



# *International Criminal Tribunal for the former Yugoslavia*

Driver, G-3

<b>DEADLINE FOR APPLICATIONS</b>	:	<b>23 December 2015</b>
<b>DATE OF ISSUANCE</b>	:	<b>16 December 2015</b>
<b>OFFICE</b>	:	<b>Registry/Office of the President</b>
<b>JOB OPENING NUMBER</b>	:	<b>2015/ICTY/REG/036-GS</b>

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

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## **Organizational setting and Reporting:**

This position is located in Chambers (Office of the ICTY President) and will work under the general guidance of Administration Division of the Registry of the ICTY. . The incumbent will work under the guidance of the Supervisor of Transport & Logistics Unit and will support the work of the ICTY President and the General Services Section at The Hague. .

## **Responsibilities:**

Within delegated authority, the incumbent will be responsible for the following duties:

- Daily coordination of assistance to be provided to the ICTY President and assignments as required within the transportation section;
- Driving of the ICTY President, Chambers officials and other eligible persons according to a set schedule;
- Provision of local courier services;
- Processing and establishing of priorities for all requests received;
- Ensure good keeping of the vehicle by performing necessary cleaning and refueling. Following up on car maintenance according to a set schedule;
- Assist the Transport Dispatcher with various and appropriate administrative tasks as required.
- Other ad hoc duties as required and appropriate within the grade level.

## **Core Competencies:**

- **Professionalism** – 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.
- **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.
- **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. A valid Dutch (or of another European country) driving license B minimum (C would be considered an asset). Possession of VIP driving certification such as CCV-D1 or (international) equivalent is desirable. Knowledge of Dutch driving rules and regulations is essential.

**Work Experience:** Minimum of two years (2) of driving experience. Previous experience driving VIP passengers in The Hague and the Netherlands is highly desirable. Knowledge of the UN system and UN procedures is desirable.

**Languages:** English and French are the working languages of the ICTY. For the post advertised, English is required. Working knowledge of French or Dutch is an asset.

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## **HOW TO APPLY:**

### **NOTE FOR INTERNAL CANDIDATES:**

- 1) Current GS-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](mailto: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](http://www.icty.org)) or personal Inspira account and forward electronically AS ONE DOCUMENT to the [recruitment@icty.org](mailto: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.

**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.**