



# *International Criminal Tribunal for the former Yugoslavia*

Public Information Clerk, G-4 (Temporary Vacancy for the period until 31 December 2017)

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|---------------------------|---|---|
| DEADLINE FOR APPLICATIONS | : | 8 March 2017                                |
| DATE OF ISSUANCE          | : | 22 February 2017                            |
| OFFICE                    | : | Immediate Office of the Registrar, Registry |
| VACANCY ANNOUNCEMENT      | : | 2017/ICTY/REG/CS/016-GS                     |

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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 Media Office, Communication Service, of the Registry of the ICTY. The incumbent will work under the direct supervision of the Press Officer and under overall supervision of the Head of Communication Service.

## Responsibilities:

- Provide support in dealing with media representatives, assist in setting up press events and ensure on-going coordination with the Press Officer. Assist with practical and logistical arrangements.
- Filter media and public inquiries, assess and prioritize the nature of the requests by taking the appropriate course of action to satisfy the request; provide factual information and/or factual statements on behalf of the Spokesperson.
- Assist the Press Officer in his/her duties by conducting research, co-drafting press releases and press advisories as well as proofreading and assisting with the editing of public information materials, reports and other content. Respond to a variety of inquiries and requests for information/documents from the press and other agencies.
- Process interview requests; coordinate the organization of special press events.
- Closely follow all judicial activities of the Tribunal, inform the Press Officer and Head of Section about all relevant developments and keep record of key documents and trial-related statistics. Provide specific information and overviews related to judicial activities, as requested.
- Maintain and update mailing lists, distribute information material to the media and public; liaise with media personnel and provide information of upcoming ICTY activities.
- Evaluate and process accreditations of press media.
- Assists with preparation of daily media reports and bi-weekly regional briefings.
- Provide assistance in the composition and dissemination of all ICTY information communication products and services for the press and general public.
- Assist in creating, updating and managing content for the internal information platform ('Tribunet') as well as for the social media channels of communication, including YouTube, Twitter and Facebook.
- Update database as and when necessary, care for administrative and logistical aspects of the Office.
- Any other duties as required.

## Competencies:

- **Professionalism** – Ability to work autonomously and independently to produce advanced draft versions of a variety of communication products. Good understanding of the functions of work and of the organizational structure and respective roles in the Office; knowledge of internal policies and procedures generally and in particular those related to the communication, production and dissemination of public information. Understanding how to harness written, social and interactive media to build institution awareness among diverse range of audience. Shows pride in work and 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; pays attention to detail.
  - **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; demonstrated ability to use computer technology.
- Experience:** Three years related experience in administrative, research and/or public information environment, preferably in an international setting.
- Language:** English and French are the working languages of the Mechanism for International Criminal Tribunals. For this post, excellent command of oral and written English is required. Working knowledge of French and/or Bosnian/Croatian/Serbian is highly desirable.

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## **HOW TO APPLY:**

### **NOTE FOR INTERNAL CANDIDATES:**

- 1) Staff at the G-3 and G-4 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](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 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](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.

**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.**