

# United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening (Duration until 31 December 2022)

Human Resources Assistant, G-5

DEADLINE FOR APPLICATIONS	:	12 July 2022
DATE OF ISSUANCE	:	29 June 2022
OFFICE	:	Registry/ Human Resources Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	22-HRE-RMT-185009-J-THE HAGUE (R)

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

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## Organizational setting and Reporting:

This position is located in the Human Resources Section, The Hague, Netherlands, as well as working with colleagues in the Arusha branch. The HR Assistant will work under supervision of the Associate Human Resources Officer.

## Responsibilities:

The Human Resources Assistant works as a generalist responding to all local human resources issues. The Human Resources Assistant responds directly to questions and queries posed by staff.

S/he will monitor the contractual status of staff; regularly review and maintain the information in the Electronic Resources Management system "Umoja", to identify cases which need attention and follow up on actions related to the administration of entitlements, ensuring consistency in the application of the Staff Rules and Regulations; review and process requests for entitlements and claims; ensure that relevant documentary proof is provided and initiate action towards substantive offices (e.g., Finance, Travel etc.); prepare letters of appointment, ensure that all conditions and related entitlements of appointees such as rental subsidy, education grant, etc. are up to date and bring special cases to the attention of the supervisor; induct new staff members, review and verify all documentary proof to establish the contractual status and related entitlements; advise staff regarding their entitlements and conditions of service, administrative procedures, and processes as well as the staff members' responsibilities; ensure proper registration of staff in the Pension Fund and in the health and life insurance plans in accordance with the relevant administrative instructions and procedures; initiate check-out and separation-related procedures for separating staff members.

## Core Competencies:

### 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.
- **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.
- **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.

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## QUALIFICATIONS

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

**Experience:** Minimum of five (5) years of related administrative experience, preferably in the Human Resources field. Knowledge of UN Staff Rules and Regulations and Umoja Partner Certification is highly desirable. LPE (Local Process Expert) 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. Working knowledge of French is an asset.

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## Assessment Method:

Candidates will be assessed by a comparative matrix.

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## 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>

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## NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 level are eligible to apply.
- 2) Once received, a list of candidates who meet the requirements of the post will be reviewed by the supervisor, who will 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.

## NOTE FOR EXTERNAL CANDIDATES:

- 4) Once received, a list of candidates who meet the requirements of the post will be reviewed by the supervisor, who will recommend a candidate for the position. Please note that only short listed candidate(s) will be informed of the outcome.
- 5) 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.**

The appointment of the successful candidate will be on a local basis.

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## 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.

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## 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.

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## 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

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considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, 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.

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.

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.

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