# International Criminal Tribunal for the former Yugoslavia

**Temporary Job Opening**

**Information Network Assistant, G-5 (Vacancy for the period until 31 December 2017)**

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| **DEADLINE FOR APPLICATIONS** | : | **27 March 2017** |
| **DATE OF ISSUANCE** | : | **14 March 2017** |
| **OFFICE** | : | **Communications Service, Registry** |
| **VACANCY ANNOUNCEMENT** | : | **2017/ICTY/REG/COMM/021-GS** |

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

**Organizational setting and Reporting:**
This position is located in the ICTY/MICT Web Unit under the supervision of the Head of the Web Unit and the ICTY Chief of the Communications Service Section.

**RESPONSIBILITIES:**
The main responsibilities of the incumbent are to promote the work of the ICTY by making records on cases and Tribunal activities transparent, accessible and intelligible, through content updates, assistance to development and maintenance of a multi-site content management system for ICTY, and MICT websites, as well as other web applications and micro-sites

As an active member of the Web Unit, the incumbent fulfils these goals primarily through the following tasks:

Update, develop, design web pages and maintain their proper functioning; Operate Drupal content management system (CMS) to select, format and publish court documents and other content in the languages used by the International Criminal Tribunals; Assist in development and maintenance of Drupal custom themes and modules; Develop and maintain multimedia products and micro-sites; Assist in development and maintenance of other web applications; Amend HTML5, CSS3, JavaScript and PHP codes; Report and brief supervisors on issues that need to be addressed by external contractors; Follow developments in new media and web technologies, propose and implement their use in order to improve the websites for its users.

**CORE COMPETENCIES**

- **Professionalism** - Excellent technical skills; ability to perform under general supervision a wide range of technical development and maintenance tasks. 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.
- **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.
- **Technological Awareness** – Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

**QUALIFICATIONS:**

**Education:** High school diploma or equivalent; proficiency in web programming technologies and database management systems.

**Experience:**  Minimum 5 years' experience in web design and development;
Expert knowledge of HTML5, JavaScript, jQuery, Bootstrap, CSS3, LESS and W3C standards;

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**Demonstrated experience in PHP and MySQL;**
**Working experience with Drupal and other <u>open source Content Management Systems or PHP Frameworks is</u> highly desirable;**
**Understanding of HTTP, REST, and JSON would consider as an asset;**
**Basic knowledge of LAMP stack (Linux, Apache, MySQL, PHP) is desirable;**
**<u>Experience with using Adobe Creative Web Suite.</u>**

**<u>Languages</u>: English/and or French are the working languages of the Tribunal.  For the advertised post, English is essential. Knowledge of French and/or Bosnian/Croatian/Serbian is an asset.**

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## <u>HOW TO APPLY:</u>

### <u>NOTE FOR INTERNAL CANDIDATES:</u>

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 <u>recruitment@icty.org</u> 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.**

### <u>NOTE FOR EXTERNAL CANDIDATES:</u>

1) **External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website (<u>www.icty.org</u>) or personal Inspira account and forward electronically AS ONE DOCUMENT to the <u>recruitment@icty.org</u> 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.**

### <u>NOTE FOR PREVIOUSLY ROSTERED CANDIDATES</u>
**Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.**

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**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.**

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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.**