



International Criminal Tribunal for the former Yugoslavia

Trial Support Clerk, G-4 (Temp Vacancy Announcement – for period of six months)

DEADLINE FOR APPLICATIONS	:	01 March 2016
DATE OF ISSUANCE	:	23 February 2016
OFFICE	:	Trial Support Unit, Office of the Prosecutor
VACANCY ANNOUNCEMENT	:	2016/ICTY/OTP/003-GS

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

Organizational setting and Reporting:

This position is located on the Mladic Trial Team in the Office of the Prosecutor and is for a duration of six months.

RESPONSIBILITIES

Under the supervision of the Senior Trial Attorneys and Trial Attorneys on the Mladic Trial Team, assist in evidence analysis and the preparation of legal argument, motions and other written pleadings and draft background memoranda for the final stages of the Mladic trial, e.g. the final trial brief and final oral arguments. Perform other duties and special assignments as required.

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.
 - **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.
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QUALIFICATIONS:

Education: High school diploma or equivalent; demonstrated ability to use computer technology.

Experience: 3 years related administrative experience.

Languages: English and French are the working languages of the ICTY. For this post fluency in English is required. Knowledge of French or B/C/S is an asset.

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-3 and G-4 levels are eligible to apply.
- 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 Ruth-Anne Young, Chief, Human Resources Section via the recruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 3) 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 and recommend a candidate for the position.
- 4) Applicants may have to sit the Global General Services Test (GGST) as per OHRM instructions.

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 to Ruth-Anne Young, Chief, Human Resources Section via the



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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.

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.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED.