

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

DEADLINE FOR APPLICATIONS: 17 FEBRUARY 2017

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 Iranian members, three 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 mid-April 2017, and not later than 1 May 2017.

SELECTION CRITERIA

- Successful candidate is a native Dutch national
- Fluency in spoken and written English
- Secretarial degree
- Mature individual with high professional standards, possessing the ability to exercise judgement on and deal discretely with confidential/sensitive information
- Extensive secretarial experience, preferably in an international and multicultural environment
- 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
- Experience in taking dictation for Secretary-General's correspondence and other documents
- 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. 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 strongly encouraged to apply by e-mail (admin-off@iusct.nl).

- Applications should be received by 17 February 2017