



International Criminal Tribunal for the former Yugoslavia

Personal Assistant, G-6 (Temporary Vacancy duration until 30 September 2017)

DEADLINE FOR APPLICATIONS	:	29 March 2017
DATE OF ISSUANCE	:	23 March 2017
OFFICE	:	Registry/Office of the Registrar
VACANCY ANNOUNCEMENT	:	2017/REG/IOR/024-GS

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

Organizational setting and Reporting:

This position is located in the Office of the Registrar, under the supervision of the Registrar and Deputy Registrar.

Responsibilities:

- Maintains the Registrar's and Deputy Registrar's agendas, arranges meetings, and liaises with the Secretariat and other UN bodies with regard to the Registrar's and Deputy Registrar's functions. Anticipates problems that may arise regarding schedules, internal and external communications and proposes solutions in this regard.
- Exchanges information within and outside of the Tribunal, including with high-level contacts, in-person, over the telephone and through other means of communication. Excellent communication skills, discretion and tact are required.
- Manages administrative, legal and judicial documents, including those of a sensitive nature.
- Assists with the disposition of IOR records in accordance with its Records Disposition Plan, including by destroying transitory and time-expired records; preparing records for transfer to Mechanism offices or the Mechanism Records and Archives Section.
- Types correspondence for the Registrar and Deputy Registrar's signature. Assists in the development and improvement of office systems by providing guidance to colleagues on office procedures, preparation, format and presentation of UN correspondence.
- Receives, screens and prioritizes all correspondence addressed to both the Registrar and Deputy Registrar. Maintains lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps. Ensures that summaries of documents and translations into English are provided to the Registrar upon request.
- Assists in planning missions, makes necessary arrangements for travel and setting up meetings outside the Tribunal.
- In the absence of the Registrar or Deputy Registrar, coordinates calls and requests requiring attention and communicates them to the Registrar or Deputy Registrar, as well as follows up on necessary action in consultation with the staff member concerned in the Registry.
- Takes initiative to bring relevant information to the attention of the Registrar, Deputy Registrar and Registry's members.
- Fills in for the IOR's administrative assistance during his or her absence.
- Performs other tasks as required.

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.
 - 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.
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International Criminal Tribunal for the former Yugoslavia

QUALIFICATIONS

- Education:** High school diploma or equivalent; demonstrated ability to use computer technology.
- Experience:** 7 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-5 and G-6 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.

<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.