



International Criminal Tribunal for the former Yugoslavia

Temporary Job Opening

Finance Clerk, G-4 (Vacancy until 30 November 2017)

DEADLINE FOR APPLICATIONS	:	07 August 2017
DATE OF ISSUANCE	:	01 August 2017
ORGANIZATIONAL UNIT	:	Finance Section, Registry
VACANCY ANNOUNCEMENT	:	2017/ICTY/REG/FIN/041-GS

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

Organizational setting and Reporting:

This position is located in the Registry, Finance Section under the supervision of the Head of the Unit.

Responsibilities:

Administrative assistance to the Section Chief and other staff members of the Section as required: Assistance in recording obligations, receivables and payables follow-up, accounts reconciliation, drafting memoranda and/or faxes to various offices, departments and overseas offices in connection with petty cash and impress accounts operations; Assistance in processing of personnel action forms with respect to salary and allowances, generating various financial reports, reconciliation with pension fund; Assistance in processing payment vouchers in connection with purchase of goods and services as well as travel claims; Assistance in effecting payments in the electronic banking systems and other ad hoc assistance as required.

Responsible for filing and archiving, leave monitoring, Key Performance Indicators compilation and reporting, Mail monitoring and distribution.

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 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 of three (3) years of progressively responsible financial or administrative experience. Specialized training in finance is an asset. Demonstrated ability to use computer technology. Good knowledge of Excel and Word. Knowledge of SAP will be an advantage.

Language: For the post advertised fluency in oral and written English is required.



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HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 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 candidate 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.

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.

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.