

United Nations International Residual Mechanism for Criminal Tribunals

Call for Interest Individual Contractor – Messenger

DEADLINE FOR APPLICATIONS : 30 January 2024
DATE OF ISSUANCE : 24 January 2024
OFFICE : General Services Section (GSS)
LOCATION : Arusha
JOB OPENING NUMBER : 2024/IRMCT/REG/GSS-A/002-IC

This position is subject to local recruitment. Applicants for positions of individual Contractor must be authorized to work in the duty station where the position is located.

Organizational setting and Reporting:

The Individual Contractor will be working in the General Services Section of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch. The incumbent will work under the general supervision of Logistic Operations Officer.

The selected candidate will be offered a contract as an Individual Contractor.

Work Location:

Arusha, Tanzania

Expected duration:

Three (3) months with possibility of up to six (6) month extension.

Duties and Responsibilities:

- Is responsible for pouch dispatch documentation, distribution of interoffice mail, incoming pouch, outgoing mail materials and overnight express services.
- Prepares tags to identify destinations, dates, airline carrier, and correct pouch numbers, summary of enclosures for each destination.
- Estimates number of pouches. Prepares daily pouch log reflecting the number of pouches, weights, etc. for scheduled airlines destinations and airlines.
- Tracks the distribution of all mail as well as pouch service.
- Ensures that all items received through the incoming pouch for intra-shipment, outgoing pouch, and in outgoing mail units, are accurately recorded.
- Signs for valuable items to be shipped via pouch and outgoing mail unit, identifies and sorts items to be shipped by pouch, by mail or by contracted shippers.
- Ensures timely distribution of urgent mail.
- Delivers by hand, sensitive and urgent letters to embassies, government ministries, UN Agencies and NGOs, etc.
- Ensures timely distribution of conference documents.
- Receives all official, personal and confidential mail and packages, addressed to United Nations Mechanism for International Criminal Tribunal, delivers, and maintains accurate records.
- Receives certified mail, registered mail, express mail, mail from permanent missions, courier deliveries, and other personal mail; prepares log sheet and forwards to the appropriate offices.
- Assists unit supervisor to open and inspect items intended for dispatch to ensure that all are following pouch and mail regulations.
- Delivery and collection of travel document to Arusha Immigration office.
- Assist IRMCT staff in the registration at Tanzanian Revenue Authority and obtaining of Tax Identification numbers.
- Performs other ad hoc tasks as required.

Qualifications/ special skills:

Education:

High school diploma or equivalent.

Experience:

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Minimum of two (2) years of responsible experience in handling mail, pouch registry operations or related area.

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 the other highly is desirable.

Fee for Service:

Depending upon experience, the range of fee will be 126,796 – 158,923 TZS per day.

Special Notice:

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

Qualified candidates who are able to work on short notice in Arusha, Tanzania, are invited to submit their application and their UN Personal History Form (PHP), to recruitmentR@un.org in-box quoting the Reference No. 2024/IRMCT/REG/GSS-A/002-IC in the subject line.

APPLICATIONS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON THE DEADLINE DATE. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

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.
