

# United Nations International Residual Mechanism for Criminal Tribunals

## Temporary Job Opening

(Initial duration until 31 December 2019. Further extension dependent on continued funding in 2020)

### Staff Welfare Officer, P- 4 (50%)

DEADLINE FOR APPLICATIONS	:	27 March 2019
DATE OF ISSUANCE	:	14 March 2019
ORGANIZATIONAL UNIT	:	Registry/Administration Division
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2019/TJO/IRMCT/REG/ADM/088-P

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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 Administration Division, Registry under the supervision of the Chief, Human Resources Section.

#### RESPONSIBILITIES:

The incumbent is responsible for developing counseling and support programmes for staff, staff groups and associated parties, who as a result of their exposure to and involvement in the work of the Mechanism are at risk for stress related disorders. This includes the identification of such parties and stress factors, and the creation of appropriate measures (internal/external) to address such situations. The Staff Welfare and Training Officer will implement such programmes by providing counseling, undertaking team-building activities, and proposing measures to reduce stress in the workplace. The incumbent will also contribute to the development of policies and procedures governing employee relations, gender and cross cultural management issues and will make recommendations on possible solutions.

The Staff Welfare Officer will also be responsible for the day-to-day administrative management of the career transition and training activities in The Hague branch of the Mechanism. This includes but is not limited to: Providing career advice and support to 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 Staff Welfare Officer 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. S/He monitors the training budget and accounts and assists the Chief of Human Resources in allocating funds and tracking expenditures. S/He 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.

#### 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.
- **Building Trust** – provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; has no hidden agenda; places confidence in colleagues, staff members and clients; gives proper credit to others; follows through on agreed upon actions; treats sensitive or confidential information appropriately.

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#### QUALIFICATIONS

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## Education:

Advanced university degree in Psychology or related discipline. A first level university degree in combination with two years of qualifying experience may be accepted in lieu of an advanced university degree. Certification / Licensure as a Counselor or Psychologist is highly desirable.

## Experience:

Minimum of seven (7) years of progressively responsible experience in counselling and support programmes.

## Languages:

English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

## Special Notice:

The appointment is limited to the Mechanism. Appointment of the successful candidate will be limited to the availability of funding. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

## HOW TO APPLY:

- 1) Internal staff at the P-4 level who meets the requirements are eligible to apply.
- 2) Interested candidates 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 (for internal candidates) ELECTRONICALLY AS ONE DOCUMENT to the [recruitmentR@un.org](mailto: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) Please note that only candidates under serious consideration will be notified of the final decision.

## 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.

## 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)) or from your personal Inspira account and forward electronically to the [recruitmentR@un.org](mailto:recruitmentR@un.org) in-box. Please indicate the job opening number in the subject line.
- 2) 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 staff member for the position.
- 3) Please note that only candidates under serious consideration will be notified of the final decision.

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.

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