

United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration until 30 June 2024)

ADMINISTRATIVE ASSISTANT, G-5

DEADLINE FOR APPLICATIONS	:	13 February 2024
DATE OF ISSUANCE	:	07 February 2024
OFFICE	:	Registry/Office of the Registrar
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	24-ADM-IRMCT/HAGUE/REGISTRY/IOR-227685-J-THE HAGUE

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

Organisational setting and Reporting:

The post is located in the Office of the Registrar of the International Residual Mechanism for Criminal Tribunals, the Hague Branch ("IRMCT"). The post will also support some of the work in the United Nations Detention Unit ("UNDU"). The incumbent will work under the direction and supervision of the Registry Deputy Officer-in-Charge, Hague Branch.

Responsibilities:

The incumbent will be tasked with coordinating and performing a wide range of administrative tasks in the Office of the Registrar and language support in the UNDU. More specifically, the incumbent will:

- Facilitate decision-making, information exchange and dissemination of information.
- Facilitate communication and liaise with the IRMCT Arusha Branch.
- Be responsible for managing the Office's filing system and for the cataloging and distribution of documents, including on the enforcement of sentences.
- Be responsible for logistical coordination of conference calls, videoconferences and other meetings.
- Coordinate and take minutes of meetings.
- Assist in the planning and organising of travel and other logistical matters for the Office, as required.
- Assist in the implementation of projects, including the organisation of diplomatic events.
- Attend to requests for information and perform research as required.
- Deputise for the Personal Assistant to the Registrar as required.
- Monitor Bosnian/Croatian/Serbian ("B/C/S") speaking detainees' telephone calls, video calls, visits and produce reports of these, if applicable.
- Support the interpretation needs of B/C/S speaking detainees, management staff, UNDU and medical services staff, civilian hospital and visiting medical professionals and IRMCT professionals, if applicable.
- Perform any other Registry *ad hoc* duties as requested and required.

Core Competencies:

- **Professionalism:** Knowledge of IRMCT policies, procedures and practices. Efficient and pays attention to detail. Has excellent communication and editing skills. Demonstrated ability to use available computer technology 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. Demonstrates 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 & 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.

QUALIFICATIONS

United Nations International Residual Mechanism for Criminal Tribunals

- Education:** High school diploma or equivalent is required.
- Experience:** A minimum of five (5) years of progressively responsible experience in Administration or related area is required. The minimum year of relevant experience is reduced to three (3) years for candidates who possess a first-level university degree or higher.
- Working experience with International Criminal Tribunals is desirable.
- Language:** English and French are the working languages of the IRMCT. For the post advertised fluency in oral and written English is required. Working knowledge of B/C/S, Dutch /or French is desirable.
- Assessment Method:** Candidates will be assessed by a comparative matrix.
-

Special Notice:

- This position is temporarily available until 30 June 2024. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.
- 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.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- This temporary job opening may be limited to “internal candidates,” who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.
- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

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. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. 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.

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.

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

United Nations International Residual Mechanism for Criminal Tribunals

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 ©. 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>
