



International Criminal Tribunal for the former Yugoslavia

Mail and Pouch Clerk, G-3 (TVA) duration until 31 December 2016

DEADLINE FOR APPLICATIONS : 16 May 2016
DATE OF ISSUANCE : 03 May 2016
OFFICE : General Services Section, Registry
VACANCY ANNOUNCEMENT : 2016/ICTY/REG/GSS/016-GS

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

RESPONSIBILITIES

The incumbent receives sorts and distributes incoming mail on a daily basis throughout the ICTY. Collects packages, applies postage and posts outgoing mail on a daily basis. Collects and processes special handling items including registered mail, postal insurance and rush deliveries requiring courier services. Organizes for or personally handles items requiring local delivery. Receives, sorts and distributes the incoming pouch on a weekly basis throughout the ICTY. Collects packages and posts the outgoing pouch on a weekly basis. Performs weekly/monthly accounting of all postage, mail/pouch related costs including postage meter, pouch services, courier services, packaging materials, etc. Reconciles invoices for such services and itemizes costs by division/unit.

A valid driver's license is obligatory.

All other ad hoc duties, as required by the Head of Unit.

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.

Experience: 3 years related administrative experience.

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

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff G-3 level are eligible to apply; the requirement for the one year post occupancy is no longer applicable;
- 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.



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- 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) or personal Inspira account and forward electronically AS ONE DOCUMENT to the recruitment@icty.org inbox. 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.

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