United Nations Mechanism for International Criminal Tribunals

Temporary Job Opening (Duration to 31 August 2020)

Team Assistant, G-3

DEADLINE FOR APPLICATIONS: 20 April 2020
DATE OF ISSUANCE: 14 April 2020
OFFICE: Registry/Medical Unit
LOCATION: The Hague
JOB OPENING NUMBER: 2020/TJO/IRMCT/REG/HRS/102-GS

Organizational setting and Reporting:
This position is located in the Medical Unit, within Human Resources Section, Registry. The incumbent will perform her/his duties under the supervision of the Medical Officer.

Responsibilities:
As a Team Assistant the incumbent will be required to:

• Provide general office support services to help ensure the smooth functioning of the office.
• Produce a variety of routine correspondence and reports
• Maintains files (both paper and electronic) and databases for work unit.
• Performs basic data entry and extraction functions.
• Photocopies a variety of documents and other materials.
• Delivers urgent mail/messages.
• Performs other duties as assigned.

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.
• 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.

QUALIFICATIONS:

Education:
High school diploma or equivalent.

Experience:
Minimum of two (2) years of experience in general office support or related area is required.

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 the other highly is desirable. Knowledge of a second official UN language is an advantage.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

1) Staff at the G-3 level are eligible to apply.
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2) Interested staff members 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 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. Please note that only shortlisted candidate(s) will be informed of the outcome.

4) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004.

NOTE FOR EXTERNAL CANDIDATES:

1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.irmct.org) and forward electronically along with a cover letter 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 candidate for the position. Please note that only shortlisted candidate(s) will be informed of the outcome.

3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004. Candidates who have passed the GGST or ASAT must provide evidence when submitting their application.

4) 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.

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.

Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis.

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.