



## VACANCY ANNOUNCEMENT

Date of publication:	14 December 2017
Deadline for applications:	13 February 2018
Post title:	Secretary to Judge
Grade:	GS-5
Vacancy Announcement Number:	2017/16
Duty Station:	International Court of Justice, The Hague, Netherlands
Indicative minimum net annual remuneration:	€38,041

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### **Functions**

The incumbent is required to provide high-level administrative and secretarial assistance and will have overall responsibility for the office administration of the judge(s) to whom he or she will be specifically assigned. He or she will be expected to co-ordinate the exchange of information between the judges and their law clerks and university trainees. The incumbent will perform a variety of administrative tasks ensuring high quality and accuracy of work. More general duties will include: preparing general correspondence, with proven ability to draft in English and French; screening incoming correspondence and logging/routing as appropriate; typing judicial documents, some highly confidential, from handwritten drafts and audio-typing from tapes and electronic files; maintaining good contact with the diplomatic corps, international organizations, the judiciary and other academic institutions; receiving high-ranking officials.

### **Education**

— Completion of secondary school education. A diploma from a secretarial college in high-level office administration would be an asset.

### **Experience**

— Several years of relevant and progressively responsible work experience in an international organization or an international company is required; previous experience working for a judge in an international court or tribunal would be an asset.

— A good knowledge of diplomatic protocol is highly desirable, together with utmost discretion.

### **Qualifications and requirements**

— Proficiency in Microsoft Office Word and Outlook is essential; knowledge of other IT tools is desirable.

— Drafting ability in English and French is essential.

— Ability to work accurately at speed, and remain calm under pressure, using time effectively and efficiently.

- Experience in the finalization of complex legal documents, ability to prepare and proofread documents for the production of typed and printed texts.
- Proven accurate typing and audio-typing abilities in English and French at minimum 50 w.p.m. is required; shorthand is highly desirable. Ability to work in a team in a multicultural environment.
- Ability to maintain harmonious relations within a multicultural team.

### **Languages**

Perfect command of either English or French and a sound working knowledge of the other language; knowledge of Dutch is desirable; knowledge of other official languages of the United Nations would be an asset.

### **Remuneration**

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

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

### **How to apply**

Applicants are requested to complete a United Nations Personal History Form (P.11) and to write a cover letter; both documents should be saved in PDF format and sent to the e-mail address below.

The selected candidate may be subject to a security clearance, including verification of the information provided in the application and a criminal record check. All candidates should be in a position to submit an electronic copy of their passport and of all diplomas listed on their profile when requested.

Candidates should send their application by e-mail to the Registrar of the Court, clearly indicating the vacancy announcement number.

E-mail: **[recrutement-recruitment@icj-cij.org](mailto: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.