

United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening

Administrative Clerk, G-3 – Duration 4 months

DEADLINE FOR APPLICATIONS	:	21 March 2019
DATE OF ISSUANCE	:	15 March 2019
OFFICE	:	Registry/ UN Detention Facility
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2019/TJO/IRMCT/REG/UNDF/073-GS

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

Organizational setting and Reporting:

This position is located at the United Nations Detention Facility (“UNDF”), International Residual Mechanism for Criminal Tribunals (IRMCT). This appointment is limited to the Mechanism. Under the overall supervision of the UNDF Supervisor, the incumbent will provide support to UNDF.

Responsibilities:

- Perform administrative duties; scheduling meetings, taking minutes, ordering office supplies, preparing SSU IT requests, and prepare the ‘Daily Orders’.
- Assist with the recruitment process; schedule S/O interviews as required. Regular interaction with HRS and UNDSS in order to compile staff lists;
- Ensure applicable HRS administration guidelines are distributed to all UNDF staff. Maintain administrative records including daily attendance, annual leave, sick leave and CTO;
- As the attendance monitor, ensure completion of all Security staff data entries into the HRS Attendance database. Ensure archiving and filing of all documentation within the UNDF Unit;
- Organizes, creates and distributes all lesson administrative needs such as information bulletins to students and instructors concerning uniform, equipment, time and location requirements along with arranging meeting the lesson facilities and IT requirements;
- Inserting the individual training data into the database that is provided by the different training instructors;
- Develops and distributes general information packets such as the introductory information for new Security Officers;
- Provide the department’s yearly planner and updates it accordingly;
- Responsible for the unit’s general assets. Runs the tracking system and is responsible for the units general asset register;
- Provides training data on individual performance to the Unit’s e-performance Supervisor’s as required;
- Perform any other task assigned by the Supervisor, UNDF

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. 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.
- **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.
- **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 two (2) years of experience in administrative functions. Working knowledge of computer skills will be an added advantage.

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 French and/or Kinyarwanda is desirable. Knowledge of Swahili is an asset.

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HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-3 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 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. Please note that only short listed candidate(s) will be informed of the outcome.
- 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.
- 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 candidate for the position. Please note that only short listed candidate(s) will be informed of the outcome.
- 3) 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. Candidates who have passed the GGST or ASAT should provide evidence when submitting their application.
- 4) 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.