**Administrative Assistant, FSL-4**

<table>
<thead>
<tr>
<th>DEADLINE FOR APPLICATIONS:</th>
<th>29 August 2009</th>
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<tbody>
<tr>
<td>DATE OF ISSUANCE:</td>
<td>30 June 2009</td>
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<tr>
<td>ORGANIZATIONAL UNIT:</td>
<td>International Criminal Tribunal for Rwanda</td>
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<tr>
<td>DUTY STATION:</td>
<td>Arusha</td>
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<tr>
<td>VACANCY ANNOUNCEMENT NUMBER:</td>
<td>AR-09-WVSS-INT-002</td>
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**Extension of the appointment is subject to the extension of the mandate and/or the availability of funds.**

**Remuneration**

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

**Responsibilities**
Under the direct supervision of the Chief of the Section, the incumbent shall perform the following duties:

1. Provides overall assistance to the Chief of Section on administrative matters as well as her daily activities and maintain and manage her agenda and work programme; liaises with other Sections on various administrative and witnesses matters; Organizes and maintains the Section's Personnel records and files, Liaises with the Section's Sub-Office in Kigali on administrative and operational activities; Assists in the preparation of the Section's budget; Provides information and documentations related to administrative arrangements and ensures proper implementation.

2. Raises requisitions for office supplies and equipment; Arranges for appropriate control, distribution and maintenance of inventory records. Maintains and manages imprest accounts. Implements administrative and financial procedures as well as regulations with regard to the management of imprest accounts.

3. Raises Official Travel Request (OTR) for staff members, witnesses as well as Expert witnesses; Liaises with Travel Unit to make necessary bookings and timely issuance of air tickets accordingly; Verifies mission reports and supporting documents for Imprest records. Maintains and manages imprest accounts. Implements administrative and financial procedures as well as regulations with regard to the management of imprest accounts.

4. In charge of the administration of human resource activities of the entire Section: identification of vacant posts, drafting of vacancy announcements, organizing and participating in interviews, and preparing minutes and recommendations; manages and updates staffing table and records and ensures follow-up on renewal of contracts, promotions, etc. Briefs, assists and supervises interns. Acts as Focal Point for WVSS training programmes.

5. Works in close collaboration with the Support Unit; assists in contacting witnesses and organizing their travel to Arusha. Contacts Expert Witnesses and organize their travel to Arusha. Liaises with the WVSS Sub-Office in Kigali regarding requests for assistance to be provided to the Defence Team during fact finding missions in Rwanda.

6. Undertakes escort missions to accompany protected witnesses to Arusha for testimony purposes and back to their countries of residence upon completion of testimony. Maintains general monthly statistics on witnesses. Prepares notes for file, evaluations and justifications on witnesses' related activities. Prepares requests for the Registrar's authorization for child care, loss of income as well as other requests.

7. Drafts official correspondence in English and/or French to Government authorities, UN Agencies and Diplomatic Missions, to seek assistance in facilitating security, providing travel documents to Prosecution and Defence witnesses to travel to Arusha for testimony purposes and ensures follow-up with the Focal Points of these Institutions to ensure quick and efficient implementation of the ICTR requests.

8. Handle incoming and outgoing correspondence of the Section, distribute special assignments to appropriate Units of the Section and ensure follow-up for proper and timely execution.

9. Maintain office files including handling and filing of confidential and sensitive materials.


11. Perform other duties as required.

**Competencies**

**Planning & Organization:** Demonstrate planning and organizational skills and ability to coordinate own work and the work of others; Ability to meet deadlines and handle multiple concurrent activities; Identify priority activities and assignments and make appropriate and required adjustments; Ability to provide priority to urgent assignments to enable other staff members to meet deadlines.

**Accountability:** Meet deadlines and operate within the UN Rules;

**Communication:** Effective oral and written communications skills in both English and French.

**Teamwork:** Ability to establish and maintain effective working relationship in a multicultural environment.

**Technological awareness:** Knowledge in use of computer and other office equipment.

**Creativity:** Ability to offer new and different options to solve problems and meet client needs.

**Client Orientation:** Professional attitude and demonstrate ability to work effectively in a stressful environment. Consider all those to whom services are provided as client and seek to see things from their point of view.

**Education**
Completion of Advance Technical School, High School education, plus a combination of relevant certificates/diplomas on professional training secretarial duties.

**Experience**
At least ten (10) years of progressively responsible in Administration, human resources and clerical duties within the UN System. Ability to use judgment and initiative wisely; to work under extreme pressure in order to meet deadlines and maintain good relations with others, inside and outside the Section; Ability to respond quickly and effectively to fast changing situations; Ability to
communicate and write clearly in both English and French; Maintain a high sense of confidentiality

Language
English and French are the working languages of the International Criminal Tribunal for Rwanda (ICTR). For the post advertised, written and verbal proficiency in English and French are required.

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). English and French are the working languages of the United Nations Secretariat. The International Criminal Tribunal for Rwanda (ICTR) is a non-smoking environment.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

How to apply

Please send your application to the address, email or fax number indicated below before the deadline.

International Criminal Tribunal of Rwanda
Chief of Staff Recruitment Unit, ICTR P.O. Box 6016. Arusha, Tanzania
Fax: 255-212-963-2848, 1-27-250 4000, 255-27-250 4373, E-mail: ictr_Personnel@un.org,
Applications must be submitted using the United Nations Personal History form (P-11). (Click here to download P-11 form).
Applicants may wish to retain copies of their completed P-11 form for use for future applications.
Due to the volume of applications received, receipt of offline paper applications cannot be acknowledged individually.
UN staff members must attach copies of their last two Performance Appraisal System evaluations to their applications.