

**INTERNATIONAL TRIBUNAL FOR THE LAW OF THE SEA  
TRIBUNAL INTERNATIONAL DU DROIT DE LA MER**



23 May 2022

The International Tribunal for the Law of the Sea, Hamburg, is looking for the following temporary assistance:

**Building Coordinator**  
(Temporary Assistance)

**Functions:** The incumbent assists the Acting Building Facilities Management and Security Officer and has the following main tasks:

- Assistance in the maintenance of the premises and implementation of contractual arrangements relating thereto;
- Implementation of regulations, norms and standards on building and technical equipment;
- Review maintenance policies for equipment and systems that equip the Tribunal's building, including the courtroom;
- Advise on technical needs, purchase of equipment and ensure that warranty conditions are met;
- Review the operation/usage and malfunctions of technical systems in the Tribunal's building and advise on improvements;
- Assistance in the preparation and operation of technical audio-visual equipment in the courtrooms and conference rooms for public hearings and meetings;
- Liaise with the facility management, local authorities and contractors;
- Assist to maintain databases which are used to follow-up and to monitor payments/invoices, the overall budget of Building Management, malfunctions, repairs, contractor performance, purchase requests, etc;
- Prepare and keep track of purchase/repair requirements for Building Management.

**Qualifications and experience:** Graduated engineer or engineer student (upper semester student) with an excellent technical understanding and willingness to assist in general administrative duties. Experience with audio-visual equipment and computer/network technology would be an asset. Candidates should be able to work in a multicultural environment and have good interpersonal skills. Working languages are English and German.

**Interested candidates should contact:** Acting Building Facilities Management and Security Officer, International Tribunal for the Law of the Sea, Am Internationalen Seegerichtshof 1, 22609 Hamburg, telephone: 040-35607198, email: [bothe@itlos.org](mailto:bothe@itlos.org).