

# United Nations International Residual Mechanism for Criminal Tribunals

Administrative Assistant, G-6

DEADLINE FOR APPLICATIONS	:	25 May 2019
DATE OF ISSUANCE	:	26 April 2019
OFFICE	:	Registry, Information Technology Services Section (ITSS)
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2019/IRMCT/REG/ITSS/047-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 Information Technology Services Section (ITSS) under the Supervision of the Chief ITSS.

## Responsibilities:

### General Administration

- Responsible for time management and schedules on behalf of manager(s), arranging monthly meetings, maintaining ITSS agendas
- Makes discretionary decisions regarding appointments, telephone calls, workload and priorities, for both branches of the Mechanism, taking minutes for executive and staff meetings.
- Acts as section's focal point for HRS administrative matters, attendance monitoring mandatory training and archives & records disposition activities, ensuring the circulation of relevant information to all ITSS staff
- Coordinates VTC requests, liaising with internal and external parties for the availability of adequate facilities and technical details for connections
- Serves as Umoja Super-user.
- Monitors office space for ITSS staff in coordination with FMU, planning and implementing related activities.
- Monitors and maintains records of e-Performance compliance of staff within ITSS.
- Responsible for closely monitoring overtime, according to allocated budget.
- Maintains and continually updates key ITSS organizational documents such as staffing tables, list of contact details and back up arrangements

### Travel

- Provides support to Section by collecting relevant administrative information related to itineraries, bookings and visa requirements, and drafts related correspondence
- Coordinates extensively with service units and liaises frequently with staff members in both branches, providing instructions and assistance on travel request and report procedures in Umoja, to ensure strict deadlines are met
- Coordinates the preparation of diplomatic pouches(s) for the transfer of ITSS material and equipment between both branches of the Mechanism, liaising with different IT teams, Mail & Pouch Unit and Security.
- Responsible for processing internal travel authorisation (ITA) for ITSS staff, with appropriate budget codes.

### Finance

- Reviews status of relevant expenditures against approved budget.
- Assists managers in the elaboration of resource requirements for budget submission and reports.
- Coordinates the routing and certification of invoices, providing translation when needed and ensuring proper filing.
- Audits contractor's invoices against goods and services provided, following up with vendor/finance when necessary and resolving any discrepancy independently.
- Raises and processes Service Entry Sheets in Umoja, authorizing payments in a timely manner
- Tracks all monthly communication charges, liaising with Principals and Senior Manager for private telephone charges
- Daily review and update of all ITSS financial spread sheets, regularly reviewing outstanding obligations.

### Procurement

- Prepares software/hardware/services requisitions based on inputs provided by other units in ITSS., liaising with Procurement Section and vendors for service quotes and follow up actions.
- Reviews requisitions for goods and services, comparing and monitoring expenditures according to allocated budget and funding; raises and processes shopping carts and low value acquisitions (LVA's).

## 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.
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- **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.

**Experience:** Seven (7) years' experience in administrative services, finance, accounting, audit, human resources or related areas. Knowledge of UN operating procedures, such as financial rules is highly 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 and/or Dutch would be advantageous.

**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:

### 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.