



Job Title and Level:	Special Assistant to the President of the Assembly of States Parties (P-2)
Vacancy Announcement No:	2018EE-SP
Deadline for Applications:	10.06.2012
Organizational Unit :	Secretariat of the Assembly of States Parties
Duty Station :	New York
Type of Appointment:	General Temporary Assistance
Post number :	
Minimum Net Annual Salary (Single Rate) (DOLLAR) :	\$ 77,338

Contract Duration

General Temporary Assistance until 31 December 2012.

A roster of suitable candidates may be established for this particular profile as a result of this selection process for both fixed-term established and general temporary assistance posts.

Duties & Responsibilities

Under the direct supervision of the President of the Assembly of States Parties and the administrative supervision of the Director of the Secretariat of the Assembly, the incumbent will perform the following tasks and responsibilities:

Support the President of ASP in his/her daily activities, in inter alia by:

- a) assisting in the drafting and preparation of official communications such as notes verbales, letters, memoranda and keeping track of the status of communications;
- b) reviewing, classifying and archiving incoming communications, and preparing draft acknowledgments;
- c) assisting in the drafting of statements and speaking notes for the President;
- d) organizing meetings for the President, at UNHQ and with other actors, such as inter-governmental organizations, universities and NGOs, accompanying the President to such meetings, taking notes and preparing the summaries thereof;
- e) reviewing official documents of the Assembly and the Court, as well as media reports and other sources of information in order to keep the President informed about relevant developments relating to the Court and international criminal justice;

Co-ordinate with and liaise, as appropriate, between the President and the Director of the Secretariat, Court organs and organs of the Assembly in The Hague, in particular by ensuring a smooth flow of information between New York and The Hague;

Liaise, as appropriate, among the President, the Secretariat and stakeholders including the United Nations, other inter-governmental organizations and non-governmental organizations by providing information concerning the Assembly and its New York-based organs, and respond to specific requests from delegations.

Supervise the distribution of documents to meeting rooms.

Co-ordinate with the Head of the ICC Liaison Office in New York in following and reporting on meetings



related to the Assembly and the Court at the United Nations, including the Friends of the ICC, the Security Council, the UN General Assembly and others;

- # Co-ordinate and organize meetings and, as appropriate of the Bureau and of the New York Working Group/Working Group on Amendments;

- # Ensure servicing the Assembly, its New York Working Group and Bureau, and other serviced bodies including through the preparation of summaries of the discussions, revision of documentation and liaising with delegations, as appropriate;

- # Maintain up-to-date information on membership of the Court and of governments, missions, delegations, governmental and non-governmental bodies and other constituents of the Court;

- # Assist with the substantive servicing of the Assembly and its subsidiary bodies, take notes of discussions, prepare a draft summary for approval by the President and/or the Director, or chair of the respective subsidiary body;

- # Provide delegations/Court officials/IGOs/NGOs/the general public with information required; reply in writing/orally;

- # Assist in organizing the Assembly's President official travels including through preparing and maintaining travel and meetings calendars / work programmes;

- # Represent the ASP Secretariat at any relevant meeting, if necessary;

- # Perform other ad hoc duties on any of the above points.

Essential Qualifications

- # A first level university degree in Law, Public Administration, International Relations, Political Science or relevant field plus a minimum of four years of relevant professional experience (two years with an advanced university degree). Experience in working in an international environment is a strong asset.

- # Ability to liaise with delegations, members of subsidiary organs of the Assembly, officials of the Court, representatives of inter-governmental organizations, representatives of non-governmental organizations, journalists, the general public in liaising in person, by phone and e-mail.

- # Excellent communication skills both orally and in writing.

- # Ability to plan, organize and develop effective working procedures, ability to work under pressure with due attention to detail.

- # Ability to establish and maintain effective working relationship with people of different national and cultural backgrounds with respect for diversity.

KNOWLEDGE OF LANGUAGES

Fluency in either of the working languages of the Court, English or French, is essential. Working knowledge of the other is desirable. Knowledge of another official language of the Court would be considered an asset (Arabic, Chinese, Russian or Spanish).



General Information

- The selected candidate will be subject to a Personnel Security Clearance (PSC) process in accordance with ICC policy. The PSC process will include but will not be limited to, verification of the information provided in the personal history form and a criminal record check;
 - Applicants may check the status of vacancies on ICC E-Recruitment web-site;
 - Post to be filled preferably by a national of a State Party to the ICC Statute, or of a State which has signed and is engaged in the ratification process or which is engaged in the accession process, but nationals from non-state parties may also be considered;
 - In accordance with the Rome Statute, the ICC aims to achieve fair representation of women and men for all positions, representation of the principal legal systems of the world for legal positions, and equitable geographical representation for positions in the professional category;
 - Applications from female candidates are particularly encouraged;
 - The Court reserves the right not to make any appointment to the vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description.
 - The International Criminal Court is a member organization of the Inter-Organization Mobility Accord and is interested in secondment of staff from organizations of the United Nations Common System.
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