

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-5)

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

1. Performing administrative duties within the administration department and providing secretarial assistance to the Head of Personnel and Building, including:
 - Drafting various official correspondence, memorandums, reports, and notes; ensuring that incoming and outgoing correspondence is recorded and distributed; maintaining logbooks of correspondence; performing informal translation of letters and other correspondence.
 - Arranging meetings and appointments and taking minutes and/or notes, as required.
 - Setting up and maintaining reference files/records and general office files (digital and paper-based).
 - Assisting in making travel and hotel reservations, preparing travel claims, and tax reimbursement claims.
 - Checking deliveries and invoices for correctness, following-up with vendors on pending and/or wrong deliveries or invoices, maintaining log lists for invoices and reminders.
 - Preparing monthly duty list for coverage of the central phone during lunch-time, and participating in the coverage, as required.
2. Maintaining, ordering, receiving and handing out office supplies, conducting year-end inventory of office supplies.
3. Assisting and making arrangements for courier shipments to judges, UN/States Parties and various vendors.
4. As required, providing back-up support to procurement in the acquisition of goods and services, assisting in the preparation of purchase orders and contracts and placing orders.
5. As required, providing secretarial and administrative support to the delegations during hearings.
6. Other related duties, as required.

Qualifications and Experience: Completed secondary education. Additional training or certification in administration-related matters is desirable. Five years of relevant work experience. Knowledge of administrative policies and procedures within an international organization is desirable. Excellent knowledge of English or French with working knowledge of the other language. Working knowledge of German is 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.**

A completed ITLOS personal history form (P11) must be received at the Tribunal no later than 6 February 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/>