United Nations International Residual Mechanism for Criminal Tribunals

Call for Interest
Individual Contractor – Building Services Clerk

DEADLINE FOR APPLICATIONS : 15 December 2022
DATE OF ISSUANCE : 09 December 2022
OFFICE : Registry
LOCATION : The Hague
JOB OPENING NUMBER : 2022/IRMCT/REG/GSS-H/042-IC

Organizational setting and Reporting:
The Individual Contractor will be working in the Registry of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Hague Branch. The incumbent will work under the general supervision of the Building Services Assistant, Facilities Management Unit (FMU).

Only shortlisted candidates will be contacted for an interview. The selected candidate will be offered a contract as an Individual Contractor.

Result of Service:
Perform office construction and repairs; Distribute and install furniture and equipment; Arrange rooms for conferences and other meetings; Effect office relocations.

Work Location:
The Hague

Expected duration:
Six (6) months with possibility of up to three (3) month extension.

Duties and Responsibilities:
- Performs minor building construction and repairs, including installation of demountable partitions, office facilities such as coat hooks and white/message boards, and the laying of carpet floor tiles.
- Arranges rooms for conferences, plenaries, press conferences and other meetings.
- Effects the disassembly, movement, storage and re-assembly of office furniture.
- Arranges relocations of staff members including office furniture, equipment and boxes from room to room or into and out of relocations vehicles, including the checking of office furniture and packing of boxes where required and placement of name tags near office doors.
- Where office moves are performed by external moving contractors, assists FMU staff to ensure that moving contractors set up new offices and move material efficiently and according to drawing and movement schedules.
- Any other assigned tasks as required by the FMU Supervisor.

Qualifications/ special skills:

Education:
High school diploma in a technical field or equivalent experience; demonstrated ability to use computer technology

Experience:
Minimum of three (3) years of responsible experience in the field of construction or facilities management.

Language:
English and French are the working languages of the IRMCT. For this position, fluency in English is required. Knowledge of Dutch is an asset.

Fee for Service
The IC will be paid monthly at an hourly rate equivalent to the GS4 salary grade for The Hague, The Netherlands. Approximately Eur 34.45 per hour.
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Special Notice:

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. Granting of a contract to the successful candidate on this IC position will be limited to the availability of funding. Extension of the contract is subject to the extension of the mandate and/or the availability of funds. This is not a staff position. As the international tribunals are not integrated in the Secretariat, there is no expectation of service or reassignment within the United Nations Secretariat. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs personnel 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 The Hague, Netherlands, are invited to submit their application and their UN Personal History Form (PHP), to recruitmentR@un.org in-box quoting the Reference No. 2022/IRMCT/REG/GSS-H/042-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.