

VACANCY ANNOUNCEMENT

Date of publication:	30 July 2018
Deadline for applications:	26 August 2018
Post title:	Team Assistant — part time (50 per cent) — extended deadline
Grade:	GS-4
Vacancy Announcement Number:	2018/6
	Candidates who already applied for vacancy announcement 2017/8 (Team Assistant 50% — GS-4) and for vacancy announcement 2018/6 (Team Assistant 50% — GS-4) do not need to reapply.
Duty Station:	International Court of Justice, The Hague, Netherlands
Organizational unit:	General Assistance Unit
Indicative minimum net annual remuneration:	€16,983

Duties

Under the general direction of the Head of the Security and General Assistance Division and under the daily supervision of the Co-ordinator of the General Assistance Unit, the incumbent performs the following duties on a part-time basis:

- Carries out a wide range of office support and administrative functions for the Division.
- Monitors processes and schedules related to the Division's driving, distribution, messenger and meeting support tasks. Where applicable, assists in the verification (receipt and accuracy) of requisite documents, approvals and signatures.
- Responds to moderately complex information requests and enquiries (e.g. answers requests for drivers, meeting support services, facilities support) and, as necessary, refers enquiries to appropriate offices for handling.
- Drafts responses to routine correspondence and other communications; uses standard office software to produce a wide variety of documents.
- Prepares meeting rooms for the Court's hearings and its main committees.
- Replaces senior staff, as needed, in the servicing of hearings and meetings, and in making daily meeting room reservations.

- Maintains calendars/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Performs data entry and extraction functions.
- Reviews, records, distributes and/or processes mail and other documents.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations).
- Generates a variety of standard statistical and other reports, work orders, etc. using various databases.
- Maintains files (both paper and electronic) and databases for the Division.
- Assists in providing software and office equipment support.
- Performs other duties as needed; in particular, the incumbent may be required to support the Division's driving and messenger assignments when necessary.

Qualifications and requirements

Education

- High school diploma or equivalent.
- Valid driver's license.

Experience

- Work experience in general office support, meeting support services, mail, pouch, registry operations or related area is desirable.
- Work experience as a professional driver would be an asset.
- Experience and certification in first aid would be an asset.
- Experience working with an ERP system would be an asset.

Skills/competencies:

- *Professionalism*: knowledge of general office procedures; demonstrates professional competence and mastery of subject-matter, is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- *Client orientation*: mainly seeking to improve services to Members of the Court and Registry staff, the incumbent identifies needs, suggests relevant solutions, anticipates problems and 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.

Languages

- French and English are the two official and working languages of the Court. Proficiency in one of these languages is required, with a very good working knowledge of the other. Knowledge of other official United Nations languages and of Dutch would be an asset.

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:

External applicants are requested to submit a completed United Nations Personal History Form (P.11) or a full curriculum vitae, together with an accompanying letter. Both documents need to be in PDF format and sent to the e-mail address indicated 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.

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 job 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.