

United Nations International Residual Mechanism for Criminal Tribunals

Judicial Records Assistant, G-6

DEADLINE FOR APPLICATIONS	:	14 December 2018
DATE OF ISSUANCE	:	15 November 2018
OFFICE	:	Registry/Judicial Records and Court Operations Unit
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2018/IRMCT/REG/JCU/027-GS

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

Organizational setting and Reporting:

This position is located in the Judicial Records and Court Operations Unit (JCU) under the supervision of Head of JCU.

Responsibilities:

- Process and prepare for distribution judicial filings ensuring relevant security classifications.
- Process and distribute transcripts, ensuring relevant security classifications.
- Process and execute requests for assistance (“RFAs”) and judicial records related requests from the Chambers, Office of the Prosecution, Defence parties, Registry, other IRMCT sections, National Jurisdictions and other external parties.
- Advise, inform and follow-up with internal and external parties and requestors on procedures for judicial filings and RFAs.
- Execute Chamber’s orders related to judicial records, e.g. changes to security classifications.
- Conduct quality control and ensure relevant security classifications in preparation for migration of exhibits from eCourt to relevant databases following completion of a case.
- Maintain relevant databases.
- Conduct research and analysis of collected and stored JCU related information.
- Participate in JCU related meetings, workshops and discussions.
- Participate in the development of JCU related policies, procedures and guidelines.
- Provide relevant instructions and guidelines for distribution of judicial filings to Courtroom Clerk/Usher.
- Provide relevant instructions and guidelines to Registry legal interns on jurisprudence research, distribution and administrative tasks related to judicial records when so required.
- Perform other duties as required

Core 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.
- **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.
- **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 on going 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.

QUALIFICATIONS

Education: High school diploma or equivalent.

Experience: Seven years of progressive work experience in the field of document management.

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 French, Bosnian/Croatian/Serbian, Albanian or Macedonian is an asset.

Assessment Method:

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

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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-5 and G-6 level 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.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.

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.
