



# *International Criminal Tribunal for the former Yugoslavia*

LEGAL SUPPORT ASSISTANT, G-5 (Temporary Vacancy for the duration of five months)

DEADLINE FOR APPLICATIONS : 25 March 2015  
DATE OF ISSUANCE : 18 March 2015  
OFFICE : Chambers Legal Support Section, Registry  
VACANCY ANNOUNCEMENT : 2015/ICTY/REG/CHAM/009-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 Chambers Section of the Registry under the supervision of the Head of Chambers.

## Responsibilities:

Management of individual case files ensuring timely receipt of legal instruments, distributing, maintaining and updating detailed log sheets, ensuring that all related correspondence and other documentation is appropriately distributed, registered, filed and followed up as necessary ensuring smooth cooperation with various other sections. Provides general office support services, schedules appointments, monitors deadlines, monitors staff attendance, facilitates office space allocation, assists in the maintenance of the Chambers archive vault to ensure rapid retrieval of critical information, conducts reference searches upon request, identifies material for inclusion in files, coordinates with archives on retirement, storage and retrieval of files. Assists trial and pre-trial teams with all practical aspects of their work, processes and proofreads a variety of specialized legal documentation, requests translations, sets up and maintains files and records, maintains trial indicators chart, compiles the monthly update, coordinates contributions to the Annual Report. Assists various committees and other meetings in the preparation of session's documents. Coordinates visits to the Detention Unit with relevant customers including Judges. Tracks status of meetings and monitors follow up actions. Provides meeting arrangements and servicing. Provides guidance and training for new staff when necessary. Maintains internal databases on cases for tracking and trend analysis. Generates a variety of statistical and non-statistical reports from the existing databases. Conducts basic research on assigned issues using different resources. Handles a variety of inquiries from internal and external parties provides detailed information on processes and procedures related to a range of legal activities, instruments and issues. Performs other ad hoc duties as assigned.

## Competencies:

- **Professionalism** - A thorough knowledge of ICTY policies, procedures and practices. 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.
- **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.
- **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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## QUALIFICATIONS

**Education:** High school diploma or equivalent.

**Experience:** 5 years related administrative experience.

**Languages:** English and French are the working languages of the ICTY. For this post, fluency in English is required. Knowledge of other ICTY languages is desirable.

**Other:** Demonstrated ability to use computer technology.

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### **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 or ICTY website. 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 staff member for the position.
- 4) Applicants may have to sit the Administrative Support Assessment Test (ASAT) 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)) 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 Administrative Support Assessment Test (ASAT) 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 WILL NOT BE ACCEPTED.**