

## VACANCY ANNOUNCEMENT

Date of publication:	6 June 2018
Deadline for applications:	6 August 2018
Post title:	Administrative Assistant
Grade:	GS-6
Vacancy announcement number:	2018/7
	<b>Re-advertisement; candidates who have already submitted an application in response to vacancy announcement 2017/6 need not reapply.</b>
Duty station:	International Court of Justice, The Hague, Netherlands
Organizational unit:	Administrative and Personnel Division
Indicative minimum net annual remuneration:	€42,607

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### Duties

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

#### General

- providing general office support services; processing, drafting, editing, proofreading and finalizing for signature or approval a variety of correspondence and other communications;
  - setting up and maintaining files and records; scheduling appointments and meetings, monitoring deadlines, etc.;
  - drafting written responses to enquiries relating to administrative and personnel matters;
  - updating and monitoring the database of Registry personnel and preparing relevant statistics, charts and reports;
  - assisting in the preparation of requests for the classification or reclassification of posts;
  - providing advice and answering queries on classification procedures;
  - assisting in defining human resource requirements and preparing and reviewing relevant proposals;
  - conducting exit interviews and helping separating staff with administrative arrangements;
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- undertaking research on, and preparing written responses to queries concerning, a range of HR-related matters;
- assisting in the preparation of information circulars on HR-related matters;
- recording leave requests, monitoring attendance and updating annual and sick leave balances;
- helping with the drafting of Budgetary and Administrative Committee documents and speaking notes for the Registrar;
- performing other duties as required by the Head of Division.

#### Recruitment and appointment

- assisting with recruitment for all categories of posts, including requesting and checking references and academic qualifications, ensuring the completion of pre-recruitment formalities, calculating salaries and related benefits, and preparing and sending offers of appointment;
- participating in the selection of candidates for posts in the General Services category, including screening and evaluating applications, preparing candidate profiles, conducting preliminary interviews, carrying out roster searches and drawing up shortlists;
- scheduling, co-ordinating and assisting in the organization of competitive recruitment examinations and interviews;
- overseeing the updating of vacancy announcements and ensuring their publication on the Court's website, social media and other platforms.

#### Administration of entitlements

- reviewing and processing personnel action forms;
- setting up and maintaining personnel files (electronic and physical); reviewing and adapting issuances pertaining to conditions of service;
- reviewing and processing requests for allowances, benefits, and exceptions to the Staff Regulations for the Registry concerning travel entitlements;
- monitoring issuances concerning conditions of service and advising supervisor(s) of any changes;
- liaising with the Finance Division to ensure accurate and timely payment of entitlements and benefits.

#### Staff development and career support

- assisting in the organization of training courses, including the induction programme, language training and workshops;
- providing logistic and administrative support to instructors and co-ordinating language proficiency examinations;
- participating in the training of junior staff members and interns within the Division.

## **Qualifications and requirements**

### Education and skills

- completion of secondary school education (high school diploma or equivalent); a relevant bachelor's degree would be an asset;
- formal training in human resources and/or 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 software; experience with other IT tools is desirable;
- ability to work under pressure, accurately and at speed, using time efficiently and effectively;
- ability to maintain harmonious relations within a multicultural team.

### 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; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- *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 or 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.
- *End-user orientation*: Considers all those to whom services are provided to be “end users” and seeks to see things from end users’ point of view; establishes and maintains productive partnerships with end users by gaining their trust and respect; identifies end users’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the end users’ environment to keep informed and anticipate problems; keeps end users informed of progress or setbacks in projects; meets timeline for delivery of products or services to end users.

### **Experience**

- Seven years of progressively responsible work experience in human resources management and/or administrative services within an international organization, preferably in the United Nations system.

### **Language**

- English and French are the two official languages of the Court. Very good knowledge of and drafting ability in both languages is required. Knowledge of other official languages of the United Nations, as well as Dutch, 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, see below) and write a cover letter, both of which should be saved in PDF format and sent to the e-mail address given below.

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 on their profile when requested.

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

E-mail: [hr-recrutement-rh@icj-cij.org](mailto:hr-recrutement-rh@icj-cij.org)

Only applications from shortlisted candidates will be acknowledged.

The Registrar reserves the right not to appoint a candidate to the post, or to appoint one at a lower level or on the basis of a modified description.

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