

Posting Title : Chief of Administration, P5
Job Code Title : Chief of Administration
Department/ Office : International Residual Mechanism for Criminal Tribunals
Location : ARUSHA
Posting Period : 25 March 2025-23 April 2025
Job Opening number : 25-ADM-RMT-255687-R-ARUSHA (R)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located in the Division of Administration, Registry, of the International Residual Mechanism for Criminal Tribunals ("Mechanism"). The incumbent will conduct work in relation to both branches of the Mechanism (Arusha and The Hague). The incumbent reports directly to the Registrar.

Responsibilities

Within the authority delegated by the Secretary General to the Registrar of the Mechanism, the Chief Administrative Officer is responsible for the provision of administrative, financial, budgetary, procurement, security, information technology, general services and human resources services, and the formulation and implementation of the policies and practices of the United Nations in respect of these services, whilst at the same time taking into account the unique aspects of the work of an international criminal tribunal. Under the authority of the Registrar, the incumbent:

- Provides policy advice on administrative matters to the Registrar, the President and the Prosecutor of the Mechanism on conceptual strategy development and management of the implementation of overall strategies and intra and interdivisional/departmental policies and procedures.
- Provides administrative services to the Chambers, the Prosecution and the Registry, in particular: plans and oversees the management of activities undertaken by the units/sections under his/her responsibility which include: human resources, budget, finance, procurement, general services [e.g. building management, field offices, travel, logistics, visas and entitlements, etc.], information technology and communications, security; and ensures that

substantive work program and programmed activities are carried out efficiently and expeditiously.

- Exercises Procurement Delegation of Authority, manages Procurement staff in IRMCT, oversees Procurement activities outsourced to UN Service providers (UNON and UNOG).
- Coordinates diverse projects in the units/sections, and, in liaison with UN entities both within The Hague and Arusha including DMSPC, DOS, the International Court of Justice (ICJ), Residual Special Court for Sierra Leone (RSCSL), East African Court of Justice, and the African Court for Human and Peoples' Rights) and within Europe and Africa more broadly on various issues.
- Coordinates and oversees the preparation of reports for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budget Questions (ACABQ), the General Assembly and other policy-making organs, as appropriate.
- Reports to intergovernmental bodies on budget/program performance or on programmatic/substantive issues, as appropriate, particularly those presented in biannual and/or annual reports.
- Assists the Registrar in preparing the work program of the Mechanism, determining priorities, and allocating resources for the completion of outputs and their timely delivery.
- Is responsible for interaction with OIOS Audit and Evaluation, the Board of Auditors and other bodies on issues of audit and oversight for the Organization. Takes the lead, and participates in new developments in risk management and assessments issues.
- Perform other duties as required.

Competencies

- Professionalism – Knowledge of the substantive field of work in general and of specific areas being supervised. Ability to produce reports and papers on technical issues and to review and edit the work of others. Ability to apply UN rules, regulations, policies and guidelines in work situations. 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.
- Planning and Organising – 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 organisational 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.
- **Leadership** – Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.
- **Judgement/Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organisation; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Education

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law, social sciences or related area. A first-level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Work Experience

Minimum of ten (10) years of progressively responsible experience in human resources management, administration, logistics, financial management, budget or related fields is required.

At least five (5) years of work experience with the United Nations or other international

organizations is desirable.

Experience with UN International Criminal Tribunals is desirable.

Languages

English and French are the working languages of the Mechanism. For this position, fluency in English is required. Working knowledge of French is desirable.

NOTE: Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Staff members of the United Nations Secretariat must fulfil the lateral move requirements to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover letter.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

The appointment is limited to the Mechanism for International Criminal Tribunals.
*Appointment of the successful candidate to this position will be subject to budgetary approval. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural, and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable

internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.