United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration Three Months)

Administrative Officer, P-4

DEADLINE FOR APPLICATIONS : 19 February 2020
DATE OF ISSUANCE : 06 February 2020
OFFICE : Registry/Administration
LOCATION : Arusha
JOB OPENING NUMBER : 2020/TJO/IRMCT/REG/ADM/131-P

Organizational setting and Reporting:

This position is located in the Office of the Chief Administrative Officer, Registry, Arusha Branch under the supervision of the Chief Administrative Officer and in coordination with the Officer in Charge of the Registry of the Arusha Branch.

Responsibilities:
The incumbent will be responsible for coordinating and overseeing the administrative support to the Branch. Lead, oversee and coordinate the preparation and implementation of the work program to ensure compatibility with work priorities and objectives. Provide input into the budget process, taking into account the most effective use of resources. Initiate and conduct studies to improve budget reporting systems and cost-effective utilization of program resources. Monitor and control budgetary allocations through regular reviews; draft routine and ad hoc outputs; and, provide effective monitoring reports and data. Identify deviations from plans and propose corrective measures. Establish, review and maintain a set of sound policies, procedures, standards and tools which are consistent with UN policy and practice in order to ensure proper accounting, financial management and control. Provide direct supervisory support to the General Services Section and act as additional reporting officer in the areas of Finance, IT, Procurement and Human Resources management. Implement and monitor support services, including procurement of supplies and services; transport and travel, engineering, facility management, provision of local utilities and general service requirements. Produce major/complex reports for management. Perform other related work as required. The incumbent will also assume overall supervision and management of the Arusha branch facility to ensure occupancy and services are adequately available to users.

Core Competencies:

- **Professionalism** – Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. Strong written and oral communication skills. Actively seeks to improve programmes or services. Ability to offer new and different options to solve problems or meet client needs. 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.

- **Accountability** – Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organisational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- **Planning and Organizing** – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments and 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; and, uses time efficiently.

**MANAGERIAL COMPETENCIES**

- **Judgement/Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organisation; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

- **Managing Performance** – Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and
resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

QUALIFICATIONS

Education:
Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, procurement, engineering or related area. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Work Experience:
Minimum of 7 years of progressively responsible experience in administration, budget, finance, procurement, facility management or related field. Relevant work experience from the United Nations is desirable. Must have demonstrated experience leading teams, including performance management. Transactional experience in SAP is desirable. Experience as a certifying officer and programme manager are desirable. Experience working in the domain of international justice desirable.

Languages:
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 or Kiswahili might be an advantage.

HOW TO APPLY:

1) Internal staff at the P3 or P-4 level who meet the requirements are eligible to apply.
2) Interested candidates 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 (for internal candidates) 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.
4) Please note that only candidates under serious consideration will be notified of the final decision.

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.

NOTE FOR EXTERNAL CANDIDATES:

1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.irmct.org) or from your personal Inspira account and forward electronically 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 staff member for the position.

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 IRMCT. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. IRMCT is a smoke free environment.

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.