



# *International Criminal Tribunal for the former Yugoslavia*

Text Processing Clerk, G-4 (Temporary Vacancy until 31 December 2016)

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|---------------------------|---|---------------------------------|
| DEADLINE FOR APPLICATIONS | : | 18 January 2016                 |
| DATE OF ISSUANCE          | : | 04 January 2016                 |
| OFFICE                    | : | Judicial Records Unit, Registry |
| VACANCY ANNOUNCEMENT      | : | 2015/ICTY/REG/JRU/039-GS        |

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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 the Registry, Judicial Records Unit (JRU) under the immediate supervision of the Head of the Unit.

## Responsibilities:

The incumbent will be responsible for:

- Processing and distributing daily judicial transcripts to all authorized parties;
- Finalizing official confidential & public versions of English & French judicial transcripts;
- Entering accurate meta data, attaching judicial transcripts to ensure accessibility of all public judicial transcripts on the ICTY Court Records database;
- Serving as the custodian by managing, executing decisions granting access to judicial transcripts and implementing decisions changing security classification and
- Any other ad-hoc duties as required.

## Competencies:

- A thorough knowledge of Judicial Records Policies, procedures and practices. Demonstrated ability to use photocopier, scanner and computer technology. Knowledge of ICTY databases (Judicial Database, Court Management System, Translation Tracking System, New Electronic Minutes System) and MS Office applications will be considered as an asset. 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.
- 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.
- Technological Awareness – Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

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## QUALIFICATIONS

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

**Experience:** 4 years of relevant experience in providing clerical and technical support. Experience as a Text Processing Clerk will be considered as an asset

**Language:** English and French are the working languages of ICTY. For this post knowledge of oral and written English is needed. Knowledge of French is considered as an asset.

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## **HOW TO APPLY:**

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

- 1) Staff at the G-3 and G-4 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 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](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 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.

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| <p><b>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.</b></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.**

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