

## Job Opening

Job Title, Level:	Administrative Officer, NO-D
Department/Office:	Deputy Director of Administration (DDOA) / UNAKRT
Remuneration:	Starting from US\$ 67,782 gross per annum, depending on relevant background and experience.
Number of Positions:	One (1). This is a fixed term position.
Duration:	The initial fixed term appointment is up to one year, commencing 1 January 2024 subject to budgetary approval. Extension of the appointment is subject to mandate and/or the availability of funds.
Location:	Phnom Penh, Cambodia
Posting Period:	4 December 2023
Job Opening number:	23/DDOA/NO/01

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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 MAY BE REQUESTED TO  
PASS TESTS AND TO TAKE AN INTERVIEW**

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### Org. Setting and Reporting:

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) provides technical assistance to the Extraordinary Chambers in the Courts of Cambodia (ECCC). The ECCC is a judicial institution, established in accordance with Cambodian law, and supported by international staff. Under the terms of Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers are mandated to bring to trial senior leaders of Democratic Kampuchea 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, that were committed during the period from 17 April 1975 to 6 January 1979.

The subject-matter jurisdiction of the Extraordinary Chambers includes the crime of genocide as defined in the 1948 Convention on the Prevention and Punishment of the Crime of Genocide, crimes against humanity as defined in the 1998 Rome Statute of the International Criminal Court and grave breaches of the 1949 Geneva Conventions and such other crimes as defined in Chapter II of the Law on the Establishment of the Extraordinary Chambers as promulgated on 10 August 2001.

The Addendum to the Agreement between the United Nations and the Royal Government of Cambodia, which entered into force in December 2021, vests the ECCC with residual functions which commenced in 2023 upon the completion of judicial activities.

For more information about the ECCC, please visit [www.eccc.gov.kh](http://www.eccc.gov.kh).

This position is located in the Office of Administration. The incumbent reports directly to the UNAKRT Coordinator.

**Responsibilities:** Under the direct supervision of the Coordinator, UNAKRT, the Administrative Officer will serve as the UNAKRT office manager and will be responsible for the following duties:

### Human Resource Management

- Initiates and coordinates with UNESCAP actions covering the entire span of human resource activities, e.g., recruitment, placement, promotion, performance appraisal, vacancies, job classification reviews, separation of staff members, training, etc., ensuring consistency in the application of UN rules and procedures.
- Represents UNAKRT at panels and bodies.
- Reviews post incumbency reports for purposes of vacancy management and staffing table control.
- Leads, oversees and coordinates the preparation and implementation of the work program and budget to ensure compatibility with work priorities and objectives, taking into account the most effective use of resources.

### Budget and Finance

- Initiates and conducts studies to improve budget reporting systems and cost-effective utilization of program resources.
- Monitors and controls budgetary allocations through regular reviews; drafts routine and ad hoc outputs; and provides effective monitoring reports and data. Identifies deviations from plans and proposes corrective measures.
- Establishes and maintains a set of sound policies, procedures, standards and tools which are consistent with UN policy and practice in order to ensure proper accounting, financial management and control.

### General Administration

- Implements and monitors support services, including procurement of supplies and services; transport, travel and traffic, communications, engineering and information technology support; and provision of local utilities and service requirements.
- Supervises a staff team and/or provide advice to others on human resource administration, financial administration and management information issues and practices to colleagues.
- Produces major/complex reports for management.
- Provides expert guidance and leadership to more junior staff.
- Performs other related duties as required, e.g., operational travel programme, adequacy of departmental space, resource, and technology requirements.
- Performs other related work as required.

### **Results Expected:**

Achieves UNAKRT's goals and objectives through the provision of high level support with respect to a range of complex human resource, planning, work programming, budget and financial management tasks which substantially impact significant administrative activities of the work unit.

### **Competencies**

- **Professionalism:** Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Planning & 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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

### **Qualification:**

Education: Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law or related area is required. A relevant first-level

university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of seven years of progressively responsible experience in administration, finance, accounting, human resources management or related field is required. Experience drafting, preparing, and reviewing reports within the United Nations System is required. Experience with, or substantial knowledge of, the work of the ECCC or UNAKRT is desirable. Experience with Enterprise Resource Planning (ERP) systems such as SAP/Umoja and other related software systems is desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and Khmer is required. Knowledge of French is desirable.

**Assessment Method**

Qualified applicants may be evaluated through a competency-based interview and/or other assessment methods.

**HOW TO APPLY:**

Candidates are requested to complete the “Personal History Form” (P.11) available on the UNAKRT Website at <http://unakrt-online.org/recruitment>, 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 acknowledgement will be sent. Only candidates under serious consideration will be contacted. Only selected candidate will be notified of the result of the competition.

**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, subject to budgetary approval. The expected commencement date is 1 January 2024. Any extension of appointment is subject to the mandate of UNAKRT, satisfactory performance and availability of funds.

This vacancy is open for Cambodian nationals only. Qualified women are encouraged to apply.

Appointment against this post is on a local basis; candidates shall be Cambodian nationals and will be recruited in the country or within commuting distance of the UNAKRT office. If no suitable local candidate is identified, Cambodian nationals residing elsewhere may be considered, in which case the candidate would be responsible for any costs related to travelling and relocating to Phnom Penh in the event of an employment offer.

Locally recruited General Service staff members applying for this post must meet the minimum requirements, including academic qualifications and years of relevant experience. Relevant experience in the General Service category at G-6 and G-7 levels may count towards experience requirements.

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.

**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.