

United Nations Mechanism for International Criminal Tribunals

Appointment of the successful candidate to this position will be subject to budgetary approval.

Human Resources Assistant, G-5

DEADLINE FOR APPLICATIONS	:	03 October 2017
DATE OF ISSUANCE	:	04 September 2017
OFFICE	:	Registry/Human Resources Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2017/MICT/REG/HRS/034-GS

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

Organizational setting and Reporting:

This position is located in the Human Resources Section under the general supervision of the Chief of Human Resources.

Responsibilities:

The Human Resources Clerk works as a generalist responding to all local human resources issues. The Human Resources Clerk responds directly to questions and queries posed by Arusha based staff.

S/he will monitor the contractual status of staff; review the information in HR systems to identify cases which need attention and follow up on actions related to the administration of entitlements, ensuring consistency in the application of the Staff Rules and Regulations; Reviews and processes requests for entitlements and claims; ensures that relevant documentary proof is provided and initiates action towards substantive offices (e.g., Finance, Travel etc.); Assists in the administration and updating of HR systems, prepare letters of appointment, ensures that all conditions and related entitlements of appointees such as rental subsidy, education grant, etc. are up to date; Drafts personnel actions which reflect administrative personnel decisions, and bring special cases to the attention of the supervisor; Inducts new staff members, reviews and verifies all documentary proof to establish the contractual status and related entitlements; Advises staff regarding their entitlements and conditions of service, administrative procedures, and processes as well as the staff members' responsibilities; Ensures proper registration of staff in the Pension Fund and in the health and life insurance plans in accordance with the relevant administrative instructions and procedures; Initiates check-out and separation-related procedures for separating staff members.

Core Competencies:

- **Professionalism** - Full understanding of the functions and organization of the ICTY and the Section. 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.
- **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 IT technology.

Work Experience:

5 years of related administrative experience, preferably in the Human Resources field. Knowledge of UN Staff Rules and Regulations is highly desirable. Knowledge of “Umoja” is desirable.

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 is an asset.

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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-4 and G-5 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 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.
