

United Nations International Residual Mechanism for Criminal Tribunals

Call for Interest Individual Contractor - Administrative Support

DEADLINE FOR APPLICATIONS : 01 February 2024
DATE OF ISSUANCE : 26 January 2024
OFFICE : Chambers/Office of the President
LOCATION : The Hague
JOB OPENING NUMBER : 2024/IRMCT/CHAM/PRE/003-IC

This position is subject to local recruitment. Only applicants who are authorized to work in the duty station and currently living in the duty station or in commuting distance can apply to this position.

Organizational setting and Reporting:

The Individual Contractor will be working in the Office of the President of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Hague Branch. The incumbent will work under the general supervision of the President's Assistant.

Work location:

The Hague

Expected duration:

Three (3) months with possibility of extension.

Duties and Responsibilities:

- Assisting with the President's mission preparation and organizing logistics for group visits, VIP meetings, townhalls, Judge's plenaries, and hearings – sending invitations, booking conference rooms, requesting video-links, liaising with both branches of the Mechanism to ensure a smooth running of the events, as well as more broadly assisting with the logistics of external lectures and events the President takes part in.
- General administrative duties such as responding to telephone enquiries and invitations sent to the President and the Chef de Cabinet and Principal Legal Advisor, taking notes and preparing minutes of meetings.
- Performing research using online and library resources for the President, Chef de Cabinet and Principal Advisor as well as other members of the President's Office.
- Assisting any other President's Office staff with administrative tasks and correspondence.
- Maintaining office supplies.
- Any other ad hoc duties assigned by the Chef de Cabinet and Principal Legal Advisor.

Qualifications/ special skills:

Education:

High school diploma or equivalent is required.

Experience:

Relevant experience with clerical/administrative tasks is desirable. Experience in project management is desirable. Experience in working in an international and multidisciplinary work environment is desirable. Experience in planning events is desirable.

Language:

English and French are the working languages of the IRMCT. For this position, fluency in English and French is required. Knowledge of Spanish is desirable.

Fee for Service:

The IC will be paid monthly at a daily rate equivalent to the GS1 salary grade for The Hague, The Netherlands.

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Special Notice:

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. Granting of a contract to the successful candidate on this IC position will be limited to the availability of funding. Extension of the contract is subject to the extension of the mandate and/or the availability of funds. This is not a staff position. As the international tribunals are not integrated in the Secretariat, there is no expectation of service or reassignment within the United Nations Secretariat. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs personnel regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

How to Apply

Qualified candidates who are able to work on short notice in The Hague, Netherlands, are invited to submit their application and their UN Personal History Form (PHP), to recruitmentR@un.org in-box quoting the Reference No. 2024/IRMCT/CHAM/PRE/003-IC in the subject line.

APPLICATIONS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON THE DEADLINE DATE. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.
