



International Criminal Tribunal for the former Yugoslavia

Administrative Assistant, G-5 (Temporary Vacancy for the period from 1 June 2016 until 31 December 2016)

DEADLINE FOR APPLICATIONS : 08 May /2016
DATE OF ISSUANCE : 02 May, 2016/2016
OFFICE : GSS/FMU
VACANCY ANNOUNCEMENT : 2016/ICTY/REG/GSS/015/-GS

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

Organizational setting and Reporting:

These positions are located throughout the United Nations. Administrative Assistants at this level usually report to a higher level Administrative Assistant, an Administrative Officer, Executive Officer, a Head of the Unit or to a Chief Administrative Officer.

Responsibilities:

Within delegated authority, 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

- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.

Budget and Finance

- Monitors status of expenditures and allotments through IMIS, records variations, updates budget tables.
- Consolidates data received and provides support to higher-level staff with respect to budget reviews of relevant intergovernmental and expert bodies.
- Reviews status of relevant expenditures and compares with approved budget.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
- Assists in the preparation of budget performance submissions.
- Prepares statistical tables and standard financial reports.

General Administration

- Drafts routine correspondence.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up-to-date work unit files (both paper and electronic).
- Coordinates extensively with service units and liaises frequently with internal team members both at Headquarters and in the field.
- Performs other related administrative duties, as required, e.g., monitoring accounts and payment to vendors and individual contractors for services; physical space planning; organizing and coordinating administrative arrangements for seminars, conferences and translations.

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.
- Prepares and processes all UN forms and permissions for contractual and work Unit, Section or Service UN staff, including: UN grounds passes, property passes, UN parking permits, swipe-card access and door keys.

Work implies frequent interaction with the following:

Staff within the Executive Office or the work unit and clients in the Department. Human resource, administrative, accounting staff in missions and Headquarters, general support services and conference services staff. Consulting firms.

Results Expected:

Contributes to the effectiveness and efficiency of the department/unit by providing administrative support and specialized assistance to more senior staff in the assigned areas of responsibility.



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Competencies:

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations 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. 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.
- **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.
- **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.

QUALIFICATIONS

Education: High school diploma or equivalent.

Experience: Five years of experience in administrative services, finance, accounting, audit, human resources and related area.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

Staff at the G-4 and G-5 level are eligible to apply.

Interested staff members must complete the ICTY Internal Application Form and UN Personal History Profile (PHP) form obtainable via the TRIBUNET; ICTY website or personal Inspira account. Please submit all documents including the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line.

Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a staff member for the position.

Applicants may have to sit the Global General Services Test (GGST) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website (www.icty.org) or personal Inspira account and forward electronically AS ONE DOCUMENT to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the Global General Services Test (GGST) as per OHRM instructions.

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.



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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 AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED.