

# United Nations International Residual Mechanism for Criminal Tribunals

Human Resources Assistant FS-5

DEADLINE FOR APPLICATIONS : 09 March 2019  
DATE OF ISSUANCE : 08 February 2019  
OFFICE : Registry, Human Resources Section  
LOCATION : Arusha  
JOB OPENING NUMBER : 19-HRE-RMT-111567-R-ARUSHA (R)

---

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

---

## Organizational setting and Reporting:

This position is located in the Human Resources Section (“HRS”), Registry, of the International Residual Mechanism for Criminal Tribunals (“IRMCT”) Arusha branch. Within delegated authority, under the daily supervision of the Human Resources Officer and the technical guidance of the Chief, Human Resources Section the Human Resources Assistant for the Arusha Branch is responsible for the following:

## Responsibilities:

- Address staff questions and provide advice on matters relating to staff entitlements including but not limited to education grant; mobility allowance, hardship entitlements, dependency allowance and leave.
- Identify difficult or problematic Human Resources issues and bring such cases to the attention of the Human Resources Officer or Hague-based HRS.
- Draft correspondence to Office of Human Resources (“OHR”) at UN Headquarters on behalf of the Chief of HRS as required.
- Provide IRMCT management with UN rules and regulations as and when requested. Interprets the UN staff Rules and Regulations, and administrative instructions and provides verbal and written explanations under the supervision of the Human Resources Officer.
- Monitor the contractual status of staff and follow up with relevant program managers regarding recommendation for extension.
- Initiate staff orientation and check in/out.
- Participate in interview panels (ex-officio role) and organise interviews on an as needed basis.
- Maintain on-site Job Opening, recruitment files and staff files.
- Assist in processing staff study leave and training requests.
- Facilitate the hiring of consultants using Umoja.
- Administration of Interns including: Preparation of offers and undertakings and Note Verbales and conducting separation interview prior to departure.
- Assist the Chief, HRS and Human Resources Officer to finalise outstanding issues transferred from the International Criminal Tribunal for Rwanda (ICTR) to the IRMCT.
- Other ad hoc duties as assigned.

## Core 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.
  - **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.
- 
-

# United Nations International Residual Mechanism for Criminal Tribunals

## QUALIFICATIONS

### Education:

High school diploma or equivalent; demonstrated ability to use computer technology.

### Work Experience:

Minimum of eight (8) years of related administrative experience preferably in the Human Resources field.

### Languages:

English and French are the working languages of the IRMCT. For this post fluency in oral and written English is required.

Working knowledge of French and Kiswahili 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 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>

---