



International Criminal Tribunal for the former Yugoslavia

PROPERTY MANAGEMENT ASSISTANT, G-5

DEADLINE FOR APPLICATIONS	:	23 October 2014
DATE OF ISSUANCE	:	25 September 2014
ORGANIZATIONAL UNIT	:	General Services Section, Registry
VACANCY ANNOUNCEMENT	:	2014/REG/GSS/033-GS

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

Organizational setting and Reporting:

This position is located in the Registry, General Services Section (GSS), Transportation & Logistical Support Unit (TLS) under the supervision of the Chief, GSS.

Responsibilities:

The incumbent is responsible for the supervision of the Property Control and Inventory Unit which manages the UN-ICTY/UN-MICT property, all in compliance of the IPSAS accounting standards. The following duties are included but not limited to:

- 1) Performs functions as assistant to the Secretary of the Local Property Survey Board (LPSB) which includes; Maintaining administrative matters relating to Secretariat and managing all aspects concerning the completion of Property Actions and Property Survey Board (PSB) actions;
- 2) Is responsible for scheduling and planning biannual meeting and work-plans of the Asset Disposal Working Group;
- 3) Is responsible for the Preparation of donation, transfer, sale and discard of UN written-off property;
- 4) Is responsible for maintaining property records/database on all UN-ICTY/UN-MICT assets registered in the Head/Branch/Field Offices.
- 5) Is responsible for the planning, organizing and instigating necessary updates in the asset database in conjunction with potential operational changes of UN-ICTY/UN-MICT Head/Field/Branch Offices when applicable.

Core Competencies:

- **Professionalism** – Full understanding of the functions and organization of the ICTY and the Section. 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. 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.
- **Teamwork** – Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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.

ASSESSMENT METHOD

There may be a technical test followed by a competency-based interview.

QUALIFICATIONS

Education: High school diploma or equivalent preferably supplemented by further education courses in the fields of administration, logistics and project management. .



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Experience: 5 years of experience within an international or multinational organisation in the area of administration logistics or project management. Experience within the UN is regarded as an asset. Experience and knowledge of Financial Rules and Regulations concerning asset management and the IPSAS accounting standard is regarded as an asset.

Language: English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English is required. Dutch is advantageous.

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the ICTY Internal Application Form and UN Personal History Profile (PHP) form obtainable via the TRIBUNET or ICTY website. Please submit all documents including the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the Administrative Support Assessment Test (ASAT) as per information circular ICTY/IC/2004/49 of 2 September 2004.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website (www.un.org/icty) and forward electronically AS ONE DOCUMENT to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the Administrative Support Assessment Test (ASAT) as per information circular ICTY/IC/2004/49 of 2 September 2004.

<p>Special Notice: Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis</p>

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.