

United Nations Mechanism for International Criminal Tribunals

Administrative Assistant, G-5

DEADLINE FOR APPLICATIONS	:	30 May 2018
DATE OF ISSUANCE	:	01 May 2018
OFFICE	:	CAO/ Registry
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2018/MICT/REG/CAO/002-GS

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

Organizational setting and Reporting:

This position is located in the Registry, Office of the Chief of Administration, The Hague Branch and will report to the Special Assistant.

Responsibilities:

The Administrative Assistant will be responsible for the following duties: *(These duties are generic and may not be carried out by all Administrative Assistants.)*

Human Resources Management

- Initiates, reviews, processes and follows-up on actions related to the administration of the unit's human resource activities, e.g., recruitment of staff and consultants, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Responds to enquiries and provides information and advice to staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, and entitlements under the Staff Rules and Regulations.
- Oversees the maintenance of vacancy announcement files and keeps track of status of vacancy announcements. Reviews and processes personnel actions.
- Monitors staffing table and prepare relevant statistical data/charts.

General Administration

- Drafts routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters.
- Coordinates extensively with service units and liaises frequently with internal team members.
- Performs other related administrative duties, as required (e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating seminars, conferences and translations).
- May be responsible for guiding, training, and supervising the work of more junior General Service staff.

Contract Administration

- Assists with day-to-day administration of contracts between the UN and external contractors for outsourced services.
- Audits the contractors' invoices against the goods and services provided by the contractor and approved by the UN.
- Processes the payment of contractors' invoices and monitor payments.

Finance/Budget

- Reviews incoming payment instructions with regard to banking details and sources of funds.
 - Prepares payments for final disbursement by Cashier.
 - Dispatches payment instructions and cheques to banks.
 - Creates receipts and deposits for all incoming funds.
 - Notifies payees of status of payments.
 - Assists staff members, Fund Management Officers and donors regarding queries on payment and deposit-related issues.
 - Identifies and annotates bank account movements.
 - Files and archives documentation as required.
 - Co-ordinates with other finance and budget staff on related issues during preparation of financial reports.
 - Prepares or customizes financial reports from system generated reports.
 - Assists in the preparation and review of financial and human resource proposals/requirements. Consolidates budget/work programme with respect to Headquarters' budget, trust funds, grants and procurement.
 - May monitor expenditures and compares with approved budget; prepares adjustments as necessary.
 - May assist managers in the elaboration of resource requirements for budget submissions.
 - May assist in preparation of budget performance submissions and finalization of budget performance reports, analysing variances between approved budgets and actual expenditures.
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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.
- **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.

QUALIFICATIONS

Education: High school diploma or equivalent; demonstrated ability to use computer technology.

Experience: At least 5 years progressively responsible experience in administrative services, finance, accounting, audit, human resources or related area. Knowledge of “Umoja” is highly desirable.

Language: 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.

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 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. 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 recruitment@un.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 recruitment@un.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) in the duty station 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.
