

# United Nations Mechanism for International Criminal Tribunals

Administrative Assistant, G-6\*

DEADLINE FOR APPLICATIONS	:	20 September 2017
DATE OF ISSUANCE	:	22 August 2017
OFFICE	:	Registry/Office of the CAO
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2017/MICT/REG/CAO/18-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 Registry, Office of the Chief of Administration under the direction of the CAO.

## Responsibilities:

- Receives and reviews all incoming correspondence/documents originating from the various sections of the Tribunal as well as documents from UNHQ and outside sources, refers correspondence to substantive officer for action, and on own initiative prepares responses, as required by the CAO.
- When required, prepares communication on general administrative or specialized tasks which may be of a confidential nature within the assigned areas of responsibility.
- Advises and assists senior staff on issues related to administrative matters, ensures follow-ups and monitors deadlines. Drafts Administrative instructions, Information Circulars and Standard Operation Procedures of an administrative nature.
- Maintains supervisor's calendar, screens calls and answers or refers queries. Makes discretionary decisions regarding appointments, workload and priorities. Arranges meetings with senior officials, both internal and external; schedules and takes minutes for executive and staff meetings.
- Files official CAO records into electronic documents and records management system RM8 and in relevant network drives; acts as a focal point for disposition of the CAO Office physical and digital records
- Participates and acts as a Secretary of various committees and bodies, such as the Local Committee on Contracts, ICT Committee, Umoja Implementation Team, and ICTY Liquidation Task Force.
- Maintains accurate list of the MICT administration-related Formally Constituted Groups (FCG), including Central Review bodies, Classification and Special Post Allowance Panels, Local Committee on Contracts and Property Survey Board.
- Serves as focal point for the interaction between the internal and external auditors and the Administration. Provides full logistical support, and assists in the coordination, routing and drafting of audit responses, as well as audit-related correspondence.
- Serves as the MICT focal point with regard to UN Financial Disclosure Programme.
- Serves as Umoja superuser in support of the local office community.
- Assists the CAO and the MICT Administrative Officer with ad hoc assignments and projects.
- Performs other duties as assigned.

## Core Competencies:

- **Professionalism** – Knowledge of general office and administrative support including administrative policies, processes and procedures. Demonstrated intermediate/advanced facility in using computer technology. 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.
  - **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 the audience; demonstrates openness in sharing information and keeping people informed.
  - **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.
- Work Experience:** At least 7 years of secretarial/administrative experience. Experience as assistant to a senior decision-maker is highly desirable. Demonstrable familiarity with United Nations administrative policies and procedures highly desirable. Previous experience in an international or UN setting desirable.
- Languages:** English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Fluency in French and Dutch is highly desirable.
- 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.

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## HOW TO APPLY:

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

- 1) Staff at the G-5 and G-6 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.
- 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.

**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED.**

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