

United Nations Mechanism for International Criminal Tribunals

Information Management Assistant, G-5

DEADLINE FOR APPLICATIONS	:	22 August 2018
DATE OF ISSUANCE	:	26 July 2018
OFFICE	:	OTP/Evidence Unit
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2018/IRMCT/OTP/EU/011-GS

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

Organizational setting and Reporting:

This position is located in the Office of the Prosecutor, Evidence Unit under the supervision of the Senior Legal Officer, Officer in Charge of the OTP-IRMCT.

Responsibilities:

Within delegated authority, the Information Management Assistant will be responsible for the following duties:

- Processing of evidence through the Document Management System (DMS) pipelines: perform checks over each batch of documents to ensure overall consistency and reliability of the electronic archive is maintained and images are accurate representations of original document.
- Ensure analysis of information in the evidence is accurate, taking corrective action when necessary. Perform control checks on information submitted to the DMS's database for accuracy and accessibility by users of DMS.
- Provide strategic and analytical support to OTP, conducting complex searches in OTP Databases. Liaise with OTP on needs of users of the DMS and produce changes if and when required. Help users with queries by specifying available databases and indicating more relevant ones. Act as liaison between the Evidence Unit and the trial teams by advising on the most efficient way to locate relevant information of on-going court cases.
- Conducts end-user training relating to standard electronic record keeping systems in the Evidence Unit (EU) offices.
- Registers Unit's incoming and outgoing records in electronic record keeping system.
- Maintains Unit's paper-based and electronic central file system by creating new folders, applying disposition instructions and tracking evidence.
- Participates in records management projects in EU offices, assembles records and creates electronic file lists in preparation for records transfer and arranges for their transfer from EU offices/vaults to non-current storage.
- Assists in access, disposition, description and database updating activities as they relate to the EU records-related projects.
- Supports disposition operations by liaising with record-originating offices on transfer procedures and documentation; and analyses retention schedules and precedents in support of disposition decisions.
- Creates and maintains manual records and provides information to other Unit staff in support of reference and archival arrangement and description activities.
- Oversee internal records retrieval, loan, reproduction and staff clearance operations.
- Supports external references services by drafting routine responses to enquiries, including records reproduction transmittals, for approval of Unit Head.
- Participates in maintaining the OTP reference database (MIF).
- Performs audits of the entire collection, according to established audit protocols.

Documents

- Liaises with MARS on document processing services with respect to preparation and preservation of documents and other types of media carriers for legacy purposes.
- Provides document delivery services as required by the court.

General

- Provides relevant support to users of information/database services.
- Provides administrative support for the Unit and undertakes other duties as assigned.

Competencies:

- **Professionalism** – Knowledge of electronic record keeping and relevant information systems and networks. Ability to undertake research, maintain records in a systematic fashion and to retrieve necessary materials with maximum speed and accuracy. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and 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. 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.
 - **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
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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.

- **Accountability** – Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organisational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

QUALIFICATIONS

Education: High school diploma or equivalent.

Experience: Minimum of 5 years of experience in archives, electronic record management or related area.

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

Assessment Method:

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

Special Notice:

The appointment is limited to the Mechanism. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the MICT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's **ELECTRONICALLY AS ONE DOCUMENT** to the recruitment@un.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.unmict.org) and forward electronically **AS ONE DOCUMENT** to the recruitment@un.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) in the duty station as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis therefore he/she will be responsible for all travel expenses incurred in connection with this recruitment.

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.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.