UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Administrative Officer, P-4

DEADLINE FOR APPLICATIONS : 7 January 2022
DATE OF ISSUANCE : 9 December 2021
OFFICE : Registry/Administration
LOCATION : The Hague
JOB OPENING NUMBER : 21-ADM-RMT-170024-R-THE HAGUE (R)

Organizational setting and Reporting:
This position is located in the Office of the Chief Administrative Officer, Registry, Hague Branch under the supervision of the Chief Administrative Officer.

Responsibilities:
The Administrative Officer ensures the efficient and effective delivery of administrative services of the IRMCT across all branches and offices as follows:
Work in close partnership with the substantive offices to ensure coordination and administrative support for Mechanism activities;
Improve and promote cross-branch collaboration and coordination through an inclusive and consultative process;
Lead specific projects to improve the delivery, effectiveness and efficiency of administrative support;
Assist in evaluating the performance of administrative support and in developing tactical and strategic plans, as well as policies, procedures, standards and tools to improve that support;
Act as Certifying Officer for appropriate Cost Centers for both the Hague and Arusha branches;
Assist in managing audit exercises, and in implementing audit recommendations;
Be responsible for the timely and effective administration of the IRMCT Judges’ entitlements and program of remuneration;
Provide input into the formulation of the budget, assist in the presentation and defense of the budget as needed;
Serve as Officer-in-charge of the administration in the absence of the CAO;
Perform other related work as required.

General Administration
Implements and monitors support services, including procurement of supplies and services; transport, travel and traffic, communications, engineering and information technology support; and provision of local utilities and service requirements.
Supervises a staff team and/or provide advice to others on human resource administration, financial administration and management information issues and practices to colleagues.
Produces major/complex reports for management.
Provides expert guidance and leadership to more junior staff.
Performs other related duties as required, e.g., reviews of Secretariat offices and departments at headquarters/missions, operational travel programme, adequacy of departmental space requirements, and technology requirements.

Human Resource Management
Initiates and coordinates actions covering the entire span of human resource activities, e.g., recruitment, placement, promotion, performance appraisal, vacancies, job classification reviews, separation of staff members, training, etc., ensuring consistency in the application of UN rules and procedures.
Provides expert advice with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.
Represents the Department/Unit at Departmental Panels and appointment bodies.
Reviews post incumbency reports for purposes of vacancy management and staffing table control.
Leads, oversees and coordinates the preparation and implementation of the work program and budget to ensure compatibility with work priorities and objectives, taking into account the most effective use of resources.

Budget and Finance
Initiates and conducts studies to improve budget reporting systems and cost-effective utilization of program resources.
Monitors and controls budgetary allocations through regular reviews; drafts routine and ad hoc outputs; and provides effective monitoring reports and data. Identifies deviations from plans and proposes corrective measures.
Establishes and maintains a set of sound policies, procedures, standards and tools which are consistent with UN policy and practice in order to ensure proper accounting, financial management and control.

Core Competencies:

- **Professionalism:** Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. Strong written and oral communication skills. Actively seeks to improve programmes or services. Ability to offer new and different approaches to solving problems and meeting client needs. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- 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.

- 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.

**MANAGERIAL COMPETENCIES**

- Managing Performance – Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

- Judgement/Decision-making – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organisation. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

**QUALIFICATIONS**

**Education:**
Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law or related area. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

**Experience:**
Minimum of 7 years of progressively responsible experience in administration, budget, finance, procurement, facility management or related field. Relevant work experience from the United Nations is required. Experience working in the domain of international justice required. Must have demonstrated experience leading cross-functional teams, including performance management. Experience in using Umoja is desirable. Experience as a certifying officer and programme manager are desirable.

**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 French is considered an advantage.

**Assessment Method:**
There may be an assessment exercise for qualified candidates 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 International Residual Mechanism for Criminal Tribunals. 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. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

**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.

No Fee:
THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

United Nations Considerations
According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator’s working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

HOW TO APPLY:
All applications must be submitted through the UN Inspira portal. The Mechanism is not able to accept applications for this vacancy via email.
Internal applicants may go to https://inspira.un.org
External applicants may go to https://careers.un.org