



International Criminal Tribunal for the former Yugoslavia

Administrative Assistant, G-6 – (effective as of 01 June 2012)

DEADLINE FOR APPLICATIONS	:	17 February 2012
DATE OF ISSUANCE	:	19 January 2012
OFFICE	:	Registry/Office of the CAO
VACANCY ANNOUNCEMENT	:	2012/REG/CAO/004-GS

Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis and is open only to those who have been successful in the relevant entry-level examination given by the duty station.

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

RESPONSIBILITIES

This position is located in the Registry, Office of the Chief of Administration. Under the direction of the Chief of Administration the incumbent:

- Receives and reviews all incoming correspondence/documents originating from the various sections of the Tribunal as well as documents from UNHQ and outside sources, refers correspondence to substantive officer for action, and on own initiative prepares responses, as required by the CAO.
- When required, prepares communication on general administrative or specialized tasks which may be of a confidential nature within the assigned areas of responsibility.
- Advises and assists senior staff on issues related to administrative matters, ensures follow-ups and monitors deadlines. Drafts Administrative instructions, Information Circulars and Standard Operation Procedures of an administrative nature.
- Maintains supervisor's calendar, screens calls and answers or refers queries. Makes discretionary decisions regarding appointments, workload and priorities. Arranges meetings with senior officials, both internal and external; schedules and takes minutes for executive and staff meetings.
- Maintains and supervises the Central Administrative Services records management filing systems. Keeps confidential files.
- Participates in various committees and bodies, such as the Local Committee on Contracts and the Local Property Survey Board, as Secretary.
- Serves as focal point for the interaction between the internal and external auditors and the Administration. Provides full logistical support, and assists in the coordination, routing and drafting of audit responses, as well as audit-related correspondence.
- Serves as office focal point with regard to UN Financial Disclosure Programme.
- Performs other duties as assigned.

CORE COMPETENCIES

- Professionalism - Knowledge of general office and administrative support including administrative policies, processes and procedures. Demonstrated advanced ability to use computer technology. 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.
- Teamwork – Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.



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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.
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QUALIFICATIONS:

- Education:** High school diploma or equivalent. Must have passed the United Nations Administrative Support Assessment Test (ASAT).
- Experience:** 7 years of secretarial/administrative experience. Experience as assistant to a senior decision-maker is highly desirable. Previous experience in an international or UN setting desirable.
- Language:** English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English is required. Fluency in French and Dutch is highly desirable.
- Assessment Method:** There will be a technical test and competency-based interview
- Other:** External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website (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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NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 levels are eligible to apply; staff at the G5 level must have at least one year post occupancy.
- 2) Interested staff must complete the ICTY Internal Application Form and UN Personal History Profile (PHP) form, obtainable via TRIBUNET or ICTY website (www.icty.org), and submit in paper form, including copies of the last two E-PAS's, to Ms. Ruth-Anne Young, Head, Recruitment, Training and Examination Unit, HRS or via email recruitment@icty.org.

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