

Posting Title : SENIOR ADMINISTRATIVE ASSISTANT, G7
Job Code Title : SENIOR ADMINISTRATIVE ASSISTANT
Department/ Office : International Residual Mechanism for Criminal Tribunals
Location : THE HAGUE
Posting Period : 8 October 2024-6 November 2024
Job Opening number : 24-ADM-RMT-244533-R-THE HAGUE (R)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located in the Information Technology Services Section (ITSS) under the Supervision of the Chief ITSS.

Responsibilities

General Administration

- Responsible for time management and schedules on behalf of manager(s), arranging monthly meetings, maintaining ITSS agendas. Makes discretionary decisions regarding appointments, telephone calls, workload and priorities, for both branches of the Mechanism, taking minutes for executive and staff meetings.
- The incumbent will set and adjust short-term priorities, prepare completion schedules and implement long-term strategy in consultation with the Chief of ITSS; prepare correspondence's special reports, evaluations and justification as required on general administrative or specialist tasks within assigned areas of responsibilities; maintain policies and standard operating procedures.
- Identifies and resolves diverse issues/problems as they arise and determines appropriate actions.
- Acts as section's focal point for HRS administrative matters, maintains records of e-Performances, attendance monitoring and mandatory training, ensuring the circulation of relevant information to all ITSS staff, and archives & records disposition activities,
- Give (refresher) Umoja training (ESS, Travel and entitlement) training and assistance to IRMCT staff as required.
- Coordinates VTC requests, liaising with internal and external parties for the availability of adequate facilities and technical details for connections.

- Monitors office space for ITSS staff in coordination with FMU, planning and implementing related activities.
- Responsible for closely monitoring overtime, according to allocated budget.
- Maintains and continually updates key ITSS organizational documents such as staffing tables, list of contact details and back up arrangements.
- Serves as focal point for the interaction between the internal and external auditors and the Administration. Provides full logistical support, and assists in the coordination, routing and drafting of audit responses, as well as audit-related correspondence.
- Secretary Local Committee on Contracts – (LCC Ref ST/AI/2011/8) - Arranges and coordinates LCC meetings and records minutes for both The Hague and Arusha branches with members of the LCC, Requisitioning officers and Procurement Section.

Travel

- Coordinates extensively with service units and liaises frequently with staff members in both branches, providing instructions and assistance on travel request and report procedures in Umoja, to ensure strict deadlines are met.
- Coordinates the transfer of diplomatic pouches(s) of ITSS material and equipment between both branches of the Mechanism, liaising with different IT teams, Travel Unit, Mail & Pouch Unit and Security.
- Responsible for processing internal travel authorisation (ITA) for ITSS and Administration staff, with appropriate budget codes.

Finance

- Reviews status of relevant expenditures against approved budget. Assists managers in the elaboration of resource requirements for budget submission and reports.
- Coordinates the routing and certification of invoices, providing translation when needed and ensuring proper filing.
- Audits contractor's invoices against goods and services provided, following up with vendor/finance when necessary and resolving any discrepancy independently.
- Tracks all monthly communication charges, liaising with Principals and Senior Manager for private telephone charges
- Daily review and update of all ITSS financial spread sheets, regularly reviewing outstanding obligations.
- Create and process Sales Orders.

Procurement

- Prepares software/hardware/services requisitions based on inputs provided by other units in ITSS., liaising with Procurement Section and vendors for service quotes and follow up actions.
- Reviews requisitions for goods and services, comparing and monitoring expenditures according to allocated budget and funding; raises and processes shopping carts and low value acquisitions (LVA's).

Competencies

- **Professionalism** – Knowledge in ability to use information and communication technology. Demonstrated ability to use computer technology MS Office (Word, Excel, Outlook, Access). 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.
- **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.
- **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.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

Work Experience

Ten (10) years' experience in administrative services, finance, accounting, audit, human resources or related areas is required. The minimum year of relevant experience is reduced to eight (8) years for candidates who possess a first-level university degree or higher.

At least three (3) years of working experience in UN operating procedures, such as financial and procurement rules is desirable.

At least five (5) years of working experience in a support role within an IT environment is desirable.

At least five (5) years of working experience as assistant to a senior decision-maker is desirable.

Work experience with an Enterprise Resources Planning system, such as Umoja or similar, is desirable.

Working experience in UN International Criminal Tribunals is desirable.

Languages

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is desirable. Working knowledge of Dutch is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by 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 for one (1) year period. *Appointment of the successful candidate to this position will be subject to budgetary approval. 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.

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.

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.