

United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening

Administrative Assistant, FS-4 (duration 31 December 2020)

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| DEADLINE FOR APPLICATIONS | : | 21 June 2020 |
| DATE OF ISSUANCE | : | 08 June 2020 |
| OFFICE | : | Immediate Office of the Prosecutor |
| LOCATION | : | Kigali |
| JOB OPENING NUMBER | : | 2020/TJO/IRMCT/OTP/0148-FS |

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

Organizational setting and Reporting:

This position is located in the Immediate Office of the Prosecutor of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch, Kigali Field Office. The incumbent will work under the supervision of the Liaison Officer.

Responsibilities:

- Processes, handles and maintains records of the correspondence addressed to and from the Prosecutor and his Immediate Office.
- Maintains up-to-date files both paper and electronic including those of correspondences, rules, regulations and administrative instructions.
- Places and screens phone calls in a discreet manner.
- Drafts routine correspondence in respect to the activities of the Immediate Office of the Prosecutor.
- Drafts reports and minutes of meetings. Takes and transcribes dictation on various subject-matters as well as types various documents and correspondence.
- Follow-up on behalf of the Office of the Prosecutor with other sections of the Mechanism, Officers of the Host Country and other Member States in accordance with the instructions received.
- Maintains leave records and prepares monthly attendance reports of the staff of the Immediate Office of the Prosecutor in Arusha.
- Performs other related administrative duties, as required (e.g., operational travel programme; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating seminars, conferences and translations).
- Performs other duties as requested.

Core Competencies:

- **Professionalism:** Ability to perform a broad range of administrative functions, promptly and with precision. Excellent organizational and follow-up skills. Experience dealing with confidential information/documents. Excellent knowledge of UN office practices/procedures. 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.
- **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 university degree or additional training in Administration, Business Administration or related field would be an added advantage.

Experience:

Minimum of Six (6) years of experience in administrative services, preferably with senior officials of the United Nations. Relevant experience in a judicial setting is desirable.

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Language:

English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English or French is required, preferably with the working knowledge of the other.

HOW TO APPLY:

- 1) Staff at the FS-3 and FS-4 level are eligible to apply. Applications from GS staff will be considered as external.
- 2) Interested staff members must complete a UN Personal History Profile (PHP) form obtainable via Inspira personal accounts or the IRMCT website and submit together with a cover letter. Please submit all documents including the last two e-PAS/e-Performance appraisal 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 staff member for the position. Please note, only short listed candidate(s) will be informed of the outcome

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism 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. Please note, only short listed candidate(s) will be informed of the outcome

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.

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.