

United Nations Mechanism for International Criminal Tribunals

Certification Assistant, G-4

DEADLINE FOR APPLICATIONS	:	24 August 2017
DATE OF ISSUANCE	:	26 July 2017
OFFICE	:	Registry/Court Support Services Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2017/MICT/REG/CSSS/006-GS

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

Organizational setting and Reporting:

This position is located in the Registry (The Hague Branch), Court Support Services Section (CSSS), reporting directly to the Certification Officer (P-2), under the overall supervision of the Chief of Section.

Responsibilities:

The incumbents will be responsible for:

- Verifying the accuracy, completeness, and correcting the judicial records (public and confidential witness lists, exhibit lists, lists of transcripts and filings) as part of a team on the Certification Project for closed cases.
- Locating, registering, and isolating judicial records undergoing certification.
- Logging of errors and issues identified in judicial records, and documenting record-keeping practices.
- Collaborating with other members of the team to implement uniform solutions and corrections.
- Classifying official case documents according to their classification level.
- Ensuring the accuracy of data in the Judicial Database (JDB) and Unified Judicial Database (UJDB) and accessibility of all filed public legal documents online through the Court Records database.
- Carrying out project-related or other duties as assigned by Certification Officer, Chief/Deputy Chief of Section.

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.
- **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
- **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.

Experience: Minimum of 3 years of relevant experience. Knowledge of MS Office applications. Experience as a Certification Assistant, Court Records Assistant, Transcript Coordinator, Judicial Archiving Assistant or similar Registry, records management or project administration experience is an asset. Demonstrated ability to use computer technology, photocopier and scanner. Knowledge of MICT and ICTY databases (Judicial Database, Court Management System, RM8, Translation Tracking System, New Electronic Minutes System and Jigsaw) will be considered as an asset.

Language: English and French are the working languages of the Tribunal. Fluency in oral and written English is required for this post. Working knowledge of French, B/C/S, Albanian or Macedonian will be considered as an asset.

Assessment Method: There may be a technical test followed by a competency-based interview.

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Special Notice:

The appointment is limited to the Mechanism. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Recruitment for these posts is on a local basis, whether or not the candidate is a resident of the duty station.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-3 and G-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) Applicants may have to sit the United Nations 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 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. Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis therefore he/she will be responsible for all travel expenses incurred in connection with this recruitment.

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.
