

United Nations Mechanism for International Criminal Tribunals

Administrative Assistant, FS-4

DEADLINE FOR APPLICATIONS	:	24 October 2017
DATE OF ISSUANCE	:	25 September 2017
ORGANIZATIONAL UNIT	:	Registry/Office of the Registrar
LOCATION	:	Arusha branch
JOB OPENING NUMBER	:	17-ADM-RMT-86092-R-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the Registry of the Arusha Branch, Mechanism for International Criminal Tribunals (“Mechanism”), under the supervision and direction of the Head of the Legal Section and Mechanism Special Adviser on Enforcement of Sentences in the Office of the Registrar.

RESPONSIBILITIES:

Perform duties in two main areas: 1. Requisitioning, and 2. General office, legal, servicing of meetings, and administrative support services. Typical duties and responsibilities will encompass the following:

- Act as the Legal Section’s requisitioner: Identify requirements for goods and services for the portfolios enforcement of sentences, released and acquitted persons, monitoring, defense counsel, and court management; draft statements of work and estimate not-to-exceed amounts; obligate funds in Umoja by raising Fund Commitments, Shopping Carts, direct purchase orders or Travel Request; monitor expenditure and verify invoices; liaise with contracted vendors; request timely renewal of contracts.
- Act as administrative focal point for correspondence/queries between the Registry and external entities.
- Take and prepare written minutes of meetings; Draft routine correspondence, documents, reports, letters, memoranda, etc. in English and French and ensure necessary follow up. Handle incoming and outgoing correspondence and other material in both English and French; Ensure proper distribution within the Registry; Maintain a log of incoming and outgoing correspondence related to the work of the Legal Section; Keep track of deadlines with respect to submission and distribution of documents produced by the Legal Section.
- Maintain and update files, including entering final documents into the Mechanism’s electronic documents and records management system.
- Receive, screen and transmit telephone calls in English and French, and answer queries with discretion. Answer enquiries accurately and provide requested documents. Refer complex enquiries to members of the Legal Section, as appropriate.
- Perform other duties as assigned.

CORE COMPETENCIES:

- **Professionalism:** Ability to perform a broad range of administrative functions. Sound knowledge of operational and administrative policies, practices and procedures including records management/filing procedures, and UN financial and procurement rules and regulations. Excellent computer skills. Very good drafting and editing skills. Experience dealing with confidential information. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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 audience; demonstrates openness in sharing information and keeping people informed.
- **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:

United Nations Mechanism for International Criminal Tribunals

High school diploma or equivalent, with excellent knowledge of word-processing and other standard office software. Additional training in the field of secretarial functions, administration, legal or related area is desirable. Additional training in SAP/Umoja is highly desirable.

Work Experience:

Minimum of 6 years of progressively responsible experience within the United Nations system and/or the private or not-for-profit sector in the field(s) of administrative or secretarial services, finance, procurement, or in other related fields. Transactional experience in an SAP system, such as the United Nations Umoja ERP, is an advantage. Experience in an international legal environment is highly desirable.

Languages:

English and French are the working languages of the Mechanism for International Criminal Tribunals. For the post advertised, fluency in both oral and written English and French is required. Working knowledge of Kinyarwanda and/or Swahili is desirable.

Assessment Method:

There may be a technical test and/or a competency-based interview.

Special Notice:

The appointment is limited to the Mechanism for International Criminal Tribunals. 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. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism for International Criminal Tribunals is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
