

## Job Opening

Job Title, Level:	Administrative Assistant, G4
Department/Office:	General Service Section
Remuneration:	Starting from US\$ 14,658 gross per annum depending on relevant background and experience
Number of Positions:	Two
Duration:	The initial appointment is limited to one year only. Extension of the appointment is subject to extension of the mandate and/or the availability of the funds.
Location:	Phnom Penh, Cambodia
Posting Period:	16 October to 15 November 2018
Job Opening number:	18/GS/GSS/03

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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**APPOINTMENT WILL BE MADE ON A LOCAL BASIS.  
CANDIDATES UNDER SERIOUS CONSIDERATION WILL BE REQUESTED TO  
PASS TESTS AND TO TAKE AN INTERVIEW**

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### Org. Setting and Reporting

Under the applicable law, and in accordance with the terms of the Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers in the Courts of Cambodia (ECCC) has jurisdiction to try senior leaders and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom, and international conventions recognized by Cambodia, during the period of the Khmer Rouge regime from 17 April 1975 to 6 January 1979.

While the ECCC is established as a national court, the Royal Government of Cambodia sought the technical assistance of the United Nations in operating the court. In Resolution A/57/228 and A/57/228B, the General Assembly approved the involvement of the United Nations and endorsed the agreement outlining the arrangements between the two parties. The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) was established in 2005 to provide on-going technical, operational and logistical support to the Royal Government of Cambodia in all aspect of the Court's operations.

To learn more about UNAKRT, please visit our website: <http://www.unakrt-online.org>.

Under the overall supervision and guidance of the General Support Services Officer and as part of a team of administrative assistants the incumbent shall be responsible for providing efficient and effective administrative and logistical support to the Chambers, namely, the Pre-trial Chamber, Trial Chamber and the Supreme Court Chamber, the Judicial Offices, namely, Office of the Co-Investigating Judges, the Office of the Co-Prosecutor and the Defense Support Services Section. The Administrative Assistant may be assigned to one or more Office, as necessary, from time to time. He/She shall perform a wide range of office support and administrative functions that include:

### Responsibilities

- Prepare or draft responses to routine correspondence and other communications; use standard word processing package to produce a wide variety of large, complex documents and reports.
- Assist in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Research, compile and organize information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Screen phone calls and visitors; respond to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refer inquiries to appropriate personnel for handling.
- Provide secretarial, administrative and logistics support to meetings, boards, committees,

conferences, etc.

- Maintain calendar/schedules; monitor changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Review, record, distribute and/or process mail and other documents; follow-up on impending actions.
- Update and maintain large distribution lists; monitor, prepare and distribute various materials, reports, where possible using electronic formats; handle arrangement for printing and translation as necessary; coordinate shipment arrangements, courier services, etc.
- Perform general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
- Maintain files (both paper and electronic) and databases for work unit.
- Assist in providing software and office equipment support.
- Perform other duties as assigned.

### **Competencies**

- Professionalism – Knowledge of general office and administrative support including administrative policies, processes and procedures. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

### **Education**

High school diploma or equivalent

### **Work Experience**

Three (3) years of experience in general office support or related area is desirable.

Work experience within a court/judicial institution is an advantage. Relevant first-level university degree in combination with one year of qualifying experience may be accepted in lieu of three years of required experience.

### **Languages**

Khmer, English and French are the working languages of the ECCC. For the post advertised, fluency in English is required. Knowledge of French is an advantage.

### **Assessment Method**

Evaluation of qualified candidates may include an assessment exercise and a competency-based interview.

### **Special Notice**

Appointment against this position is limited to the United Nations Assistance to the Khmer Rouge Trials (UNAKRT). Issuance of appointment is contingent upon availability of funds and extension of mandate. The initial appointment will be for a period of one year; an extension is subject to the extension of the mandate of UNAKRT, the availability of funding and/or individual performance.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment

### **HOW TO APPLY:**

Candidates are requested to complete the “Personal History Form” (P.11) available on the UNAKRT Website at [http://www.unakrt-online.org/06\\_recruitment.htm](http://www.unakrt-online.org/06_recruitment.htm), and submit it, in duplicate, mentioning the vacancy announcement number, to the Personnel Section, UNAKRT, to the following email address [unakrt-jobs@un.org](mailto:unakrt-jobs@un.org)

Applications received after the deadline will not be accepted.

Due to the high volume of applications, no letters of acknowledgment will be sent. Only candidates under serious consideration will be contacted. Only the selected candidate will be notified of the result of the competition.

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This vacancy is open for Cambodian nationals only.

Qualified women are encouraged to apply.

### **United Nations Considerations**

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### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS’ BANK ACCOUNTS.