



# *International Criminal Tribunal for the former Yugoslavia*

Dispatcher / Driver, G-4

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| DEADLINE FOR APPLICATIONS | : | 08 January 2015                                     |
| DATE OF ISSUANCE          | : | 09 December 2014                                    |
| ORGANIZATIONAL UNIT       | : | Registry/Transportation and Logistical Support Unit |
| LOCATION                  | : | The Hague   |
| VACANCY ANNOUNCEMENT      | : | 2014/REG/GSS/045-GS                                 |

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

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#### Organizational setting and Reporting:

This position is located in the Transportation and Logistical Support Unit, Registry, ICTY. The incumbent will work under the general supervision of the Supervisor Transport and Logistics Unit in, The Hague and will be responsible for supporting the work of the General Services Section at The Hague branch.

#### Responsibilities:

Within delegated authority, the incumbent will be responsible for the following duties:

- Daily co-ordination of the ICTY transportation requirements
- Driving of ICTY officials and VIP guests of the ICTY
- Provision of local courier services
- Arranging of alternate transport on work overflow or absence of driver (Taxi's, rental of vehicles, etc.)
- Ensuring that ICTY vehicle fleet is maintained and in safe operational condition.
- Assist the Supervisor of the Transport and Logistics Unit with various administrative tasks i.e. ;
  - General transport related administrative support
  - Sorting and preparing incoming and outgoing Mail, Pouch and Courier
  - Assist the supplies unit with the Issuance and ordering of Office Supplies and Stationery
  - Assist with the verification of invoices related to services and goods received
  - Any other ad-hoc duties as required and appropriate within level

#### Core 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.
- 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.

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#### ASSESSMENT METHOD

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

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## QUALIFICATIONS

- Education:** High school diploma or equivalent. A valid Dutch (or of another European country) driving license B minimum (C would be considered an asset). Possession of VIP driving certification such as CCV-D1 or (international) equivalent is highly desirable. Knowledge of Dutch driving rules and regulations is desired. Basic knowledge of computers and software including Windows, Word and Excel is required. Some knowledge of book-keeping procedures desired. Knowledge of international postal regulations is desired.
- Experience:** Minimum of 3 years of experience in driving VIP passengers, including 3 years of experience in an office environment, preferably in an international environment. Knowledge of UN procedures is desirable but not essential.
- Languages:** English and French are the working languages of the Tribunal. For the post advertised, Dutch would be an advantage.
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## **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 ICTY Internal Application Form and UN Personal History Profile (PHP) form obtainable via the TRIBUNET or ICTY website. Please submit all documents including the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the [recruitment@icty.org](mailto:recruitment@icty.org) in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the Administrative Support Assessment Test (ASAT) as per information circular ICTY/IC/2004/49 of 2 September 2004.

## **NOTE FOR EXTERNAL CANDIDATES:**

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website ([www.un.org/icty](http://www.un.org/icty)) and forward electronically AS ONE DOCUMENT to the [recruitment@icty.org](mailto:recruitment@icty.org) in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the Administrative Support Assessment Test (ASAT) as per information circular ICTY/IC/2004/49 of 2 September 2004.

Special Notice: 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

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