

# UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Associate Information Technology Officer, P-2 (Arusha)

DEADLINE FOR APPLICATIONS	:	19 January 2019
DATE OF ISSUANCE	:	21 December 2018
OFFICE	:	Registry/Archives and Records Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	18-IST-RMT-108913-R-ARUSHA (R)

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

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## Organizational setting and Reporting:

This position is located in the Archives and Records Section of the Registry of the International Residual Mechanism for Criminal Tribunals, Arusha Branch. Under the direct supervision of the Archivist, Head MARS Arusha, the incumbent will be responsible for supporting the implementation of strategies, policies and procedures for the management of digital records and archives, and the provision of access to them in accordance with the Mechanism's information security and access regime.

## Responsibilities:

- Support acquisition, design, development, installation and use of information technology to manage and preserve the Mechanism's digital records, the digital component of the Mechanism's Archives, and to provide access to these records and archives.
- Participate in defining requirements and preparing specifications.
- Conduct research and prepare feasibility studies and comparative analyses. and cost-risk-benefit analyses.
- Support procurement.
- Participate in design, development and installation.
- Monitor and analyse use, efficiency and effectiveness, and develop enhancements and new features.
- Provide operational support, monitor performance and resolve problems.
- Provide user support.
- Maintain technical documentation.
- Prepare user training materials and deliver training.
- Collaborate with the Mechanism's information technology services providers to ensure data security and integrity.
- Participate in preparing and implementing disaster recovery plans.
- Maintain up-to-date knowledge of the use of information technology to manage and preserve digital records and archives, and new developments. Provide recommendations and advice to the Archivist, Head MARS Arusha on the applicability of new technology or other measures to improve the management of the Mechanism's digital records and the digital component of the International Criminal Tribunals Archives.
- Establish and maintain effective working relationships with the Mechanism's information technology services providers.
- Oversee the work of junior staff relating to the functions described above.
- Perform other duties as required.

## Core Competencies:

- **Professionalism** – Knowledge of programming languages, programming standards (Extensible Markup Language (XML) and its extensions XSL, XSLT, XPath, XML Schema Language),, open standards (Content Management Interoperability Services (CMIS)) , design of web services using Representational State Transfer (REST) API,, basic systems analysis and design techniques, testing, debugging, documentation standards, database design, storage and internal systems. Knowledge of records, archives or library operations, information governance and electronic data management. Ability to apply conceptual, analytical and evaluative skills and identify issues, formulate opinions and make recommendations. Ability to develop reference and research resources. 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 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.
  - **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.
  - **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 ongoing developments inside and outside the clients'
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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.

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## QUALIFICATIONS

### Education:

Advanced university degree (Master's degree or equivalent) in computer science, information systems or related field. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced degree.

### Work Experience:

Minimum of two years of progressively responsible experience in planning, design, development, implementation, maintenance and support of information technology systems. Experience of electronic document/record management systems is required. Experience of digital preservation systems and digital repositories is highly desirable. Experience with Archival Collection Management Systems (ACMS) and their integration with Digital Preservation Systems (DPS) is highly desirable. Experience of strict information security regimes is highly desirable. Experience in international tribunals or national courts is desirable.

### 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. All offers of appointment are subject to budgetary approval.

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. 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. As the international tribunals are not integrated in the Secretariat, UN Staff Members 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.

### 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.

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### 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

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. 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 Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or

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modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

## HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism 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 <http://careers.un.org>

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