

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:

Finance Assistant (G-6)

Functions: Under the supervision of the Head of Budget and Finance the incumbent is responsible for:

- Preparing the monthly payroll;
- Preparing salary payments and processing travel claims for temporary staff members;
- Processing staff entitlements (home leave, education grant, etc.) and preparing corresponding payments;
- Preparing monthly budget performance reports, including projections for the financial period;
- Recording, monitoring, examining and analyzing financial obligations;
- Reconciling bank and vendor account and entering transactions in the Tribunal's accounting system (SUN).

Qualifications and experience: Completed secondary education, seven years finance/accounting experience, knowledge of accounting principles and payment processes; experience in computer accounting systems, preferably Sun accounting system; experience in Microsoft Office; excellent knowledge of English or French and working knowledge of the other language. Knowledge of relevant procedures and practices of the United Nations common system would be desirable.

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

Remuneration: An initial two-year fixed-term renewable contract, 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 4 September 2024. **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/>.