

United Nations Mechanism for International Criminal Tribunals

Senior Administrative Officer, P-5

DEADLINE FOR APPLICATIONS	:	17 March 2018
DATE OF ISSUANCE	:	16 February 2018
OFFICE	:	Registry/ Administration Division
LOCATION	:	The Hague
JOB OPENING NUMBER	:	18-ADM-RMT-93226-R-THE HAGUE (R)

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

Organizational setting and Reporting:

This position is located in the Division of Administration, Registry, Mechanism for International Criminal Tribunals ("Mechanism"). The incumbent will conduct work in relation to both branches of the Mechanism (Arusha and The Hague). The incumbent reports directly to the Registrar.

Responsibilities:

Within the authority delegated by the Secretary General to the Registrar of the Mechanism, the Senior Administrative Officer is responsible for the provision of administrative, financial, budgetary and human resources services, and the formulation and implementation of the policies and practices of the United Nations in respect of these services, whilst at the same time taking into account the unique aspects of the work of an international criminal tribunal. Under the authority of the Registrar, the incumbent:

- Provides policy advice on administrative matters to the Registrar, the President and the Prosecutor of the Mechanism on conceptual strategy development and management of the implementation of overall strategies and intra and inter-divisional/departmental policies and procedures.
- Provides administrative services to the Chambers, the Prosecution and the Registry, in particular: plans and oversees the management of activities undertaken by the units/sections under his/her responsibility which include: human resources, budget, finance, procurement, general services [e.g. building management, field offices, travel, logistics, visas and entitlements, etc.], information technology and communications; and ensures that substitutive work program and programmed activities are carried out efficiently and expeditiously.
- Coordinates diverse projects in the units/sections, and, in liaison with UN entities both within The Hague and Arusha (International Criminal Court (ICC), Special Tribunal for Lebanon (STL), International Court of Justice (ICJ), Residual Special Court for Sierra Leone (RSCSL), East African Court of Justice, and the African Court for Human and Peoples' Rights) and within Europe and Africa more broadly on various issues.
- Coordinates and oversees the preparation of reports for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budget Questions (ACABQ), the General Assembly and other policy-making organs, as appropriate.
- Reports to intergovernmental bodies on budget/program performance or on programmatic/substantive issues, as appropriate, particularly those presented in biannual and/or annual reports.
- Assists the Registrar in preparing the work program of the Mechanism, determining priorities, and allocating resources for the completion of outputs and their timely delivery.
- Is responsible for interaction with Resident Auditors, OIOS Headquarters, Board of Auditors and other bodies on issues of audit and oversight for the Organization. Takes the lead, and participates in new developments in risk management and assessments issues.

Work implies frequent interaction with the following:

- President, Prosecutor and Registrar, and other managers and staff within the Mechanism. Senior Staff within the UN Secretariat, Head of Mission, Heads and other UN offices, funds, programs and specialized agencies;
- Representatives of Governments and representatives of non-governmental organizations;
- Chairs and members of intergovernmental bodies.

Core Competencies:

- Professionalism – Knowledge of the substantive field of work in general and of specific areas being supervised. Ability to produce reports and papers on technical issues and to review and edit the work of others. Ability to apply UN rules, regulations, policies and guidelines in work situations. 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.
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- **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.
- **Accountability** – Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organisational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Leadership** – Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.
- **Judgement/Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organisation; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

QUALIFICATIONS

Education:

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law, social sciences or other area is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

Minimum of 10 years of progressively responsible experience in administration, budgeting and financial management, human resources management, logistics, general services or related field required. Relevant work experience managing a multi-sectional, fast-paced administrative section within the UN is desirable. Working knowledge of the UN SAP (Umoja / budget and financial management) or other SAP system is highly desirable. Knowledge of the work of an International criminal tribunal is an asset.

Languages:

Fluency in English (both oral and written) is required. Working knowledge of French 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 for International Criminal Tribunals. 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, loan 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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

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.

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

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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>
