

United Nations International Residual Mechanism for Criminal Tribunals

Protocol Assistant, G-5

DEADLINE FOR APPLICATIONS	:	13 August 2020
DATE OF ISSUANCE	:	14 July 2020
OFFICE	:	Registry, General Services Section
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2020/IRMCT/REG/GSS/073-GS

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

Organizational setting and Reporting:

This position is located in the Administrative Section of the Registry of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Hague Branch. The incumbent will work under the direct supervision of the Deputy to the Chief of General Services Section.

RESPONSIBILITIES:

The incumbent will operate the Visa and Entitlements Unit's Helpdesk, together with other staff of the Unit, and perform a coordinating role where necessary. Updates the Unit's website and maintains lists of names, addresses and telephone numbers of contacts at host country government departments. Maintains contacts and attends meetings with Chief of General Services Section, the Immediate Office of the Registrar, Office of Legal Aid and Detention Matters and Host Country Government departments. Acts as the Office Records Manager, to ensure the proper management of the Unit's files in compliance with IRMCT archiving policies as well as updating the attendance database. Participates in the recruitment and training of new staff for the Unit. Reviews all processed work and amends, where necessary, prior to final signature by CAO. Refers legal queries where necessary to the Supervisor in the General Services Section. Performs any other ad hoc duties as required.

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

Receives, logs and processes applications:

- For registration with the Ministry of Foreign Affairs of Judges and staff members, and UN recognized dependents, and other personnel working at the IRMCT, as well as applications for Identity Cards where so entitled.
- For informing the Ministry of Foreign Affairs of address changes by Judges, staff members and other personnel working at IRMCT, and new passports issued to them.
- For certifications of privileged status for persons holding identity cards issued by the Ministry of Foreign Affairs.
- For the purchase/import of tax-free motor vehicles. Change-over from tax-free to regular Dutch registration and export.
- For new or exchange of national driving licenses for Dutch driving licenses, including applications for renewal of Dutch driving licenses.
- For new UN Laissez-Passers.
- For visas of incoming new Judges, staff members, interns, consultants, contractors and defence counsels entering the Netherlands and repatriation visas for outgoing staff entitled to repatriation assistance.
- For visas of Judges and staff members traveling on official missions.
- For the customs clearance of official purchases on behalf of IRMCT and import of household effects by Judges and staff following their entry on duty.
- For the duty-free purchases by Judges and senior staff members, and their entitlements to VAT reimbursement.
- Processes forms and drafts documents in relation to the above, as well as drafting IRMCT certifications for separating staff.
- Responds to staff with duty station The Hague presenting queries regarding tax exemptions and the above-referenced applications.

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. Demonstrates 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
 - **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.
 - **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.
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- **Client Orientation** – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

QUALIFICATIONS

Education: High school diploma or equivalent; demonstrated ability to use computer technology.

Experience: At least 5 Years of progressively responsible experience in office management and administration. Proven typing skills and good inter-personal skills are required.

Language: English and French are the working languages of the IRMCT. For the post advertised, fluency in oral and written English is required. Working knowledge of the other highly is desirable. Knowledge of Dutch is a distinct advantage.

Assessment Method:

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

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-4 and G-5 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.irmct.org) and forward electronically AS ONE DOCUMENT to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line. Please note, CVs will not be accepted for this job opening.
- 2) 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.
- 3) 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.