



# *International Criminal Tribunal for the former Yugoslavia*

**PUBLIC INFORMATION CLERK, G-4 (Temporary Vacancy Announcement until 31 December 2016)**

**DEADLINE FOR APPLICATIONS** : 01 June 2016  
**DATE OF ISSUANCE** : 19 May 2016  
**OFFICE** : Registry/Media Office, Outreach and Web  
**VACANCY ANNOUNCEMENT** : 2016/ICTY/REG/CS/019-GS

Appointment against this post is on a local basis and is open only to those who have been successful in the relevant entry-level examination given by the duty station.

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

## **RESPONSIBILITIES**

Under the direct supervision of the Head of the Press Office/Spokesperson, the incumbent:

- Provides support in dealing with media representatives, assists in setting up press events and ensures on-going coordination of the Media Office staff. Filters the inquiries, assesses and prioritizes the nature of the requests by taking the appropriate course of action to satisfy the request; provides factual information and/or factual statements on behalf of the Spokesperson.
- Assists the Head of the Press Office/Spokesperson in his duties by conducting research, co-drafting press releases and press advisories as well as proofreading and assisting with the editing of public information materials, reports and other content. Responsible for practical and logical arrangements.
- Processes interview requests, coordinates the organization of special press events, Maintains and updates mailing lists and liaises with media personnel and provides information on Tribunal's activities.
- Provides assistance to officers in the composition and dissemination of all ICTY information communication products and texts and services for the press and general public.
- Updates databases as and when necessary, cares for all logistical aspects of the Office working environment (stationary, equipment, etc). Assists with preparation of daily media reports and bi-weekly regional briefings. Performs other ad-hoc duties as requested.

## **CORE COMPETENCIES**

- Professionalism- Good understanding of the functions of the work unit and of the organizational structure and respective roles of related units; knowledge of internal policies, processes and procedures generally and in particular those related to the communication, production and dissemination of public information. Understanding how to harness social and interactive media to build institution awareness among diverse range of audiences. Experience in using social media for marketing and/or public information purposes.
- 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.
- Technical – 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.

## **QUALIFICATIONS:**

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

**Experience:** 3 years related administrative, research and/or specialized experience in a public communications environment.

**Languages:** English and French are the working languages of the ICTY. For this post, fluency in oral and written English is required. Knowledge of French and/or Bosnian/Croatian/Serbian is an asset.

## **HOW TO APPLY:**

## **NOTE FOR INTERNAL CANDIDATES:**



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- 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.

<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.**