



International Criminal Tribunal for the former Yugoslavia

Administrative Assistant, G-6 (The Hague)

DEADLINE FOR APPLICATIONS	:	17 November 2016
DATE OF ISSUANCE	:	04 November 2016
ORGANIZATIONAL UNIT	:	Registry/Office of the President
LOCATION	:	The Hague (Netherlands)
VACANCY ANNOUNCEMENT	:	2016/ICTY/REG/CHAM/008-GS

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

Organizational setting and Reporting:

This position is located in the Office of the President. The incumbent will work under the guidance of the President and will report to the Chef de Cabinet.

RESPONSIBILITIES

The Administrative Assistant collocated with the President is responsible for providing immediate administrative assistance to the President, the Chef de Cabinet, and the two Legal Officers, including by receiving and filing all correspondence for the Office of the President at each branch, filing other documents produced by the Office and maintaining the Office filing system. He/she is also responsible for preparing final drafts of documents for the President's signature, attending to incoming calls and organizing the President's official travels.

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.
 - **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.
 - **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.
 - **Accountability** – Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organisational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
 - **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.
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International Criminal Tribunal for the former Yugoslavia

QUALIFICATIONS

Education:

High school diploma or equivalent. Demonstrated advanced ability to use computer technology.

Work Experience:

7 years of related secretarial/administrative experience. Previous experience in one of the two *ad hoc* Tribunals is highly desirable. Experience as assistant to a high executive is desirable.

Languages:

English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English is required.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 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) 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>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.</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.