United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening (Duration for 3 months with possibility of extension)

Mail and Pouch Clerk, G-3

DEADLINE FOR APPLICATIONS: 17 February 2021
DATE OF ISSUANCE: 10 February 2021
OFFICE: Registry/General Service Section
LOCATION: The Hague
VACANCY ANNOUNCEMENT: 2021/TJO/IRMCT/REG/GSS/111-GS

Organizational setting and Reporting:
This position is located in the General Services Section of the Registry of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Hague Branch. The incumbent will work under the general supervision of the Supervisor, Transport and Logistical Support Unit (TLSU) and will be responsible for supporting the work of the General Services Section at IRMCT, The Hague branch.

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

- Receives sorts and distributes incoming mail on a daily basis throughout the UN-IRMCT building.
- Collects packages, applies postage and posts outgoing mail on a daily basis.
- Collects and processes special handling items including registered mail, postal insurance and rush deliveries requiring courier services.
- Organizes for or personally handles items requiring local delivery.
- Receive, sort and distribute the incoming diplomatic pouch throughout the UN-IRMCT building.
- Collects packages and posts the outgoing pouch on a weekly basis.
- Performs weekly/monthly accounting of all postage, mail/pouch related costs including postage meter, pouch services, courier services, packaging materials, etc.
- Reconciles invoices for such services.
- Receives all goods ordered by the UN-IRMCT and record them in Umoja accordingly
- Orders office supplies through the supplies contracts.
- Issues Office supplies to UN-IRMCT staff members
- Assist in the Reproduction Unit as back-up
- All other ad hoc duties, as required by the Supervisor, TLSU or Chief of Section

A valid driver’s license is obligatory.

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.
- Planning and Organizing- 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.
- 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.
Experience: Three (3) years related administrative experience.
Language: English and French are the working languages of the UNIRMCT. For the post advertised, fluency in oral and written English is required. Working knowledge of Dutch is an asset.
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HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

1) Staff at the G-2 and G-3 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 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. Please note, CVs cannot be accepted.
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 short listed 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.