



# *International Criminal Tribunal for the former Yugoslavia*

**BUILDING SERVICES CLERK, G-4 (Temporary Vacancy for the period from 01 November 2016 – 30 April 2017)**

<b>DEADLINE FOR APPLICATIONS</b>	<b>:</b>	<b>14 October 2016</b>
<b>DATE OF ISSUANCE</b>	<b>:</b>	<b>07 October 2016</b>
<b>OFFICE</b>	<b>:</b>	<b>Facilities Management Unit, Registry</b>
<b>VACANCY ANNOUNCEMENT</b>	<b>:</b>	<b>2016/ICTY/REG/GSS/031-GS</b>

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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 Facilities Management Unit, Registry under the supervision of the Head of the Unit.

## **Responsibilities:**

**Summary of the principal functions:** Perform office construction and repairs; Distributes and installs furniture and equipment; Supervise moving contractors; Supervise in-house construction works; Other ad hoc duties as required.

**Major duties and responsibilities:** Performs office construction and repairs; Installs demountable partitions. Assembles and installs desks, cabinets, files, etc.; Constructs walls and ceilings, installs doors, locks and lock cylinders; Distributes and installs furniture and equipment; Disassembly, movement, storage and re-assembly of office furniture; Arrange rooms for conferences, plenaries, press conferences and other meetings; Relocations of staff members including office furniture, equipment and boxes from room to room, or into and out of relocations vehicles. Label and check furniture and boxes and pack boxes; Supervise moving contractors; Ensure that moving contractors set up new offices and move material efficiently and according to drawing and movement schedules; Supervise in-house construction works, Ensure that construction works use efficient work practices to complete each job with the minimum of material and time; Any other ad hoc duties as required.

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

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

**Experience:** Three years related experience in the field of construction or facilities management.

**Language:** English and French are the working languages of ICTY. For this post fluency in oral and written English is required. Knowledge of Dutch, French or Bosnian/Croatian/Serbian is an asset.



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## **HOW TO APPLY:**

### **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; 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](mailto: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 of the candidates and recommend a staff member 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.icty.org](http://www.icty.org)) or personal Inspira account 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 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.

<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>
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PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.