

# United Nations Mechanism for International Criminal Tribunals

Senior Staff Assistant, G-6 (The Hague)

DEADLINE FOR APPLICATIONS	:	28 September 2016
DATE OF ISSUANCE	:	30 August 2016
OFFICE	:	Registry/Office of the President
LOCATION	:	The Hague Branch
JOB OPENING NUMBER	:	2016/MICT/REG/GS/011-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 Mechanism for International Criminal Tribunals President's Office, The Hague branch under the supervision of the Chef de Cabinet.

## Responsibilities:

The Senior Staff Assistant will perform the following duties:

- Assist in the overall administration of the department/division, i.e. provide substantive and administrative support in managing priorities and work flow of the Chef de Cabinet in The Hague and Arusha and the Office of the President as one office.
- In the absence of the Personal Assistant to the President, will assume these duties.
- Coordinate the calendar of activities of the Chef de Cabinet.
- Provide administrative support to the Deputy Chef de Cabinet and other staff in President's Office.
- Assist in preparing the submission of the MICT Annual Report to the UN.
- Communicate with MICT remote Judges concerning work assignment requests.
- Handle a wide range of administrative duties to include travel arrangements; visa applications; expense reports; room bookings, etc.
- Support the Chef de Cabinet in presentations to intergovernmental bodies and other meetings.
- Research, compile and summarize background materials for use in preparation of reports, briefs, speeches, etc.
- Perform other duties as assigned.

## 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.
- **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.
- **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.

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## QUALIFICATIONS

**Education:** High school diploma (or equivalent).

**Work Experience:** At least 7 years of related secretarial/administrative experience (Previous experience in one of the two ad hoc Tribunals is highly desirable)

**Languages:** English and French are the working languages of the MICT. For the post advertised, fluency in oral and written English is required and knowledge of the other working language is an advantage. Knowledge Dutch is an asset.

## Assessment Method:

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

## Special Notice:

The appointment is limited to the Mechanism. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

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## HOW TO APPLY:

### NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the GS-5 and GS-6 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the MICT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the [RMRecruitment@icty.org](mailto:RMRecruitment@icty.org) in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations 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 MICT website ([www.unmict.org](http://www.unmict.org)) and forward electronically AS ONE DOCUMENT to the [RMRecruitment@icty.org](mailto:RMRecruitment@icty.org) in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations 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.