

United Nations Mechanism for International Criminal Tribunals

Associate Digital Archivist, P-2 (Hague)*

DEADLINE FOR APPLICATIONS	:	05 October 2017
DATE OF ISSUANCE	:	06 September 2017
OFFICE	:	Registry / Archives and Records Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	17-IST-RMT-83480-R-THE HAGUE (R)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational setting and Reporting:

The position is located in the Mechanism Archives and Records Section, Registry, The Hague Branch. Under the supervision of the Chief Archivist, the incumbent will be responsible for supporting the management of the digital records of the Mechanism for International Criminal Tribunals ("Mechanism") and the digital component of the Archives of the International Criminal Tribunals (i.e. the International Criminal Tribunal for Rwanda ("ICTR"), the International Criminal Tribunal for the former Yugoslavia ("ICTY") and the Mechanism).

Responsibilities:

- Support development and implementation of policies, processes and systems for preserving the digital component of the Archives of the International Criminal Tribunals to ensure that they remain trustworthy, accessible and usable. This includes development, implementation and operation of a Trusted Digital Repository.
 - Assist in developing and implementing SOPs for administration, maintenance and operation of the digital repository.
 - Assist in preparing Submission Information Packages (SIPs) for ingest into the Digital Repository. This includes transforming digital content from various ICTR and ICTY source systems into required SIP formats for ingest.
 - Assist in ingesting digital content into the Digital Repository.
 - Support the day to day operation of the Digital Repository. This includes performing routine analysis of repository content; producing content profiles; analysing and parsing repository logs; and reporting on various repository metrics in support of preservation operations.
 - Assist in developing preservation plans for digital content including comprehensive testing of the plans, particularly the migration paths and migration tools.
 - Contribute to continuous improvement of operations and services by: keeping abreast of professional developments, recommending improvements and implementing approved initiatives.
- Support development and implementation of policies, processes and systems for record-keeping in the Mechanism, specifically the creation, organization and storage of digital records and early identification and protection of those to be retained as part of the Archives.
 - Participate in development and implementation of the Mechanism's Electronic Document and Records Management System (EDRMS), HP Records Manager.
 - Participate in business process analyses, identify opportunities for improvement and implement approved initiatives.
 - Establish and, subsequently, maintain inventories of digital records and recordkeeping systems in the Mechanism.
 - Assist in designing and delivering training on good record-keeping, including effective use of the EDRMS.
 - Participate in advising, guiding and supporting Mechanism staff on digital recordkeeping issues and practices.
- Support development and implementation of policies, processes and systems for providing access to the digital component of the Archives in accordance with United Nations policies, balancing the need for openness and transparency with the need to protect sensitive information.
 - Support implementation of the Mechanism's information security and access regime and assist in implementing decisions on classification / declassification, in collaboration with the Associate Research Officer.
 - Assist in providing access to the digital component of the Archives of the International Criminal Tribunals, in accordance with United Nations policies.
 - Participate in integrating the Digital Repository with the Archival Collection Management System and the EDRMS.
- Oversee the work of junior staff relating to the functions described above.
- Perform other duties as required.

Core Competencies:

- Professionalism – Demonstrable knowledge of recordkeeping theory and practice, and of established standards in records management and archives management. Demonstrable knowledge of current standards, best practices and trends in digital preservation and digital recordkeeping. Demonstrable conceptual, analytical and evaluative skills. Ability to conduct research and analysis, and formulate and present recommendations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and
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efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

- **Communication** – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.
- **Planning and Organising** – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Teamwork** – Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS

Education:

Advanced university degree in information management, information science. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Work Experience:

Minimum of two (2) years of progressively responsible experience in information management, information science, information systems or related field. Experience of managing digital records and archives, including digital preservation, is highly desirable. Experience of working with digital preservation systems or tools and workflows is highly desirable. Experience in working with metadata standards such as ISAD (G) EAD, PREMIS and METS is desirable. Experience in project management is an asset. Experience of strict information security regimes is an asset.

Languages:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Working knowledge of French is desirable.

Assessment Method:

There may be a technical test followed by a competency-based interview.

Special Notice:

Current UN staff at the GS and FS level who meet the eligibility requirements are exceptionally permitted to apply. If selected, certain conditions will apply. . The appointment is limited to the Mechanism for International Criminal Tribunals. *Appointment of the successful candidate to this position will be subject to budgetary approval. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. As the international tribunals are not integrated in the Secretariat, UN Staff Members may serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism for International Criminal Tribunals is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
