



<b>Job Title and Level:</b>	Finance & General Administration Assistant (G-5)
<b>Vacancy Announcement No:</b>	5025EE-PO
<b>Deadline for Applications:</b>	27.05.2015
<b>Organizational Unit :</b>	General Administration Unit, Services Section. Office of the Prosecutor
<b>Duty Station :</b>	The Hague
<b>Type of Appointment:</b>	General Temporary Assistance
<b>Post number :</b>	
<b>Minimum Net Annual Salary (Single Rate) (EURO) :</b>	€ 38,041

#### *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 both fixed-term established and general temporary assistance posts.

Entry on duty date to be determined.

#### *Duties & Responsibilities*

The incumbent of this post will work under the direct supervision of the Administration Officer, with several other Finance and General Administration Assistants on a rotation basis in regard to the following responsibilities:

1. Assist in the preparation of the OTP Budget and the monitoring of expenditures by participating in the tracking and monitoring of all allotments and object expenditures relevant to the Office, collating input for forecasts and expenditure reports and assisting with expenditure analysis relating to the budget of the Office;
2. Assist with the establishment, monitoring and reporting arrangements in regard to OTP Trust Funds and other voluntary contributions;
3. Processing procurement requests and invoices as necessary (e.g creating requisitions and services entry sheets in SAP);
4. Reconcile field operations expenditure reports and maintain obligations and supporting documents in support of field operations, including preparing advance requests, participating in preparing schedules of tariffs and liaison/briefings with field operations staff (may involve travel to the field);
5. Serve as an SAP focal point for administrators of the Office of the Prosecutor and assist with the development of SAP competence across the Office;
6. Perform tasks relevant to the human resources administration of OTP in close cooperation with the relevant sections in Registry (GTA requests, contract requests, request Personnel Number);
7. Serve as Leave Administrator for the Services Section. Entering and updating leave and attendance records in SAP and maintaining leave rosters;
8. Provide travel administrator services for staff and visitors to the Services Section (e.g. travel requests,



security clearance, travel claims, visa applications, etc.);

9. Administer the OTP's Internship and Visiting Professionals Programme of the Office in close coordination with the Registry (e.g. selection, induction, reporting...);

10. Deputise for other assistants in the Unit and perform other duties as requested by the Administration Officer or Senior Manager.

### *Essential Qualifications*

1. Diploma of secondary education; additional training in Finance or Accounting would be a strong asset;
2. At least 6 years of related experience preferably within the area of budget, finance and/or administration;
3. Excellent skills in Microsoft standard applications, i.e. Excel and Word;
4. Knowledge of SAP and TRIM document management system would be a significant asset;
5. Initiative and ability to work independently with minimal supervision;
6. Good interpersonal skills and a service orientated approach;
7. Ability to organise work and meet deadlines;
8. Ability to work effectively in a multi-cultural environment with sensitivity and respect for diversity;
9. Prior international experience desirable.

### Knowledge of Languages:

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

### 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.

### **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.