

United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening

Human Resources Clerk, G-4 (Duration for initial three months)

DEADLINE FOR APPLICATIONS	:	19 February 2019
DATE OF ISSUANCE	:	13 February 2019
OFFICE	:	Registry/ Human Resources Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2019/TJO/IRMCT/HRS/068-GS

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

Organizational setting and Reporting:

This position is located in the Human Resources Section, Registry. The incumbent will perform her/his duties under the supervision of the Chief, Human Resources Section and the Associate HR Officer.

Responsibilities:

As an Assistant with the Human Resources Section the incumbent may be required to:

Process applications for vacancies; maintain vacancy announcement files and track status of vacancy announcements; assist in the evaluation and screening of applications of candidates; arrange for and participate in interviews; provide advice and answer general queries on recruitment procedures; provide general office support services; draft and/or process a variety of correspondence and other communications; schedule appointments/meetings, monitor deadlines; maintain automated database containing HR related statistics and prepare periodic reports.

Monitor the contractual status of staff; review regularly the information in the Personnel Information Management System (PIMS) to identify cases which need attention and follow up on actions related to the administration of entitlements, ensuring consistency in the application of the Staff Rules and Regulations; review and process requests for entitlements and claims; ensure that relevant documentary proof is provided and initiate action towards substantive offices (e.g., Finance, Travel etc.); assist in the administration and updating of the Personnel Information Management Systems (PIMS).

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.
- **Teamwork –** Works collaboratively with colleagues to achieve organisational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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.

QUALIFICATIONS

Education:

High school diploma or equivalent.

Experience:

Minimum of three (3) years in related administrative experience, preferably in Human Resources.

Language:

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 the other highly is desirable. Knowledge of a second official UN language is an advantage.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 level are eligible to apply.
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- 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 recruitmentR@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 recruitmentR@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.

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.