

# United Nations International Residual Mechanism for Criminal Tribunals

Trial Support Assistant, G-5

DEADLINE FOR APPLICATIONS	:	29 June 2018
DATE OF ISSUANCE	:	31 May 2018
OFFICE	:	Office of the Prosecutor
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2018/IRMCT/OTP/007-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 on the Stanisic and Simatovic Trial Team under the supervision of the Senior Trial Attorney.

**Responsibilities:**

**Administrative Assistance:** The incumbent provides daily administrative assistance to the trial team in administration of the Prosecutor's case. S/He gives guidance to new staff on unit procedures and briefs them on general administrative matters. Maintains contact with unit members and trial team members to ensure that sufficient operational support is provided to the team and the unit. Attends team meetings and assists in timely and accurate dissemination of information to other unit staff.

**Assistance to Staff:** Receives and maintains log of daily filings, including confidential and public filings from Registry. S/He liaises with the Case Manager to ensure timely distribution of filings. S/He maintains appropriate electronic and physical systems for the retrieval and dissemination of documents to be used by the Case Manager and the trial team. Co-ordinates the monthly reporting of trial statistics and provides instructions and guidance to junior level staff. S/He provides interim administrative support to trial team in preparation for trials (i.e., preparation of disclosure, exhibits and identification and retrieval of documents). Replace Case Manager in court, 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.
- **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; demonstrated ability to use computer technology.

**Experience:** Five years related administrative/technical experience.

**Language:** English and French are the working languages of the IRMCT. For the post advertised, fluency in oral and written English is required. Working knowledge of French is an asset.

**Assessment Method:**

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

**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.

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## HOW TO APPLY:

### NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 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 Mechanism website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the [recruitment@un.org](mailto:recruitment@un.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 Mechanism website ([www.unmict.org](http://www.unmict.org)) and forward electronically AS ONE DOCUMENT to the [recruitment@un.org](mailto:recruitment@un.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) in the duty station 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.

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