

United Nations Mechanism for International Criminal Tribunals

Public Information Clerk, G-4

DEADLINE FOR APPLICATIONS	:	26 October 2017
DATE OF ISSUANCE	:	27 September 2017
OFFICE	:	Registry/External Relations Office
LOCATION	:	Sarajevo
JOB OPENING NUMBER	:	2017/MICT/REG/060-GS

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

Organizational setting and Reporting

This position is located in the in the Sarajevo Office of the Mechanism for International Criminal Tribunals (MICT). The incumbent will work under the direct supervision of the Liaison Officer in Sarajevo and under overall supervision of the External Relations Officer at the Hague branch of the Mechanism.

RESPONSIBILITIES

- Assist with practical and logistical arrangements.
- Filter media and public inquiries, assess and prioritize the nature of the requests by taking the appropriate course of action to satisfy the request.
- Assist the Spokesperson in his/her duties by conducting research, co-drafting press releases and press advisories as well proofreading and assisting with the editing of public information materials, reports and other content. Respond to a variety of inquiries and requests for information/documents from the press and other agencies.
- Coordinate the organization of special events.
- Maintain and update mailing lists, distribute information material to the media and public; liaise with media personnel and provide information of upcoming MICT activities.
- Provide assistance in the composition and dissemination of all MICT information communication products and services for the press and general public.
- Cooperate and provide support as required to the Hague branch of the Mechanism in implementation of the public information strategy and activities.
- Update database as and when necessary, care for administrative and logistical aspects of the Office.
- May provide support in dealing with media representatives and assist in setting up press events.
- May assist the Liaison Officer in his/her duties by conducting research, co-drafting press releases and press advisories as well proofreading and assisting with the editing of public information materials, reports and other content.
- Any other duties as required.

CORE COMPETENCIES

- Professionalism – Ability to work autonomously and independently to produce advanced draft versions of a variety of communication products Good understanding of the functions of work and of the organizational structure and respective roles in the Office; knowledge of internal policies and procedures generally and in particular those related to the communication, production and dissemination of public information. Understanding how to harness written, social and interactive media to build institution awareness among diverse range of audience. Shows pride in work and 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; **pays attention to detail.**
 - 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

A high school diploma; demonstrated ability to use computer technology.

Experience

3 years related experience in administrative, research and/or public information environment, preferably in an international setting.

Languages

English and French are the working languages of the Mechanism for International Criminal Tribunals. For this post, excellent command of oral and written English is required. Working knowledge of Bosnian/Croatian/Serbian is an asset.

Assessment Method

There may be a written 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.
- 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.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED