

United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening (Duration 1 November until 30 June 2022)

Administrative/Language Assistant, G-6

DEADLINE FOR APPLICATIONS	:	13 October 2021
DATE OF ISSUANCE	:	06 October 2021
OFFICE	:	Registry/ Human Resources Section
LOCATION	:	The Hague or Arusha
JOB OPENING NUMBER	:	2021/TJO/IRMCT/REG/LSS/124-GS

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

Organizational setting and Reporting:

This position is located in the Language Support Services (LSS), Registry. The incumbent will perform her/his duties under the supervision of the Chief of Language Support Services.

Responsibilities:

- Provides administrative assistance to the Chief, LSS, including technical assistance in the ePerformance process and support in the drafting of submissions. Handles all correspondence to and from the Chief, responds or drafts responses to a wide range of correspondence, inquiries and other communications; maintains the Chief's calendar.
- Provides the Chief of LSS with statistical reports, projections and analysis for the budget, expenditure and performance related purposes. Prepares, processes and follows up on administrative arrangements related to official travel of the Chief and other LSS staff, including in the Umoja system.
- Takes follow-up actions, on her/his own initiative, relating to various administrative issues in order to ensure smooth operation of the LSS. Maintains and updates LSS rosters and databases. Provides guidance to staff with respect to administrative procedures, processes and practices in coordination with the appropriate departments. Administers attendance.
- As LSS Umoja Requisitioner, takes the required action in the Umoja Production Systems relative to contractual services and financial follow-up of LSS accounts.
- Under the supervision of the Chief, the incumbent independently coordinates and monitors the progress of contractual translation; provides administrative assistance to ensure compliance with translation requirements, negotiates deadlines with the selected contractors. Assists in the project management of court reporting services. Prepares specifications and evaluation criteria for bidding exercises (e.g. translation agencies, court reporting agencies). Supervises, coordinates and monitors implementation and progress of contracts, to ensure compliance with specifications and requirements.
- Acts as the LSS focal point for all LSS operational activities with Procurement, Budget, HRS, Finance, MARS and liaises with ITSS concerning the LSS network security and access issues and other matters.
- Any other ad-hoc duties as requested by the Chief, including language-related tasks, e.g. document processing, proofreading, summary or sight translation and referencing; transcript quality verifications, etc.

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. 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.
- **Technological Awareness** – Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

QUALIFICATIONS

Education: High school diploma or equivalent.

Experience: Minimum of seven (7) years related administrative/technical experience, preferably in an international environment.

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Language:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English and BCS is required. Knowledge of a second official UN language is an asset.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 level are eligible to apply.
- 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 short listed 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. 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.

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.