

**INTERNATIONAL TRIBUNAL FOR THE LAW OF THE SEA  
TRIBUNAL INTERNATIONAL DU DROIT DE LA MER**



**VACANCY ANNOUNCEMENT**

The International Tribunal for the Law of the Sea, an international court with its seat in Hamburg, Germany, has the following vacancy:

**Head of Personnel and Building (P-4)**

**Functions:** Under the overall supervision of the Registrar, the main tasks of the incumbent include:

**1. Human Resources Management**

Planning, organizing, managing and supervising the work of the Personnel unit; ensuring the implementation of human resources policies and procedures in particular the Tribunal's Staff Regulations and Rules; providing policy advice on substantive and procedural questions related to administration and staff management; overseeing the preparation and updating of comprehensive administrative instructions; providing advice to recruitment selections and to the interpretation and application of policies, regulations and rules; guiding the preparation of human resources session documents; representing the Tribunal in joint bodies and working groups relating to conditions of service.

**2. General Administration including Protocol**

Acting as focal point for protocol arrangements with the host Government, providing protocol service and advice to staff and judges, preparing notifications and documentation related to diplomatic entitlements, privileges and immunities; providing administrative support on conditions of service of Judges including pension.

**3. Building Management**

Overseeing the management of the Tribunal's building complex and all arrangements thereto; overseeing the work of the building unit; reviewing plans for the coordination of work with regard to the maintenance and operations of the technical installations; guiding the preparation of building management session documents.

**Qualifications and Experience:** Advanced university degree in business or public administration, human resources administration, or related fields; a minimum of 7 years of progressively responsible experience in human resources and administration is required; knowledge of human resources policies, practices and procedures and ability to apply them in an international organization is required. Excellent knowledge of English or French with working knowledge of the other, excellent communication skills and computer literacy are required.

**The Tribunal reserves the right to appoint a candidate at one level below the advertised post.**

**Remuneration:** An initial two-year fixed-term renewable contract, attractive tax-free salary with United Nations benefits and allowances. **Applications should be sent to:** The Registrar, International Tribunal for the Law of the Sea, Am Internationalen Seegerichtshof 1, 22609 Hamburg, Germany or to [personnel@itlos.org](mailto:personnel@itlos.org). The completed ITLOS personal history form (P11) must be received at the Tribunal no later than 16 August 2023 (Hamburg time). **Only short-listed applicants will be contacted.** The P11 form can be found on the Tribunal's website at [www.itlos.org](http://www.itlos.org).