



International Criminal Tribunal for the former Yugoslavia

Administrative Assistant, G-6 (The Hague)

DEADLINE FOR APPLICATIONS	:	03 November 2015
DATE OF ISSUANCE	:	20 October 2015
ORGANIZATIONAL UNIT	:	Registry/Office of the President
LOCATION	:	The Hague (Netherlands)
VACANCY ANNOUNCEMENT	:	2015/ICTY/REG/CHAM/010-GS

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

Organizational setting and Reporting:

This position is located in the Office of the President. The incumbent will work under the guidance of the President and will report to the Chef de Cabinet.

RESPONSIBILITIES

The Administrative Assistant collocated with the President is responsible for providing immediate administrative assistance to the President, the Chef de Cabinet, and the two Legal Officers, including by receiving and filing all correspondence for the Office of the President at each branch, filing other documents produced by the Office and maintaining the Office filing system. He/she is also responsible for preparing final drafts of documents for the President's signature, attending to incoming calls and organizing the President's official travels.

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.
- **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.
- **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: High school diploma or equivalent. Demonstrated advanced ability to use computer technology.

Experience: 7 years of related secretarial/administrative experience. Previous experience in one of the two *ad hoc* Tribunals is highly desirable. Experience as assistant to a high executive is desirable.

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



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NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 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.

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

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