



International Criminal Tribunal for the former Yugoslavia

Legacy Officer, P3 (Temporary Job Opening for 6 months)

DEADLINE FOR APPLICATIONS : 16 January 2017
DATE OF ISSUANCE : 09 January 2017
OFFICE : Registry / Communications Service
JOB OPENING NUMBER : 2017/ICTY/REG/COM/001-P

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

Organizational setting and Reporting:

This position is located in the Communications Service, Registry. The incumbent reports directly to the Head of Communications Services.

Responsibilities:

Within delegated authority, the incumbent is responsible for the following: assists the Head of Communications Service in planning and implementation of the "ICTY Legacy Dialogues" initiative; drafts project proposals and concept notes; develops budgets for the project, individual events and activities, as needed; devises and monitors project implementation plans, including but not limited to: identifying and planning necessary activities, facilitating the division of project tasks, defining and monitoring of the project dynamics and timeframes. Continuously monitors resourcing, implementation and financial commitments. Drafts *ad hoc* project implementation documents (overviews, plans, meeting points). Maintains correspondence with key stakeholders (participants, partners, donors etc.).

The incumbent is responsible for the full range of organizational and administrative tasks; maintains project records and administers all project activities and costs; organizes event logistics including but not limited to travel and hotel bookings, interpretation, coordination with partners and service providers. Liaises with the Tribunal's administration, in particular the Budget and Finances, in relation to all project-related tasks and activities. Develops and maintains donor relations, and coordinates fundraising efforts; maintains relationships with existing donors and identifies new funding opportunities; manages existing pledges and disbursements, including project monitoring and reporting; responsible for ensuring that project implementation is in line with UN rules and regulations, as well as the terms and conditions of the agreements with the donors. Creates and updates a detailed record of current and potential donors. Performs other duties, as needed.

Competencies:

- **Professionalism** – Outstanding knowledge of project management, implementation procedures, event management, creation of work plans and progress and project reports. Demonstrated skills and knowledge of fundraising tools and procedures. Possesses knowledge of the Tribunal's work and functioning, its achievements and goals. Theoretical background and good understanding of approaches, tools and methodologies related to planning, executing and monitoring event organization and communications campaigns. Demonstrated skills in strategic planning, communication and resource mobilization skills, including the ability to persuasively express section and institutional goals in project proposals. Proven excellence in written and oral presentation skills. Strong team building and personnel management skills. Will be expected to demonstrate a high degree of self-reliance and motivation. 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.
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QUALIFICATIONS

Education:

Advanced university degree in communication, journalism, international relations, public administration or a related field. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Experience:

Minimum of 5 years of progressively responsible professional experience in project management, donor relations, event management or public relations.

Language:

English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English is required. Working knowledge of the other is desirable. Working knowledge of Bosnian/Croatian/Serbian is desirable. Knowledge of a second official UN language is an advantage.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the P-2 and P-3 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 or ICTY website. Please submit all documents including the last two e-PAS's to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website (www.icty.org) and forward electronically to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line.

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.

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 make a recommendation for the position.

SPECIAL NOTICE: The appointment is limited to ICTY. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. ICTY is a smoke free environment.

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.