



International Criminal Tribunal for the former Yugoslavia

Public Information Assistant, G-6 (Temporary Vacancy Announcement until 31 March 2017)

DEADLINE FOR APPLICATIONS	:	28 November 2016
DATE OF ISSUANCE	:	21 November 2016
OFFICE	:	Media, Outreach and Web Office, Communications Service
VACANCY ANNOUNCEMENT	:	2016/ICTY/REG/MOW/035-GS

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

Organizational setting and Reporting:

This position is located in the Media, Outreach and Web Office, Communications Service under the supervision of the Head of the Unit.

Responsibilities:

- Drafting, proofreading and updating Outreach information material related the Tribunal's activities, including briefings, reports, press releases, press articles and audio-visual material.
- Assistance in the development of new activities and public relations material with a special accent on audio-visual and new technology production.
- Dealing with enquiries and providing information about the Tribunal to members of the public (legal professionals, politicians, media, NGO's, educational establishments, etc.) and responding to a variety of enquiries received internally.
- Organising and implementing visits to the Tribunal of persons and groups related to the former Yugoslavia, as well as the working visits of Tribunal officials participating in Outreach-related events in the region.
- Liaising with different Sections and Units within the Tribunal that provide vital assistance to Outreach activities.
- Oversight of the printing and distribution of Outreach and general information publications and other materials - such as videos, CD's of leaflets, folders, booklets and dossiers of indictment compilations, judgements and other key legal texts - to regional field offices and directly to targeted audiences.
- Assistance in preparing internal briefings to Senior Staff.
- Providing assistance to Senior Staff and the Section concerning a variety of administrative matters.
- Assistance in identifying target individuals and groups with which the Programme engages.

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.
- **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.

QUALIFICATIONS

Education: High school diploma or equivalent.

Experience: Minimum 7 years experience in communications, public relations, project management or related field. Excellent understanding of approaches to plan, execute, monitor and report on time-sensitive projects. Proficiency in computer skills, use of internet and relevant software, e.g. Microsoft Word and PowerPoint is required.

Language: English and French are the working languages of the Tribunal. For this post fluency in written and oral English and Bosnian/Croatian/Serbian is required. Knowledge of another ICTY language is desirable.



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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) 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 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>

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.