

United Nations International Residual Mechanism for Criminal Tribunals

Driver / Clerk, G-4

DEADLINE FOR APPLICATIONS	:	06 February 2020
DATE OF ISSUANCE	:	08 January 2020
OFFICE	:	Registry/Office of the President
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2020/IRMCT/REG/066-GS

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

Organizational setting and Reporting:

This position is located in the Office of the President of the International Residual Mechanism for Criminal Tribunals (IRMCT) (Hague branch). The Driver/Clerk will work under the guidance of the President and will report to the *Chef de Cabinet*.

Responsibilities:

Within delegated authority, the incumbent will be responsible for the following duties:

- Daily coordination of the President's transportation requirements;
- Driving of the President, MICT Chambers officials, and VIP guests of the MICT according to a set schedule;
- Provision of local courier services;
- Processing and establishing of Chambers priorities for all requests received;
- Contribute to the work of the Office of the President by prioritizing Chambers transportation and other matters in conjunction with staff of other MICT sections and for official reasons with external agencies;
- Performing reconnaissance trips to new locations;
- Ensure good keeping of the vehicle by performing necessary cleaning and refueling. Following up on car maintenance according to a set schedule;
- Assisting the Office of the President and Chambers with various administrative tasks, including general transport-related administrative support, assisting in the maintenance of the records and files of the Office of the President, sorting and preparing outgoing mail, pouch, and courier, shredding; and
- Any other *ad hoc* clerical duties as required and appropriate.

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.

QUALIFICATIONS

Education: High school diploma or equivalent. A valid Dutch (or of another European country) driving license B minimum (C would be considered an asset). Possession of VIP driving certification such as CCV-D1 or (international) equivalent is highly desirable. Knowledge of Dutch driving rules and regulations is desired. Basic knowledge of computers and software including Windows, Word and Excel is required. Some knowledge of book-keeping procedures desired. Knowledge of international postal regulations is desired.

Experience: At least 3 years of experience in driving VIP passengers, including 3 years of experience in an office environment, preferably in an international environment. Previous experience driving VIP passengers in The Hague and the Netherlands is highly desirable. Knowledge of the UN system and UN procedures is desirable.

Language: English and French are the working languages of the IRMCT. For the post advertised, English is required. Working knowledge of French or Dutch is an asset.

Assessment Method:

There may be a technical test followed by a competency-based interview.

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Special Notice:

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

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.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-3 and G-4 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 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) and forward electronically AS ONE DOCUMENT to the 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.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED.