



International Criminal Tribunal for the former Yugoslavia

Judges' Assistant, G-5 (Temporary Vacancy – until 31 March 2016)

DEADLINE FOR APPLICATIONS	:	15 December 2015
DATE OF ISSUANCE	:	08 December
OFFICE	:	Registry, Judges Chambers
VACANCY ANNOUNCEMENT	:	2015/ICTY/REG/CHAM/033-GS

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

Organizational setting and Reporting:

This position is located in the Judge's Chambers under the supervision of the Supervisor of the Unit.

Responsibilities:

The incumbent provides secretarial and administrative assistance to a permanent judge of one of the Tribunal's Chambers. Takes dictation and/or audio transcription and types decisions, opinions, speeches, various forms of correspondence including letters, memoranda, facsimiles and other documents. Maintains filing system, (electronic) diary and records of faxes, requisitions and other regular transmittals. Arranges appointments and travel, receives visitors and makes reservations at hotels and restaurants. Liaises with other officials of the Tribunal to ensure a smooth and efficient handling of the Judge's work. Assists other judges with administrative/secretarial matters when requested. Provides secretarial assistance and support to the Trial Chamber when cases are being heard, including preparation of Decisions and Judgments, assistance with corrections to transcripts of proceedings and other shared tasks.

Competencies:

- **Professionalism** - Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.
- **Client Orientation** – Considers all those to whom services are provided to be “clients” and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients' informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

QUALIFICATIONS

Education:

High school diploma or equivalent; demonstrated ability to use computer technology.

Experience:

Minimum 5 years related secretarial/administrative experience.

Language:

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



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HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 level are eligible to apply.
- 2) Interested staff members must complete the ICTY Internal Application Form and UN Personal History Profile (PHP) form obtainable via the TRIBUNET; ICTY website or personal Inspira account. 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) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a staff member for the position.
- 4) 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.icty.org) or personal Inspira account 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.

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>

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