

# FINANCE ASSISTANT, G6

Job Opening

**Job Opening ID:** 270138

**Job Network :** Management and Administration

**Job Family :** Finance

**Category and Level :** General Service and Related Categories, G-6

**Duty Station :** THE HAGUE

**Department/Office :** International Residual Mechanism for Criminal Tribunals

**Date Posted :** Jan 9, 2026

**Deadline :** Jan 23, 2026

[Share Job](#)

## Org. Setting and Reporting

---

This position is located in the Finance Section, Registry, of the International Residual Mechanism for Criminal Tribunals, The Hague Branch. The Finance Assistant reports to Chief of Finance.

## Responsibilities

---

The Finance Assistant will be responsible for the following duties:

- Claims: • Reviews, analyses and prepares payments to third-parties, commercial entities, with respect to settlement of certified death and disability, contingent-owned equipment, stores, pay and allowances, and letters of assist claims.
- General: • Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.
- Drafts or prepares correspondence to respond to enquiries in respect to relevant financial and budget matters.
- Maintain and keep up-to-date files.
- May be responsible for providing guidance, training and daily supervision to other general service staff in the area of responsibility.
- Assists with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making.
- Assists with visualizations and updating information material such as web pages or brochures.
- Performs other related duties, as assigned.

## Competencies

---

- Professionalism: Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Knowledge, skills and ability to extract, interpret, analyse and format data across the full range of finance and budget functions, including programme development and database management, claims and treasury operations. Ability to identify and resolve data discrepancies and operational problems. Able to perform analysis, modeling and interpretation of data in support of decision-making. 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.
- 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 organizational 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. • 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.

## Education

---

High school diploma or equivalent is required.

## Job - Specific Qualification

---

Not available.

## Work Experience

---

A minimum of seven (7) years of experience in finance, budget, accounting, administrative services or related area is required. The minimum year of relevant experience is reduced to five (5) years for candidates who possess a first-level university degree or higher. Experience in application of Financial Rules and Regulations in the UN or a comparable international organization is desirable. One (1) year or more of experience in data analytics or related area is desirable. Experience with International Criminal Tribunals or a comparable international organization is desirable.

## Languages

---

English and French are the working languages of the United Nations Secretariat. For this job opening, English is required. There are no additional desirable languages specified. The table below shows the minimum required level for each skill in these languages, according to the UN Language Framework (please consult <https://languages.un.org> for details).

### Required Languages

Language	Reading	Writing	Listening	Speaking
English	UN Level II	UN Level II	UN Level II	UN Level II

## Assessment

---

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

## Special Notice

---

Appointment against this post is for an initial period of one (1) year and may be subject to extension. 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. All offers of appointment are subject to budgetary approval. 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. On-line applications will be acknowledged where an email address has been provided. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. If the problem persists, please seek technical assistance through the Inspira "Contact Us" link.

## 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. All external candidates recruited in accordance with section 2.2 (a) of ST/AI/2025/3 for a fixed term appointment without limitation and all external candidates recruited in accordance with section 2.2. (c) of ST/AI/2025/3 for a fixed term appointment limited to the entity are subject to an initial probationary period of one year under a fixed-term appointment. 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.