



International Criminal Tribunal for the former Yugoslavia

Administrative Assistant, G-5 (Temporary Vacancy duration until 30 June 2017)

DEADLINE FOR APPLICATIONS	:	29 March 2017
DATE OF ISSUANCE	:	23 March 2017
OFFICE	:	Registry/Office of the Registrar
VACANCY ANNOUNCEMENT	:	2017/ICTY/REG/IOR/023-GS

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

Organizational setting and Reporting:

This position is located in the Immediate Office of the Registrar under the supervision of the Head, Immediate Office of the Registrar.

RESPONSIBILITIES

Under the supervision of the Head, Immediate Office of the Registrar (IOR), the incumbent assists the IOR with administrative, logistical and secretarial support, with a special focus on the disposition of IOR records according to its Records Disposition Plan.

- Manages the IOR's physical and digital records following existing recordkeeping practices, including by maintaining the IOR's filing structure; logging and filing all documents created and received by the IOR; advising staff on the appropriate filing of records.
- Provides logistical support, including by arranging work space and relevant network access for new staff and interns; processing resource requests; ensuring office supply; sending out correspondence to internal and external partners.
- Acts as the IOR's focal point for records and archives and facilitates the timely disposition of IOR records. This includes being the first point of contact in the Office for records-related enquiries; maintaining the IOR's Records Inventory; providing updates and reports to MARS about the disposition of IOR records; attending MARS training sessions; preparing records for transfer to MARS or MICT Offices, and transferring them, and organising the destruction of transitory and time-expired records; assisting IOR staff in retrieving records from MARS.
- Acts as the IOR attendance monitor, including by providing guidance on the use of the Umoya system; liaising with HR and the Medical Unit on all attendance related matters; monitoring and administering all leaves which are not accepted in the Umoya system.
- Drafts correspondence and ensures follow-up, if required.
- Schedules meetings and prepares background material for use in discussions and briefing session, if required.
- Assists with the organisation of special events, including through liaison with UN organisations, intergovernmental organisations, non-governmental organisations, permanent missions and the host country.
- Collects and organises data and information; contributes to the preparation of status and progress reports by providing information, if required.
- Fills in for Registrar's and Deputy Registrar's Personal Assistant during their absence.

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.
- 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.



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- **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.

QUALIFICATIONS

- Education:** High school diploma or equivalent; demonstrated ability to use computer technology.
- Experience:** Five years related administrative experience. Knowledge of the Umoja system is an asset.
- Language:** English and French are the working languages of the ICTY. For this post, fluency in English is required. Knowledge of Dutch and/or French is an asset.

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.