

United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening

Document Management Assistant, G-5 (Vacancy until 31 December 2019)

DEADLINE FOR APPLICATIONS	:	18 March 2019
DATE OF ISSUANCE	:	12 March 2019
OFFICE	:	Registry/Archives and Records Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2019/TJO/IRMCT/REG/MARS/071-GS

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

Organizational setting and Reporting:

This position is located in the Archives and Records Section (MARS) of the Registry of the International Residual Mechanism for Criminal Tribunals, Arusha Branch, under the supervision of the Head, MARS Arusha.

Responsibilities:

- Processing judicial filings, including accurately assigning chronological Registry page numbers and other required markings in line with the relevant procedures;
- Performing data entry for judicial filings into the judicial records database, ensuring that all documents are properly entered, and that metadata entry is complete and accurate, including with respect to security classification levels;
- Preparing proof of service forms for physical records delivery;
- Submitting requests translations for filings, monitoring and tracking the completion of the translation requests, and processing and performing data entry for the received translations, ensuring that translations are appropriately linked to the original document;
- Ensuring that hard copy filings binders are appropriately marked, arranged, and maintained;
- Performing duties relating to the preparation of the courtroom prior to the commencement of court proceedings;
- Coordinating the preparation of the relevant documentation for the proceedings, maintaining custody of exhibits and other records, channeling in-court communications, and providing any documentation or evidence required in court to ensure the smooth functioning of the proceedings;
- Managing exhibits admitted into evidence by properly marking, numbering, and maintaining them as per the Chamber's descriptions and directives;
- Announcing the arrival of Judges and particulars of the proceedings in court;
- Performing any 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.
- **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.
- **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.

QUALIFICATIONS

Education:

High school diploma or equivalent.

United Nations International Residual Mechanism for Criminal Tribunals

Work Experience:

Minimum of 5 years' experience in the field of judicial support is required. Knowledge of modern legal records management and archival practices is highly 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.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 levels are eligible to apply.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the IRMCT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line.
- 3) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a candidate for the position.
- 4) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004.

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 recruitmentR@un.org in-box. Please indicate the job opening number in the subject line.
- 2) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a candidate for the position.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004.
- 4) 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.

<p>Special Notice: Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis.</p>

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.