



VACANCY ANNOUNCEMENT

Date of publication:	18 July 2017
Deadline for applications	29 August 2017
Post title:	Human Resources/Administrative Assistant – part time (50 per cent)
Grade:	GS-4
Vacancy Announcement Number:	2017/9
Duty Station:	The Hague, Netherlands
Organizational Unit:	Administrative and Personnel Division
Indicative minimum net annual remuneration:	€ 16,983

Duties:

Working under the direct supervision of the Head of the Administrative and Personnel Division, the incumbent will have the following duties:

General:

- following up and recording attendance and leave requests (daily); seeking approval for these requests and updating staff members' electronic leave balances; preparing final leave balances each year and submitting them to staff members for approval;
- providing administrative and logistical support to the Division;
- assisting in the verification (receipt and accuracy) of requisite documents, approvals and signatures to ensure compliance with financial requirements;
- reviewing, recording, distributing and/or processing mail and other documents; following up on impending actions;
- maintaining and updating files and the central HR database;
- generating and analysing a variety of statistical and other reports on HR and administrative matters;
- performing other duties as assigned.

Recruitment and placement:

- establishing long lists of applicants for vacant posts based on eligibility criteria (job requirements); preparing further selections based on the criteria provided by the manager of the vacant post;
 - providing support for recruitment processes, including the setting-up of written examinations in liaison with the IT Division, and the setting-up of the oral and written examination rooms.
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Administration of entitlements:

- reviewing entitlements and benefits (including dependency benefits, assignment grant, relocation grant, repatriation grant, step increments), and preparing Personnel Action Forms to that end;
- reviewing education grant and home leave entitlements, organizing official travel and ensuring that documentation is submitted in a proper manner.

Qualifications and requirements:

Education and skills:

- completion of secondary school education (high school diploma or equivalent);
- a relevant degree and/or formal training in human resources/administrative services would be an asset;
- excellent oral communication and writing skills;
- strong organizational skills and personal accountability;
- ability to interpret and apply staff regulations and rules in an organizational setting;
- excellent command of Microsoft Office Suite; experience of other IT tools would be an asset;
- ability to work under pressure, accurately and at speed, using time effectively and efficiently;
- ability to maintain harmonious relations within a multicultural team.

Languages:

- French and English are the official and working languages of the International Court of Justice. A perfect command of French or English is required and a good working knowledge of the other language; knowledge of Dutch would be an asset.

Competencies:

- *Professionalism*: knowledge of human resources policies, procedures and practices and ability to interpret and apply them in an organizational setting; demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next steps; 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 Organizing*: 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.

- *Teamwork*: works collaboratively with colleagues to achieve organizational 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.
- *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 organizational 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.
- *Technological awareness*: keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
- *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.

Experience:

- experience in general office support or related area is desirable. Work experience in human resources management and/or administrative services within an international organization, preferably in the United Nations system, would be an asset;
- experience in working with an ERP system would be an advantage.

Remuneration:

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE
DEADLINE WILL NOT BE ACCEPTED.**

How to apply:

Applicants are requested to complete the United Nations Personal History Form (P.11) appended below, and enclose an accompanying letter. The selected candidate may be subject to a security clearance, including verification of the information provided in the personal history form and a criminal record check. All candidates should be in a position to submit an electronic copy of their passport and all diplomas listed in their profile when requested.

All applicants are strongly encouraged to send their application by e-mail, addressed to the Registrar of the Court, clearly indicating the vacancy announcement number.

E-mail: recrutement-recruitment@icj-cij.org

Only applications from candidates under serious consideration will be acknowledged.

The Registrar reserves the right not to appoint any candidate to the post, or to appoint one at a lower level or on the basis of a modified description. Applications that are found by the Court to meet the above criteria may be added to a reserve list in case a similar vacancy arises in the future.
