

United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening

Learning and Career Management Coordinator, GS-6

DEADLINE FOR APPLICATIONS	:	07 December 2018
DATE OF ISSUANCE	:	30 November 2018
OFFICE	:	Registry/ Human Resources Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2018/TJO/IRMCT/HRS/056-GS

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

Organizational setting and Reporting:

This position is located in the Human Resources Section in The Hague under direct supervision of the Chief, Human Resources Section.

Responsibilities:

The incumbent is responsible for the day-to-day administrative management of the IRMCT Learning and Career Management Unit which includes but is not limited to: Providing career advice and support to all IRMCT staff including assisting with interview preparation, PHP, cover letter and application drafting, researching training and career transition opportunities, organizing trainers and guest speakers, providing advice and general support in all areas of training and learning. Managing and addressing queries relating to training policy and procedures The Learning and Career Management Coordinator is responsible for all general enquiries for Hague-based IRMCT staff related to training requests, study leave, cross-training, career transition, YPP exam, LPE exam, language learning and all in-house training. Monitors training budget and accounts and assists the Chief of Human Resources in allocating funds and tracking expenditures. Provides reports, forecasts, and analyses on various training activities. Maintains contact with other agencies, funds, and programs of the UN system in areas of learning and career management and training.

S/He is also responsible for overseeing and evaluating the delivery of trainers, training courses, Consultants and Individual Contractors.

On-going tasks include the processing of training requests to include booking travel, making payment, communicating with substantive offices (e.g. Procurement, Finance, Travel etc.); processing of study leave requests; monitoring training funds to ensure the Learning and Career Management Unit adheres to the approved budget.

Core Competencies:

- **Professionalism:** Full understanding of the functions and organization of the ICTY and the Section. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. 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.

QUALIFICATIONS

Education:

High school diploma or equivalent; demonstrated ability to use computer technology including Umoja or similar ERP system. Certification and education as a Career Counselor is highly advantageous.

Experience:

Minimum of 7 years of related administrative experience, preferably in the Human Resources, Training and/or Career Management field.

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Language:

English and French are the working languages of the Mechanism. For this post fluency in oral and written English is required. Knowledge of French, Dutch, or Bosnian/Croatian/Serbian is an asset.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 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-PAS's ELECTRONICALLY AS ONE DOCUMENT to the 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.
- 4) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.unmict.org) and forward electronically AS ONE DOCUMENT to the 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.

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>

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.
