



International Criminal Tribunal for the former Yugoslavia

Special Assistant to the Chief Administrative Officer, P-3

DEADLINE FOR APPLICATIONS : 15 January 2015
DATE OF ISSUANCE : 16 December 2014
OFFICE : Office of the Chief Administrative Officer, Registry/Administration
JOB OPENING NUMBER : 14-ADM-ICTY-39347-R-THE HAGUE (R)

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

Organizational setting and Reporting:

This position is located in the Division of Administration, Office of the Chief Administrative Officer (CAO), under the direct supervision of the CAO.

Responsibilities:

The incumbent will carry out duties for and on behalf of the CAO, providing substantive input to the provision of legal, administrative and policy advice to the Registrar, the Deputy Registrar and other senior officials in the Tribunal on a variety of administrative and operational matters within the overriding authority of the CAO. He/she will support the CAO in discharging his responsibilities for the effective administration of the Tribunal by researching, analyzing and making recommendations on the implementation of overall strategies and policies of the ICTY. In particular issues related to the Tribunal's completion strategy and downsizing, and eventual closure of the institution. An ability to work independently is required, as is a sound ability to analyze, draft, and combine policy and management matters with the legal/judicial perspective. The areas of responsibility may include procurement and budget matters, administrative issues, personnel matters, audits, relations with other organizations and States, and host country issues. The incumbent will also serve on a number of committees as required.

The incumbent will frequently interact with Administration Chiefs of Sections and liaise with senior staff of other areas of the Tribunal (Chambers and Office of the Prosecutor) as well as the Officers of the MICT (Mechanism for International Tribunals) on administrative and budgetary matters as required by the CAO. He/she will also liaise with external and internal auditors as well as OIOS officials, counterparts in other United Nations agencies as well as staff in the UN Department of Management.

Core Competencies:

- **Professionalism** – Demonstrates current knowledge of UN Rules, Regulations, policies and procedures as well as in-depth knowledge of the Tribunal's mandate, policies and guidelines; direct experience working as a Special Assistant or similar capacity in an international setting; outstanding drafting skills; strong research and analytical skills. Proficient computer skills in word-processing software essential. 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.
- **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.
- **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.

QUALIFICATIONS

Education: Advanced university degree, preferably with specialization in administration or administrative or international law. A first level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.



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Work Experience:

Minimum of 5 years of progressively responsible professional experience, at either the national or international level, preferably with an emphasis in administration.

Languages:

English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English or French is required. Working knowledge of the other is essential.

Assessment Method:

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

Special Notice:

The appointment is limited to ICTY. 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.

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.

United Nations Considerations

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The ICTY is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
