

United Nations Mechanism for International Criminal Tribunals

Driver/Clerk, G-3*

DEADLINE FOR APPLICATIONS	:	17 September 2017
DATE OF ISSUANCE	:	18 August 2017
OFFICE	:	Registry/Administration
JOB OPENING NUMBER	:	2017/MICT/REG/GSS/008-GS

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

Organizational setting and Reporting:

This position is located in the Administrative Section of the Registry of the Mechanism for International Criminal Tribunals (MICT), The Hague branch.

The incumbent will work under the general supervision of the Transport Dispatcher and will be responsible for supporting the work of the General Services Section at MICT-The Hague branch.

RESPONSIBILITIES:

Within delegated authority, the incumbent will be responsible for the following duties:

- Driving of MICT officials and VIP guests of the MICT
- Provision of local courier services
- Co-ordination of the MICT transportation requirements in absence of the Transport Dispatcher
- Ensuring that MICT vehicle fleet is maintained and in safe operational condition.
- Assist the Transport Dispatcher with various tasks i.e.;
- General transport related administrative support
- Arranging of alternate transport on work overflow or absence of driver (Taxi's, rental of vehicles, etc.)
- Assist with the verification of invoices related to transport.
- Any other ad-hoc duties as required and appropriate.

CORE 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.
- 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.
- 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. A valid Dutch (or of another European country) driving license B minimum. Possession of VIP driving certification such as CCV-D1 or (international) equivalent is highly desirable. Knowledge of Dutch driving rules and regulations is desired. Basic knowledge of computers and software including Windows, Word and Excel is required. Some knowledge of book-keeping procedures desired.

Work Experience: Minimum of two (2) years of driving experience. Previous experience driving VIP passengers in The Hague and the Netherlands is highly desirable. Knowledge of UN procedures is desirable but not essential.

Languages: English and French are the working languages of the MICT. For the post advertised, fluency in oral and written English.

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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 to this position will be subject to budgetary approval. 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-2 and G-3 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 the TRIBUNET or ICTY website. Please submit all documents including the last two e-PAS's ELECTRONICALLY to the 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 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.
- 2) The appointment of the successful candidate will be on a local basis therefore he/she will be responsible for all travel expenses incurred in connection with this recruitment.

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.
