



International Criminal Tribunal for the former Yugoslavia

Human Resources Assistant, G-5

DEADLINE FOR APPLICATIONS	:	26 May 2016
DATE OF ISSUANCE	:	26 April 2016
OFFICE	:	Registry/ Human Resources Section
VACANCY ANNOUNCEMENT	:	2016/ICTY/REG/HR/006-GS

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

Organizational setting and Reporting: This position is located in the Human Resources Section under the supervision of the Deputy Chief of Human Resources.

RESPONSIBILITIES

The incumbent will work as a “Human Resources Partner” within the United Nations Enterprise Resource Planning (“ERP”) system “Umoja”. Specific tasks include but are not limited to:

Monitoring the contractual status of staff; regularly reviewing information in the ICTY/MICT Personnel Information Management System (“PIMS”) to identify staff member profiles needing attention and follow up on actions related to the administration of entitlements; Ensuring consistency in the application of the United Nations Staff Rules and Regulations; Reviewing and processing requests for entitlements and claims; Ensure that relevant documentary proof is providing and initiating action with substantive offices (e.g., Finance, Travel etc.); Updating the Personnel Information Management Systems (PIMS); Drafting Letters of Appointment; Ensure that all conditions and related entitlements of appointees including rental subsidy and education grant are up to date; Conducts induction briefings with new staff members, Reviewing and verifying all documentary evidence to establish contractual status and related entitlements; Advising staff regarding entitlements and conditions of service, administrative procedures, and processes as well as the staff members’ responsibilities; Ensuring proper registration of staff in the Pension Fund and in the health and life insurance plans in accordance with the relevant administrative instructions and procedures; Initiating check-out and separation-related procedures for separating staff members.

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.

- **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.

ASSESSMENT METHOD

There may be a technical test followed by a competency-based interview.

QUALIFICATIONS:



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- Education:** High school diploma or equivalent; demonstrated ability to use computer technology.
- Experience:** 5 years of related administrative experience, preferably in the Human Resources field. Knowledge of UN Staff Rules and Regulations is highly desirable. Knowledge of “Umoja” is considered an advantage and is highly desirable.
- Languages:** English and French are the working languages of the ICTY. For this position fluency in oral and written English is required. Knowledge of French or Dutch 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) 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) 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 Global General Services Test (GGST) or similar administrative examination (ASAT) per OHRM instructions.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Rostered 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.
