

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 (Finance) (G-6)**

**Functions:** The main tasks of the incumbent, working under the general supervision of the Head of Budget and Finance, include:

- In coordination with the Associate Administrative Officer (Contributions/Budget) the assessment of States Parties' contributions to the budgets of the Tribunal, the maintenance of contributions records, the drafting of notes verbales and other correspondence regarding contributions;
- Preparation of salary and meeting-related payments to judges of the Tribunal;
- Maintenance of the judges' pension database;
- Payment of travel advances and processing of travel claims;
- Performance of monthly bank reconciliations;
- Processing of payments in the Tribunal's accounting and e-banking system;
- Other related duties as assigned.

**Qualifications and experience:** Completed secondary education; 6 years of relevant experience; excellent knowledge of English or French with a working knowledge of the other language; good computer skills. Knowledge of relevant procedures and practice of the United Nations common system would be desirable. Knowledge of a computerized accounting system would be an asset.

**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](mailto:personnel@itlos.org)

A completed ITLOS personal history form (P11) must be received at the Tribunal no later than 16 January 2026. **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/>