

**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:

Administrative Assistant (G-7)

Functions: The main tasks of the incumbent, working under the supervision of the Head of Personnel and Building, include:

1. Providing support on activities related to the Tribunal's human resources and ensuring consistency in the application of staff regulations, rules and procedures, including:
 - Preparing vacancy announcements, reviewing applications, arranging interviews and tests to select candidates, and managing the communication with candidates;
 - Preparing and processing documentation for the recruitment, promotion, transfer and separation of staff members, and with respect to their entitlements as required;
 - Assisting in the performance evaluation process and upon job classification reviews;
 - Identifying and interviewing consultants and temporary individual contractors and processing documentation for their recruitment;
 - Maintaining and improving personnel databases and archives, including official status files of staff members;
 - Supporting the preparation of human resources-related documents, such as administrative instructions and guidelines, and drafting of session documents and other reports;
2. Providing administrative support to judges of the Tribunal and staff:
 - Preparing and processing documents regarding health insurance for personnel and judges;
 - Maintaining judges' pension and protocol documentation files;
3. Acting as focal point for protocol procedures and actions with the host government and providing protocol support to judges of the Tribunal and staff members on diplomatic entitlements and protocol-related matters;
4. Supporting procure-to-pay processes and budget implementation monitoring in the Personnel Unit;
5. Other related duties, as assigned.

Qualifications and experience: Completed secondary education. Additional training or certification in personnel or protocol-related matters is desirable. Seven years of relevant work experience. Knowledge of human resources policies and procedures within an international organization is required. Excellent knowledge of English or French and working knowledge of the other language. Working knowledge of German is an asset. Knowledge of protocol procedures of the United Nations and/or an international court would be an advantage.

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

Appointment to this post is on a local recruitment basis.

Remuneration: An initial two-year fixed-term contract (renewable), attractive tax-free salary with United Nations benefits and allowances. **Applications should be sent by email to the Head of Personnel at:** personnel@itlos.org.

A completed ITLOS personal history form (P11) must be received at the Tribunal no later than 10 October 2025. **Only short-listed applicants will be contacted.** The P11 form can be found on the Tribunal's website at <https://www.itlos.org/en/main/the-registry/employment-opportunities/>.