

International Criminal tribunal for the former Yugoslavia

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

DEADLINE FOR APPLICATIONS	:	22 May 2017
DATE OF ISSUANCE	:	15 May 2017
OFFICE	:	Registry, Communications Service Section
JOB OPENING NUMBER	:	2017/MICT/REG/COMM/032-GS

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

Organizational setting and Reporting:

This position is located in the Sarajevo Field 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 Liaison Officer and the Head of Communication Service.

RESPONSIBILITIES:

- Monitoring media reports, public events and current affairs in Bosnia and Herzegovina (BiH) and other countries in the region of the former Yugoslavia, related to the work of the Tribunal, and providing regular updates on key issues to the Communication Service and senior staff of the ICTY.
- Provide support in dealing with the public, i.e. media representatives, victims' groups, NGOs, members of judiciary etc.; assist in setting up and organising public events and ensure on-going coordination with the Liaison Officer. Assist with practical and logistical arrangements.
- Perform administrative tasks and other duties in support of the work of the Liaison Officer in Sarajevo and the activities of the Outreach Program in BiH.
- Provide assistance to the Liaison Officer and the section in preparation and organisation of public events in BiH, in particular as part of the ICT Y Legacy Dialogues series, including but not limited to logistical and organizational issues, budgetary and finance matters, requisition, procurement, travel and similar.
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- 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 to the public.
- Assist the Liaison Officer in his/her duties by conducting research, co-drafting reports and documents as well as proofreading and assisting with the editing of public information materials and other content. Respond to a variety of inquiries and requests for information/documents from the press and general public.
- Closely follow all events relevant for the Tribunal, inform the Liaison Officer and Head of Section about all relevant developments and keep record of key documents. Provide specific information and overviews related to news stories and public events as requested.
- Maintain and update mailing lists, distribute information material to the media and public; liaise with media and public and provide information on upcoming ICTY activities.
- 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 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.

CORE 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.

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- **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:** A high school diploma; demonstrated ability to use computer technology.
- Experience:** 3 years' experience in administrative, research, office support and/or public information environment.
- Languages:** 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 Bosnian/Croatian/Serbian is highly desirable.
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HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the GS-3 and GS-4 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal Inspira accounts (in PDF format) or the MICT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the RMRecruitment@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.

NOTE FOR EXTERNAL CANDIDATES:

External applicants must complete the UN Personal History Profile (PHP) form obtainable from the MICT website (www.unmict.org) and forward electronically AS ONE DOCUMENT to the RMRecruitment@icty.org in-box. Please indicate the job opening number in the subject line.

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.
