



Job Title and Level:	Administrative Assistant (G-4)
Vacancy Announcement No:	5029EE-PO
Deadline for Applications:	22.05.2015
Organizational Unit :	Office of the Prosecutor
Duty Station :	The Hague
Type of Appointment:	General Temporary Assistance
Post number :	
Minimum Net Annual Salary (Single Rate) (EURO) :	€ 33,967

Contract Duration

General Temporary Assistance (GTA) until 31 December 2015

A roster of suitable candidates may be established for this particular profile as a result of this selection process for fixed-term general temporary assistance posts.

Entry date to be determined

Duties & Responsibilities

- Provide administrative support and assistance in the Section or Unit;
- Receive visitors, places and screens telephone calls, and answers queries with discretion;
- Prepare and processes the official travel for staff members in the Section or Unit;
- Receive, screen, log and route correspondence; drafts non-substantive correspondence and ensure follow-up;
- Assist in organising staff meetings; taking minutes at meetings;
- Maintain a paper-based and electronic filing/documentation system;
- Maintain all administrative records on behalf of the Section or Unit such as annual leave, attendance, travel requests etc;
- Perform other duties as required.

Essential Qualifications

- Diploma of Secondary Education;
- At least four years of secretarial/administrative experience;
- Excellent skills in Microsoft standard applications, i.e. Word, Excel and Power Point and typing skills;
- A good knowledge of general office management policies, procedures and practices;
- Ability to work with a high degree of autonomy and meet deadlines;
- Excellent communication, drafting and organisational skills, ability to plan and establish priorities;
- Initiative and ability to work independently with minimal supervision;
- Ability to work in a multi-cultural environment, with respect for diversity.



ICC Core Competencies:

Dedication to the mission and values

- Acts consistently in accordance with the mission and values of the Organisation;
- Maintains confidentiality, acts with integrity and shows respect for diversity;
- Shows commitment to the organisation;
- Presents a positive image of the organisation during external discussions.

Professionalism

- Applies professional and technical expertise;
- Keeps abreast of organisational issues;
- Produces workable solutions to a range of problems;

Teamwork

- Listens, consults others and communicates proactively;
- Handles disagreements with tact and diplomacy;
- Recognises and rewards the contribution of others;

Learning and developing

- Identifies development strategies needed to achieve work and career goals and makes use of developmental or training opportunities;
- Learns from successes and failures;
- Seeks feedback and gives feedback to others to increase organisational effectiveness;
- Seeks opportunities for improvement of work;
- Has an open mind and contributes to innovation.

Handling uncertain situations

- Adapts to changing circumstances;
- Deals with ambiguity, making positive use of the opportunities it presents;
- Plans activities and projects well in advance and takes account of possible changing circumstances;
- Manages time effectively.

Interaction

- Expresses opinions, information and key points of an argument clearly;
- Handles contacts with diplomacy and tact;
- Communicates in a transparent and open way with internal and external contacts while complying with confidentiality requirements.

Realising objectives

- Accepts and tackles demanding goals with enthusiasm;
- Keeps to agreements with others;
- Focuses on client needs;
- Takes responsibility for actions, projects and people;
- Monitors and maintains quality and productivity.

KNOWLEDGE OF LANGUAGES



Proficiency in one of the working languages, English or French, is required. Working knowledge of the other is desirable. Knowledge of another official language of the Court (Arabic, Chinese, Russian and Spanish) would be considered as an additional asset.

General Information

- The selected candidate will be subject to a Personnel Security Clearance (PSC) process in accordance with ICC policy. The PSC process will include but will not be limited to, 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 may check the status of vacancies on ICC E-Recruitment web-site;
- Post to be filled preferably by a national of a State Party to the ICC Statute, or of a State which has signed and is engaged in the ratification process or which is engaged in the accession process, but nationals from non-state parties may also be considered;
- In accordance with the Rome Statute, the ICC aims to achieve fair representation of women and men for all positions, representation of the principal legal systems of the world for legal positions, and equitable geographical representation for positions in the professional category;
- Applications from female candidates are particularly encouraged;
- Personnel recruited at the General Service level are not entitled to all of the benefits granted to internationally-recruited staff;
- The Court reserves the right not to make any appointment to the vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description.
- The ICC is willing to apply the 'Inter-Organisation Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations applying the United Nations Common System of Salaries and Allowances' or 'the Inter-Organisation Mobility Accord' on a reciprocal basis.