

# United Nations International Residual Mechanism for Criminal Tribunals

Administrative Assistant, G-6

DEADLINE FOR APPLICATIONS	:	15 May 2019
DATE OF ISSUANCE	:	16 April 2019
OFFICE	:	Registry/ Office of the President
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2019/IRMCT/REG/046-GS

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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 Office of the President, Hague Branch. The incumbent will work under the guidance of the President and will report to the Chef de Cabinet.

## Responsibilities:

The Administrative Assistant collocated with the President is responsible for providing immediate administrative assistance to the President, the Chef de Cabinet, and the two Legal Officers, including by receiving and filing all correspondence for the Office of the President at each branch, filing other documents produced by the Office and maintaining the Office filing system. He/she is also responsible for preparing final drafts of documents for the President's signature, attending to incoming calls and organizing the President's official travels. May be responsible for guiding, training and supervising the work of more junior General Service staff.

## 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.
- **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.

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## QUALIFICATIONS

**Education:** High school diploma or equivalent. Demonstrated advanced ability to use computer technology.

**Experience:** Seven (7) years related secretarial/administrative experience. Previous experience in one of the two *ad hoc* Tribunals is highly desirable. Experience as assistant to a high executive is desirable.

**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 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 Mechanism. 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. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

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HOW TO APPLY:

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## NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the Mechanism 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](mailto:recruitmentR@un.org) in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for testing.

## NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism website ([www.unmict.org](http://www.unmict.org)) and forward 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. Applicants may have to sit the United Nations Global General Services Test (GGST) in the duty station as per OHRM instructions. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for testing.
- 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.

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