCATION	:	Arusha Branch
JOB OPENING NUMBER	:	2017/MICT/REG/SSS/004-GS

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

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## Organizational setting and Reporting:

This position is located in the Security and Safety Unit of the Registry of the Mechanism for International Criminal Tribunals, Arusha branch. Under the general direction of the Chief, Security and Safety Unit and the direct supervision of the Deputy Chief, the incumbent is responsible for the following duties:

## Responsibilities:

- To provide the scheduling of all training courses using the directives and department parameters that fit the objectives into the timeframe and availability of staff to attend available to instruct. Liaison with different unit supervisors to determine when staff are available and also ensure the training schedule fits with other operational requirements such as courts, premises security and daily occurrence;
- Perform administrative duties; scheduling meetings, taking minutes, ordering office supplies, preparing SSU IT requests, and prepare the 'Daily Orders'. Collect, summarize and prepare draft for Monthly figures to DHSSS;
- Assist with the recruitment process; schedule S/O interviews as required. Regular interaction with HRS and UNDSS in order to compile staff lists;
- Ensure applicable HRS administration guidelines are distributed to all SSU staff. Maintain administrative records including daily attendance, annual leave, sick leave and CTO;
- As the attendance monitor, ensure completion of all Security staff data entries into the HRS Attendance database. Ensure archiving and filing of all documentation within the Security and Safety Unit;
- Organizes, creates and distributes all lesson administrative needs such as information bulletins to students and instructors concerning uniform, equipment, time and location requirements along with arranging meeting the lesson facilities and IT requirements;
- Inserting the individual training data into the database that is provided by the different training instructors;
- Develops and distributes general information packets such as the introductory information for new Security Officers;
- Provide the department's yearly planner and updates it accordingly;
- Responsible for the unit's general assets. Runs the tracking system and is responsible for the units general asset register;
- Provides training data on individual performance to the Unit's e-performance Supervisor's as required;
- Performs regular Security Officers duties as and when required to assist overall service requirements and also keep abreast of the operations;
- Perform any other task assigned by the Chief, Security and Safety Unit and/or Deputy Chief, Security and Safety Unit.

## 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.
  - **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.
  - **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.
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## QUALIFICATIONS

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

**Work Experience:** 3 years experience, preferably with a mixture of Security and Safety, training and administration.

**Languages:** 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 French and/or Kinyarwanda is desirable. Knowledge of Swahili is an asset.

**Assessment Method:**  
There may be a technical test followed by a 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.

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## HOW TO APPLY:

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

- 1) Staff at the G-3 level (or FS equivalent) 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:**

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.

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