

**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:

**Personal Assistant to the President (G-7)**

**Functions:** The incumbent reports directly to the President and has the following main tasks:

- Managing the President's programme of work, maintaining the agenda, arranging meetings, handling telephone calls and answering queries, keeping confidential administrative, legal and judicial documents and maintaining a filing system;
- Providing personal assistance and organizing personal commitments with a flexible and adaptable approach to work;
- Organizing high-level meetings, planning missions, making necessary travel and transportation arrangements;
- Providing support to the President for sessions and cases of the Tribunal, collecting information (using Internet and Library resources), conducting research and preparing files for official visits;
- Acting as focal point for judges; organizing, coordinating and supervising the work of the judiciary support staff;
- Following up on the preparation by staff of reports, correspondence, briefing notes and other documents, text processing and drafting correspondence;
- Interacting regularly with high-level contacts;
- Performing other related tasks as assigned.

**Qualifications and experience:** Completed secondary education, additional training or certification in office management, administration, secretarial field, or related areas is desirable, seven years of relevant working experience, in particular administrative support to high level officials; experience with an international organization and/or international court is desirable. Excellent knowledge of either English or French and very good knowledge of the other. Very good knowledge of German. Strong communication skills (both spoken and written). Excellent knowledge of protocol procedures. Full computer literacy.

**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 renewable contract, attractive tax-free salary (starting salary approximately €3,200 net) with United Nations benefits and allowances. **Applications should be sent to:** Head of Personnel, 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 31 May 2022. **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).