

# United Nations International Residual Mechanism for Criminal Tribunals

## Temporary Job Opening

Building Services Clerk, G-4 (initial period of 3 months)

DEADLINE FOR APPLICATIONS	:	17 July 2018
DATE OF ISSUANCE	:	4 July 2018
OFFICE	:	Registry/ General Services Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2018/TJO/IRMCT/46-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 the Facilities Management Unit, Registry. The incumbent will perform her/his duties under the supervision of the Head of the Section.

### Responsibilities:

Summary of the principal functions: Perform office construction and repairs; Distributes and installs furniture and equipment; Major duties and responsibilities: Performs office construction and repairs; Installs demountable partitions. Assembles and installs desks, cabinets, files, etc.; Constructs walls and ceilings, installs doors, locks and lock cylinders; Distributes and installs furniture and equipment; Disassembly, movement, storage and re-assembly of office furniture; Arrange rooms for conferences, plenaries, press conferences and other meetings; Relocations of staff members including office furniture, equipment and boxes from room to room, or into and out of relocations vehicles. Label and check furniture and boxes and pack boxes; Supervise moving contractors; Ensure that moving contractors set up new offices and move material efficiently and according to drawing and movement schedules; Driving duties such as embassy delivery/pickups, driving MICT officials etc; Any other ad hoc duties as required.

- **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.
- **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 in a technical field or equivalent experience; demonstrated ability to use computer technology.

#### Experience:

Minimum of three (3) years of experience in the field of construction or facilities management. Knowledge of “Umoja” is desirable.

#### Language:

English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English is required. Working knowledge of Dutch, French or Bosnian/Croatian/Serbian is an asset.

#### Driving License:

Applicant must have an EU driving license.

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### HOW TO APPLY:

#### NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-3 and G-4 level are eligible to apply.
  - 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the IRMCT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-
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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) 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.

## NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT 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) 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.

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.