



International Criminal Tribunal for the former Yugoslavia

Team Assistant, G-4 (Temporary Vacancy until 31 December 2015)

DEADLINE FOR APPLICATIONS	:	28 September 2015
DATE OF ISSUANCE	:	21 September 2015
ORGANIZATIONAL UNIT	:	Finance Section, Registry
VACANCY ANNOUNCEMENT	:	2015/ICTY/REG/FIN/026-GS

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

Organizational setting and Reporting:

This position is located in the Finance Section under the supervision of the Supervisor of the Unit.

Responsibilities:

- Monitors processes and schedules related the unit's outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Researches, compiles and organizes information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Generates a variety of standard statistical and other reports, work orders, etc., using various databases.
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
- Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Performs data entry and extraction functions.
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing and translation as necessary; coordinates shipment arrangements, courier services, etc.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
- Maintains files (both paper and electronic) and databases for work unit.
- Assists in providing software and office equipment support.
- Performs other duties as assigned.

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.
- **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 audience; demonstrates openness in sharing information and keeping people informed.
- **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.

ASSESSMENT METHOD

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



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QUALIFICATIONS

<u>Education:</u>	High school diploma or equivalent.
<u>Experience:</u>	Minimum of 3 years of progressively responsible financial or administrative experience
<u>Language:</u>	For the post advertised fluency in oral and written English is required.
<u>Other:</u>	Specialized training in finance is an asset. Demonstrated ability to use computer technology. Good knowledge of Excel and Word. Knowledge of SUN System and Umoja is an asset.

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 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) 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 Administrative Support Assessment Test (ASAT) as per OHRM instructions.

<p>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</p>

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