



International Criminal Tribunal for the former Yugoslavia

ADMINISTRATIVE ASSISTANT, G-5

DEADLINE FOR APPLICATIONS	:	03 September 2015
DATE OF ISSUANCE	:	04 August 2015
OFFICE	:	Victims and Witnesses Section, Registry
VACANCY ANNOUNCEMENT	:	2015/REG/VWS/005-GS

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

Organizational setting and Reporting:

This position is located in the Victims and Witnesses Section, Registry under the supervision of the Head, Support and Operations Unit.

RESPONSIBILITIES

Liaise with trial teams to plan, co-ordinate and forecast witness court appearances, to discuss support, protection and logistical matters. Disseminate relevant witness information to the support and/or protection unit for action.

Ensure witnesses are fully briefed on their travel itinerary and that all queries or concerns have been adequately responded to and resolved. Inform witnesses of their financial entitlements and the criteria for claiming these entitlements. Oversee the financial administrative processes within the VWS to ensure that witnesses are financially reimbursed in accordance with UN guidelines.

Keep all concerned VWS staff briefed on the days activities; alert them to changes to the VWS itinerary as they occur.

Ensure that sufficient contracted accommodation is available throughout the year and co-ordinate hotel bookings with the other Administrative Assistants.

Inform authorities of witness movements and request their assistance in transporting witnesses when required. Be individually responsible for facilitating all logistical, financial and administrative processes relating to witnesses. Listen to court discussions relevant to the VWS. Bring any pertinent matters to the attention of the relevant VWS units.

Co-ordinate local and international witness logistics with other Administrative Assistants. Peruse court documentation relating to the Trial Chamber, extract the relevant information and notify VWS personnel if required. Monitor and maintain records within the VWS database and prepare monthly statistical data.

Initiate and contribute to the preparation, drafting and final presentation of VWS policies, protocols and procedures.

Provide assistance/ support and debriefing to witnesses in their accommodation prior and after court appearances and in the Witness Waiting Rooms (awaiting testimony and during court breaks) if required ,

Providing language assistance (BCS/English/Dutch) for the VWS and performing other ad-hoc duties as required.

CORE COMPETENCIES

- **Professionalism** - An ability to develop a thorough knowledge of ICTY VWS policies, procedures and practices. 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.

ASSESSMENT METHOD

There may be a technical test and competency-based interview.



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QUALIFICATIONS

Education: High school diploma or equivalent.

Experience: 5 years related administrative experience. Previous experience with databases and excel spreadsheets are strong assets. Experience dealing with witness related issues is desirable.

Languages: English and French are the working languages of the ICTY. For this post fluency in English is required. Knowledge of B/C/S is an asset.

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 Global General Services Test (GGST) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website (www.icty.org) and forward electronically AS ONE DOCUMENT to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 2) Applicants may have to sit the Global General Services Test (GGST) as per OHRM instructions.

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.

<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>
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PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED.