

VACANCY ANNOUNCEMENT

Date of publication:	23 May 2018
Deadline for applications:	20 June 2018
Post title:	Administrative Assistant — part time (40 per cent)
Vacancy announcement number:	2018/3
Duty station:	The Hague, Netherlands
Organizational unit:	Department of Linguistic Matters
Contract type:	Individual contractor, six months (with possibility of extension)
Daily rate:	€162.75

Functions

Under the supervision of the Head of the Department of Linguistic Matters, the incumbent will perform the following duties:

- Determine the availability of external contractors (translators and interpreters).
- Prepare jobs for outsourcing to external contractors (contracts, reference documents, texts to be translated) via Box or e-mail, assembling the documents to be sent out or reviewing the information already on record and updating it as necessary; respond to queries from external contractors.
- Maintain and update case folders for indexing in terminology database dtSearch.
- Use AlignFactory to generate a single parallel text of an original and its translation, preparing the texts as necessary throughout the alignment process.
- Convert PDF documents into Word files and format them so that they are legible and usable.
- During hearings, prepare and update the tables showing the allocation of translation work (including distributing the texts to be translated among the internal and external translators).

Qualifications and skills

Experience

- At least two years' experience in similar administrative support roles, preferably in an international organization or national institution.

Languages

- An excellent command of either English or French and a thorough working knowledge of the other.

General

- Broad general knowledge, attention to detail and the ability to maintain harmonious relations within a multicultural team, particularly under pressure during busy periods.

Competencies

- *Professionalism*: is familiar with general office procedures; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- *End-user orientation*: seeks to provide high-quality services, proposing satisfactory solutions to potential problems where appropriate; meets timeline for delivery of services.
- *Technological awareness*: keeps abreast of available technology; actively seeks to apply technology to appropriate tasks and shows willingness to learn new technology.
- *Teamwork*: works collaboratively with colleagues to achieve the Department's quality objectives; solicits input by genuinely valuing others' ideas and expertise; places team agenda before personal agenda; supports other members of the team.
- *Planning and organizing*: identifies priority activities and assignments; adjusts priorities as required; monitors and adjusts plans and actions as necessary; uses time efficiently.

Conditions of employment

- Six-month contract, with the possibility of extension.
- Start date: as soon as possible.

**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: **recrutement-recruitment@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 on the basis of a modified post description.
