



## VACANCY ANNOUNCEMENT

<u>Vacancy Announcement Number:</u>	16/GS/CMS/05
<u>Functional Title and Grade:</u>	Administrative Assistant (G-4)
<u>Department/Service:</u>	Court Management Section
<u>Remuneration:</u>	Starting from US\$ 12,531 gross per annum depending on relevant background and experience.
<u>Number of Positions:</u>	One
<u>Duration:</u>	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.
<u>Deadline for Applications:</u>	28 September 2016

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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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United Nations Core Values: Integrity, Professionalism, Respect for Diversity.  
Candidates will be expected to move periodically to new functions throughout their careers  
and are subject to the assignment by the Secretary-General to any of the activities or offices of the United Nations.

### **SUMMARY OF DUTIES:**

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 domestic court supported with international staff, established in accordance with Cambodian law. Under the terms of Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers will 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.

This position is located within the Court Management Section (CMS).

Under the direct supervision and guidance of the Senior Adviser, Court Management Section, the incumbent shall be responsible for providing efficient and effective administrative and logistical support to the Court Management Section, including the Interpretation and Translation Unit, the Transcription Unit, the Witnesses and Expert Support Unit, the Records and Archives Unit and the Detention Liaison Facility. The Administrative Assistant shall perform a wide range of office support and administrative functions that include,

- Respond 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.
- Receive, verify and process documents to be outsourced to translation agencies or freelance translators, prepare word count as required, using IT interfaces.
- Upload documents onto the shared drive for quality control workflow and upload into the interface upon completion.
- Prepare contract and requests for payment and liaise with the Personnel Section and the Budget and Finance Section.
- 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.

During the interview, candidates will be asked to demonstrate that they possess the following 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.
- **Teamwork**: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings..
- **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.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Four (4) years of experience in general office support or related area is desirable. Work experience within a court/judicial institution is an advantage.
- High school diploma or equivalent.
- Proficiency in standard computer applications and tools, MS Word, Excel, Power Point and Internet/Intranet are required.

#### **LANGUAGES:**

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

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#### **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.

Applications from female candidates are particularly encouraged.

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.

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).

This vacancy is open for Cambodian national only

**THE UNITED NATIONS IS A NON-SMOKING ENVIRONMENT**

Date of issuance: 29 August 2016

