

**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:

Personnel Assistant (G-6)

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

1. Providing a comprehensive service to staff and the organization on entitlements and conditions of service issues, in particular, appointments, recruitment, separation of staff, extensions, transfers, and ensuring consistency in the application of staff regulations, rules and policies, including:
 - Preparing personnel documentation with regard to staff entitlements including dependency benefits, education grant, rental subsidy, home and annual leave, sick/parental leave, special leave, language allowance, and computing benefits and allowances.
 - Researching and analyzing entitlements and employment conditions, including precedents and policies of other organizations;
 - Processing personnel actions on promotion, special post allowance, assignment, transfer, secondment, and computing related changes in salary levels;
 - Providing support in complex issues including those requiring interpretation of the staff rules, establishment or review of procedures and practices;
 - Advising staff and management on entitlements and personnel policies, guidelines and procedures;
 - Preparing, reviewing, drafting, maintaining and updating confidential personnel information, records and files;
 - Processing and maintaining attendance records, overtime and compensatory time and administering and maintaining the system of flexible working hours;
 - Compiling and analyzing information and statistics related to posts and staff; - Preparing and updating staffing information, reports, charts and tables.
 - Obtaining quotations for travel entitlements.
2. Supporting the recruitment process of all categories of staff, consultants and contractors including the drafting of offers, letters and terms of employment, advising on the preparation of vacancy announcements and, as required, coordinating interview arrangements.
3. As required, assisting in the preparation of job descriptions.
4. As required, providing back-up support in respect of diplomatic entitlements, privileges and immunities, visas and related documentation.
5. Other related duties as required.

Qualifications and Experience: Completed secondary education. Additional training or certification in personnel-related matters is desirable. Six years of relevant work experience. Knowledge of human resources policies and procedures within an international organization, preferably regarding entitlements and conditions of service in the United Nations common system, is required. Excellent knowledge of English or French with working knowledge of the other language.

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 12 December 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/>