

**ASSISTANT TO THE SECRETARY-GENERAL
IRAN-UNITED STATES CLAIMS TRIBUNAL
THE HAGUE, THE NETHERLANDS**

DEADLINE FOR APPLICATIONS: 15 APRIL 2018

GENERAL DESCRIPTION

The Iran-United States Claims Tribunal (www.iusct.net) is an international arbitral tribunal established in 1981 by the Islamic Republic of Iran and the United States of America. The Tribunal consists of three Party appointed Iranian members, three Party appointed US members and three third-country members, the Secretary-General and legal, administrative and general support staff numbering 41 in total.

DUTIES

Assisting the Secretary-General by performing general secretarial duties and related activities.

START DATE

Ideally, the successful candidate will be in a position to start as soon as possible.

SELECTION CRITERIA

- Secretarial degree
- Fluency in spoken and written English; advanced working knowledge of Dutch is an asset
- Mature individual with high professional standards
- Extensive secretarial experience, preferably in an international and multicultural environment
- Extensive experience in taking verbal dictation in both languages for Secretary-General's correspondence and other documents
- Excellent communication and organisational skills, including the ability to plan and establish priorities
- Tact and diplomacy
- Ability to work independently as well as part of a team when applicable
- Excellent knowledge of office management practices and procedures
- Familiarity with taking notes of administrative meetings and subsequent preparation of the minutes
- Strong word processing and document formatting skills
- Familiarity with Microsoft Word and Excel

SUMMARY OF CONDITIONS OF EMPLOYMENT

The successful applicant will be offered a one-year appointment which may be renewed depending on performance up to the age of 65, depending on the Tribunal's life span. The first two months of the initial contract will be a probationary period. Further detailed information on primary and other working conditions may be obtained after initial application and registration.

HOW TO APPLY

- Applicants are requested to complete a Tribunal Application Form (available at www.iusct.net)
- An application, which should include a letter of interest and the completed Tribunal Application Form with a passport photograph (or similar) as well as a *curriculum vitae*, should be submitted to the Iran-United States Claims Tribunal, Administrator, Parkweg 13, 2585 JH The Hague, The Netherlands. Applicants are requested to apply by e-mail (admin-off@iusct.nl)
- Applications should be received by 15 April 2018