



International Criminal Tribunal for the former Yugoslavia

Information Assistant, G-5 (Temporary Vacancy until 31 December 2017)

DEADLINE FOR APPLICATIONS	:	19 December 2016
DATE OF ISSUANCE	:	12 December 2016
OFFICE	:	Registry/Communications Services Section
VACANCY ANNOUNCEMENT	:	2016/ICTY/REG/COMM/040-GS

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

Organizational setting and Reporting:

This position is located in the Media Office / Communications Services Section under the supervision of the Spokesperson/Press Officer.

RESPONSIBILITIES

- Drafting, proof reading and updating Communications Service information material related to the Tribunal's activities, including briefings, reports, press releases, press articles and audio-visual material.
- Assist in planning, organizing, fundraising, administrating, budgeting and implementing ICTY legacy events, including the establishment of the information centres.
- Dealing with enquiries, drafting statements and interview responses for Spokesperson and Head of Section, providing information about the Tribunal to media and members of the public (legal professionals, politicians, NGO's, educational establishments, etc.) and responding to a variety of enquiries received internally.
- Organising and implementing working visits of Tribunal officials participating in communication-related events in the former Yugoslavia.
- Liaising with different Sections and Units within the Tribunal that provide vital assistance to Communications Services' activities.
- Oversight of the printing and distribution of general information publications and other materials such as videos, leaflets, publications and key legal texts - to regional field offices and directly to targeted audiences.
- Assistance in preparing internal briefings to senior staff (President, Judges, Registrar, etc.)
- Providing assistance to the Head of Section, Press Officer and the section concerning budgetary and finance matters, requisition and procurement issues, travel, etc.
- Dealing with appropriate administrative issues such as attendance and leave records, supplies, as well as maintaining a filing system for the section which tracks correspondence and other matters.
- Assistance in identifying target individuals and groups with which the Communications Service engages.

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. Excellent understanding of approaches to plan, execute and monitor specific types of information communications products (press releases, reports, video clips) Knowledge of Audio-visual production (to produce material for Outreach conferences) would be a distinct advantage.
- 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.
- 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; fully proficient computer skills and use of relevant software and other applications, e.g. word processing, PowerPoint, internal databases, Internet, etc.

Experience: 5 years' experience in communications, public relations or in a related field. Excellent understanding of approaches to plan, execute and monitor specific types of information communications products (press releases, reports, video clips).



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Languages: English and French are the working languages of the Tribunal. For this post fluency in written and oral English is required. Knowledge of another ICTY language is desirable. Working knowledge of Bosnian/Croatian/Serbian is highly desirable.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 level 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 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 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.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.

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. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.