



# *International Criminal Tribunal for the former Yugoslavia*

## LIBRARY ASSISTANT, G-5

DEADLINE FOR APPLICATIONS	:	14 February 2012
DATE OF ISSUANCE	:	16 January 2012
ORGANIZATIONAL UNIT	:	Registry, Communications Service
VACANCY ANNOUNCEMENT	:	2012/REG/PTV/003-GS

Extension of the appointment is subject to the extension of the mandate and/or the availability of funds.

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

## RESPONSIBILITIES

This position is located in the Registry, Communications Service under the supervision of the Associate Public Information Officer. The incumbent performs the functions necessary for the efficient day-to-day functioning of the Library and supervises other Library staff members; organises and maintains general and specialized reference materials, such as monographs, official and non-official documents, reports, articles, serials, law journals, CD-ROMs, ensuring the accurate manner of retrieving information by means of updating the information system of ICTY (XRef catalogue), and by using external information systems; catalogues, indexes and classifies according to subject matter all incoming materials (acquisitions, donated materials, selected articles) and ensures that the Library catalogue is up to date and accurate; assists staff with bibliographical research and answers reference enquiries; raises requisitions for subscription renewals and acquisitions and acts as a contact person for all legal database subscriptions; prepares lists of the latest and most relevant legal journal articles for publication on the ICTY intranet; performs staff training sessions on the use of Library services; carries out general ad-hoc library functions within the unit as assigned.

## 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.
- **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.
- **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.
- **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.

## ASSESSMENT METHOD

There will be a technical test and competency-based interview.



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## **QUALIFICATIONS:**

- Education:** High school diploma or equivalent. Computer literate. Familiarity with law library databases and database searching.
- Experience:** Minimum of 5 years of experience in library work, preferably law library, or a combination of experience in library work and other related fields.
- Language:** English and French are the working languages of the Tribunal. For the post advertised knowledge of BCS and/or French is desirable.
- Other:** External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website ([www.icty.org](http://www.icty.org)). Applicants may have to sit a special test as per information circular ICTY/IC/2004/49 of 2 September 2004.
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**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

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