



<b>Job Title and Level:</b>	Field Assistant (G-5)
<b>Vacancy Announcement No:</b>	3014EE-RE
<b>Deadline for Applications:</b>	10.03.2013
<b>Organizational Unit :</b>	Victims Participation and Reparations Section
<b>Duty Station :</b>	Nairobi
<b>Type of Appointment:</b>	General Temporary Assistance
<b>Post number :</b>	
<b>Minimum Net Annual Salary (Single Rate) (Kenyan Shilling) :</b>	KSh 1,486,554

#### **Contract Duration**

Locally recruited position. General temporary assistance contract until 31 December 2013.

Entry on duty date is to be determined.

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 supervision of the VPRS Field Officer or, in the absence of a Field Officer, under the supervision of the VPRS Field Coordinator, the VPRS Field Assistant will perform the following duties:

1. To assist in all VPRS activities, including establishing and maintaining relations with intermediaries as well as the Common Legal Representatives in relation to activities concerning victims' participation and reparations.
2. To provide information on local contexts and facilitate communication with victim communities and intermediaries in local languages.
3. To assist in organizing and conducting victim registration activities, while observing all protocols relating to security and the handling of confidential information.
4. To provide administrative support in relation to the organization of the section's activities.
5. To provide support to VPRS staff on mission from the seat of the Court, including advising on whom to meet, setting up meetings etc.
6. To perform any other duties as required.

#### **Essential Qualifications**

1. Completion of secondary education (completion of tertiary education in a relevant field would be an asset).
2. Four years of relevant experience.
3. Understanding of the political situation and experience in the Republic of Kenya; and Knowledge and understanding of the 2007/2008 Post Election Violence.
4. Particular sensitivity to the needs of victims of sexual violence, children, disabled persons and elderly persons; possession of a driving licence would be considered an asset.



5. Knowledge of how to work with local organisations and understanding of the security and confidentiality requirements.
6. Excellent organisational and administrative skills; computer knowledge; basic budgeting and accounting.
7. Discretion and tact.

#### KNOWLEDGE OF LANGUAGES

Fluency in English and Kiswahili is essential. A working knowledge of the local languages- Kikuyu, Luo, Luhya or Kalenjin would be a considerable asset.

#### 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;
- Personnel recruited at the General Service level are not entitled to all of the benefits granted to internationally-recruited staff;
- 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.