

United Nations International Residual Mechanism for Criminal Tribunals

Audiovisual Archives Assistant, G-5 (2 posts)

DEADLINE FOR APPLICATIONS	:	8 September 2018
DATE OF ISSUANCE	:	9 August 2018
OFFICE	:	Registry/Archives and Records Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2018/IRMCT/REG/MARS/014-GS

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

Organizational setting and Reporting:

This position is located in the Archives and Records Section, Registry. The incumbent will work under the supervision of the Chief Archivist.

Responsibilities:

- Support audiovisual preservation strategies by assisting with the evaluation of audiovisual records and the identification of at-risk materials. Participate in development and implementation of preservation enhancement strategies, and digitization and migration programmes.
- Gather and analyse data, and make recommendations for the development and implementation of policy instruments for the management of audiovisual records.
- Undertake quality control checks of audio and video recordings, and edit recordings as required.
- Support the provision of access to audiovisual records.
- Perform other duties as required.

Competencies:

- Professionalism – 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.
- Client Orientation – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- Technological Awareness – Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

QUALIFICATIONS

Education: High school diploma or equivalent. Additional qualification or training in audiovisual editing is highly desirable.

Experience: Minimum of five (5) years of experience in audiovisual archives management or audiovisual editing, recording or production. Knowledge of audiovisual archives and records management procedures including international and internationally-recognized standards is required. Knowledge of audiovisual technologies, digitization and migration practices, and experience of working with professional grade equipment, is required. Familiarity with audiovisual analogue and digital audio and video formats, and experience using professional audiovisual editing software, is required. Ability to conduct research and make recommendations on audiovisual archival management trends is desirable.

Language: English and French are the working languages of the Tribunal. For the post advertised, fluency in written and spoken English is required. Working knowledge of Bosnian/Croatian/Serbian (BCS) is highly desirable. Working knowledge of French is an advantage.

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.

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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 Mechanism 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 Mechanism website (www.irmct.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.
