

United Nations Mechanism for International Criminal Tribunals

Human Resources Clerk, G-4*

DEADLINE FOR APPLICATIONS	:	03 October 2017
DATE OF ISSUANCE	:	04 September 2017
OFFICE	:	Registry/Human Resources
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2017/MICT/REG/HRS/032-GS

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

Organizational setting and Reporting:

This position is located in the Registry, Human Resources Section, under the direction of the Chief, Human Resources Section.

Responsibilities:

The incumbent organises and oversees the administration of attendance and annual/sick leave, monitors timely submission and completeness of supporting documentation, advises attendance monitors of procedures and determines leave entitlements. Advises individual staff members of procedures to be followed in applying for their entitlements and provides other information for individual cases. Produces and distributes monthly and other periodic reports and statistics from PIMS and other databases of the section. Oversees that the general correspondence and subject files of the unit and official status files of staff members are maintained properly. Prepares monthly reports for payments to the Finance Section. Reviews and administers a number of entitlements and benefits, including requests for home leave/family visit/education grant travel including the lump sum option, verifies that the required preconditions for the entitlement exist, prepares travel requests, organises and maintains adequate follow up systems to check upon completion of the travel that the conditions were met by the staff members. Any other ad-hoc duties as required.

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.
- **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; demonstrated ability to use computer technology.

Work Experience: Minimum 3 years related secretarial/administrative experience.

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

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-3 and G-4 levels are eligible to apply; the requirement for one year post occupancy is applicable.
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- 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) 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) 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 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.
