

United Nations International Residual Mechanism for Criminal Tribunals

Senior Staff Assistant, G-6 (The Hague)

DEADLINE FOR APPLICATIONS	:	17 February 2022
DATE OF ISSUANCE	:	18 January 2022
OFFICE	:	Registry/ Office of the President
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2022/IRMCT/PRE/87-GS

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

Organizational setting and Reporting:

This position is located in the International Residual Mechanism for Criminal Tribunals President's Office, The Hague branch under the supervision of the Chef de Cabinet and Principal Legal Advisor.

Responsibilities:

The Senior Staff Assistant will perform the following duties:

- Assist with managing priorities and work flow of the Chef de Cabinet and Principal Legal Advisor in the Office of the President in The Hague and Arusha functioning as one office.
- Provide substantive assistance and support to the Chef de Cabinet and Principal Legal Advisor on operational/administrative and secretarial tasks, including drafting of memoranda, letters and e-mails and other requested documents. Ensure the proper handling of sensitive and confidential documentation and information.
- Coordinate the calendar of meetings and activities of the Chef de Cabinet and Principal Legal Advisor.
- Support the Chef de Cabinet and Principal Legal Advisor in presentations to governmental, intergovernmental bodies and other meetings. Research, compile and summarize background materials for use in preparation of reports, briefs, speeches, etc.
- Coordinate all travel arrangements and mission preparations and agendas, including flight and hotel bookings, visa applications, expense reports etc.
- Assist in preparing the submission of the IRMCT periodic Reports to the United Nations.
- Provide assistance in the timely submissions of legal filings, preparation of documents and requests for translations.
- Communicate with IRMCT Judges concerning work assignment requests.
- In the absence of the Personal Assistant to the President, will assume the respective duties.
- Provide administrative support to the other staff in the President's Office.
- Perform other duties as assigned.

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.
- **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.
- **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).

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Experience: At least 7 years of related secretarial/administrative experience (Previous experience in one of the two ad hoc Tribunals is highly desirable)

Language: English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required and knowledge of the other working language is an advantage. Knowledge of Dutch is an asset.

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.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 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. 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.