

# United Nations International Residual Mechanism for Criminal Tribunals

Administrative Assistant, FS-4

DEADLINE FOR APPLICATIONS	:	06 November 2018
DATE OF ISSUANCE	:	08 October 2018
OFFICE	:	Registry, Administrative Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	18-ADM-RMT-104485-R-ARUSHA (R)

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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 Administrative Section, Registry, of the IRMCT Arusha branch, under the supervision of the Administrative Officer.

## Responsibilities:

- Provide administrative assistance in the office of the Administrative Officer and to other offices within Administration Services.
- Perform general administrative tasks, including recordings of meetings on various subject matters, follow-up on agreed action items, and assist in the implementation of decisions; draft routine correspondence to respond to enquiries in respect to administrative, audit, and general services matters; schedule meetings and appointments; assist with the organization and coordination of court sessions, seminars, conferences and public events; maintain files of administrative matters; provide guidance and training to other administrative assistants or more junior level staff.
- Channel special queries and requests of an administrative or facilities management nature from other sections within Registry as well as the Offices of the President and the Prosecutor for treatment by relevant Sections within Administration.
- Perform other related administrative duties as required e.g. workplans and operational travel plans for units within Administration; attendance and leave recording; create internal travel authorizations; physical space allocation plans, and the identification of office technology needs.
- Prepare, in Umoja SAP, requisitions, direct purchase orders, and financial authorizations; track expenditure against obligations, and perform contract management tasks.
- Act as the Umoja focal point for the Arusha branch; identify Umoja training requirements and arrange training sessions accordingly. Perform Travel Administrator and Travel Approver functions in Umoja.
- Act as the audit focal point for the Arusha branch.
- Assist finance and budget staff during peak workload periods with the preparation of the programme budget, review expenditures and provide reports thereon for managerial information and decision-making.
- Coordinate extensively with service units and liaise frequently with team members in both branches of the Mechanism.
- Perform other duties as required.

## Competencies:

- **Professionalism** – Knowledge of general office and administrative support including administrative policies, processes and procedures. Knowledge of SAP requisitioning, financial management and travel roles. Knowledge of United Nations financial, human resources, and procurement rules and regulations. 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.
- **Accountability** – Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organisational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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

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# United Nations International Residual Mechanism for Criminal Tribunals

**Education:**

High school diploma or equivalent.

**Work Experience:**

Minimum of six (6) years of progressively responsible experience in the field(s) of administrative services, secretarial support, finance, accounting, procurement, human resources, audit, or in other related fields. Experience as a Principal's, team, or staff assistant may be an advantage. Experience using an SAP system, such Umoja, as a transactional user may be an advantage. Contract management experience may be an advantage. Experience working in the United Nations may be an advantage.

**Languages:**

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Working knowledge of French and/or Kiswahili is an advantage.

**Assessment Method:**

There may be a technical test and a competency-based interview.

**Special Notice:**

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. 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. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

**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.

**No Fee:**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

**United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

**HOW TO APPLY:**

All applications must be submitted through the UN Inspira portal. The Mechanism is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>

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