



<b>Job Title and Level:</b>	Data Processing Assistant (G-4)
<b>Vacancy Announcement No:</b>	5032EE-PO2
<b>Deadline for Applications:</b>	25.06.2015
<b>Organizational Unit :</b>	Investigation Division, Office of the Prosecutor
<b>Duty Station :</b>	The Hague
<b>Type of Appointment:</b>	
<b>Post number :</b>	
<b>Minimum Net Annual Salary (Single Rate) (EURO) :</b>	€ 33,967

#### *Contract Duration*

A roster of suitable candidates will be established for this post as a result of this selection process for both fixed-term established and general temporary assistance posts.

#### *Duties & Responsibilities*

The position is located in the Data Processing Unit in the Planning and Operations Section, the Investigation Division of the Office of the Prosecutor (OTP). Under the supervision of the Data Processing Manager the incumbent will perform the following duties:

- Support the investigation process and case trials through transcription and data-entry duties;
- Support the process of evidence management through the sorting and classification of registered evidence; through the collation of objective characteristics of the evidence (date, title, description); and through the identification of duplicates and different versions of evidence;
- Ensure searchability of the evidence management system by providing summaries to non-searchable evidence (photographs, audio or video material, handwritten documents, etc.);
- Ensure the accuracy, completeness and consistency of the metadata by designing and implementing validation searches in the evidence management system and by implementing methods to benefit of cataloguing efforts done at previous stages in the process;
- Assist in building glossaries and contribute towards the development and updating of guidelines relevant to transcription and metadata processes;
- Perform any other tasks as requested by the Transcription and Metadata Manager.

#### *Essential Qualifications*

Education:

Diploma of secondary education.

Experience:

- At least four years of related work experience in an operational support environment, preferably with transcription and/or administrative experience and /or analytical experience; prior experience working in a legal environment is desirable.



- Prior experience in working with highly confidential information would be a strong asset.

#### Knowledge, Skills, and Abilities:

- Excellent skills in working with and querying information management systems and databases; knowledge of information management and data quality is an asset;
- Demonstrated skills of applying attention to detail with data and information accuracy;
- Ability to summarize text, audio or video material identifying the essential points;
- Ability to work under strict deadlines and flexibility to multi-task in a fast-paced and dynamic environment;
- Ability to communicate effectively and work collaboratively;
- Ability to work harmoniously in a multicultural environment, with respect for diversity;
- Proven ability to maintain confidentiality;
- Professional and personal integrity.

#### 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:

Fluency in English and working knowledge of French is essential. Knowledge of another official language of the Court (Arabic, Chinese, Russian, Spanish) and/or language(s) related to the Court situations would be considered an 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.