

# United Nations International Residual Mechanism for Criminal Tribunals

Document Manager, G-6

DEADLINE FOR APPLICATIONS	:	12 April 2019
DATE OF ISSUANCE	:	13 March 2019
OFFICE	:	Office of the Prosecutor
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2019/IRMCT/OTP/042-GS

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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 Office of the Prosecutor (OTP) of the International Residual Mechanism for Criminal Tribunals (Mechanism). The incumbent will work under the supervision of the Officer in Charge/Senior Legal Officer.

## Responsibilities:

As Document Manager in the Office of the Prosecutor the incumbent will be required to:

- Receives and processes requests for assistance (RFAs) from external judicial authorities and other requesters.
- Performs electronic searches of the OTP's evidence collections (ZyFind, JDB, etc).
- Develops search strategies to ascertain requested documentary evidence.
- Performs electronic record keeping by scanning hard copies of documents, e.g., RFAs and responses
- Collects, analyzes and selects the relevant material and organize it in an agreed format to ensure efficient transmission to the requestor.
- Reviews the material to identify confidential documents (R76 material and material relating to protected witnesses) and to ensure compliance with applicable rules.
- Liaises and closely cooperates with national prosecutors and the IRMCT team.
- Finalizes material for transfer to requesting party.
- Maintains lists and records of the transferred material.
- Performs electronic record keeping by scanning hard copies of and enters information about the documents in OTP's databases.
- Responds to job assignment requests from within the OTP with respect to search requests, document production, and the disclosure obligations of the Prosecutor. Specifically, provides document support services to appeals teams and Investigators doing OTP work.
- Maintains the integrity and physical order of active and archived records by arranging them in systematic manner for ease of referencing and retrieval.
- Submits documents for translation in order of priority and regularly updates the translation database in order to avoid duplication of such requests.
- Maintains statistics and workload indicators on services provided.
- Performs any other duties assigned.

## Competencies:

- **Professionalism** - Knowledge of electronic record keeping and relevant information systems and networks. Ability to undertake independent research, maintain records in a systematic fashion and retrieve necessary materials with maximum speed and accuracy. Ability to identify and assess issues and develop accurate retrieval tools for relevant records. Excellent computer skills. Proven ability to use specialized database/litigation software applications such as TRIM, Zylab, Zyfind and Casemap. 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.
  - **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.
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## QUALIFICATIONS

- Education:** High school diploma or equivalent. Additional training or degree in modern records management or archiving would be an added advantage.
- Experience:** Minimum of seven (7) years of experience in archives, electronic records management or related area. Experience handling and processing confidential material is required. Relevant experience in an international legal environment/international criminal tribunal is greatly desirable.
- Language:** English and French are the working languages of the IRMCT. For the post advertised, fluency in oral and written English and Bosnian/Croatian/Serbian are required. Working knowledge of French is desirable. Fluency in reading documents written in Cyrillic is an asset. Proficiency in Albanian is an asset.

**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-5 and G-6 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 [recruitmentR@un.org](mailto:recruitmentR@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](http://www.unmict.org)) and forward electronically AS ONE DOCUMENT to the [recruitmentR@un.org](mailto:recruitmentR@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. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for testing.
- 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.

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