

United Nations Mechanism for International Criminal Tribunals

Digital Archivist, P-3 - The Hague

DEADLINE FOR APPLICATIONS	:	10 October 2014
DATE OF ISSUANCE	:	10 September 2014
OFFICE	:	Registry/Archives and Records Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	14-IMA-RMT-37385-R-THE HAGUE (R)

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

Organizational setting and Reporting:

The position of Digital Archivist is located in the Mechanism Archives and Records Section, Registry, The Hague Branch. Under the supervision of the Chief Archivist, the incumbent will be responsible for the management of the digital records of the Mechanism for International Criminal Tribunals ("Mechanism") and the digital component of the archives of the International Criminal Tribunal for Rwanda ("ICTR") and the International Criminal Tribunal for the former Yugoslavia ("ICTY").

Responsibilities:

- Contribute to the development of strategies, policies and procedures for the management of Mechanism records. Implement strategies, policies and procedures, in collaboration with the other Archivists.
 - Advise Mechanism officials and staff on digital recordkeeping issues and practices.
 - Plan, organise, monitor and evaluate digital recordkeeping improvement projects, contributing to feasibility studies, analysis, design, development and implementation and assisting with recruitment/procurement of specialist skills or materials.
 - Plan, organise, monitor and evaluate the development and delivery of digital recordkeeping training programmes for Mechanism staff.
 - Contribute to the development and implementation of strategies, policies and procedures for the management of the archives of the ICTR and ICTY and the provision of access to them. Implement strategies, policies and procedures, in collaboration with the other Archivists and the Associate Research Officer.
 - Plan, organise, lead, monitor and evaluate work on acquisition, accessioning, arrangement and description, storage, preservation and conservation of digital archives.
 - Plan, organise, lead, monitor and evaluate work on preparation and dissemination of finding aids for digital archives.
 - Advise on and recommend measures to enhance the accessibility of digital archives.
 - Advise on the determination of requests for access to digital archives. If access is approved, provide access, and information and assistance to requesters, in collaboration with the Associate Research Officer.
 - Assist in advocacy and outreach programmes. Conduct research and prepare presentation and publicity material.
 - Lead the development and implementation of the Mechanism's digital preservation programme.
 - Research, analyse and evaluate new systems or tools for the management of digital archives, and make recommendations for their deployment.
 - Ensure that digital repositories are developed and managed in accordance with required standards.
 - Plan, organise, lead, monitor and evaluate work on ingest, curation and preservation of digital content, including digital forensic activities.
 - Plan, organise, lead, monitor and evaluate work on delivery of digital content to discovery and delivery platforms.
 - Participate in the implementation of the Mechanism's information security and access regime. Liaise with client offices regarding information security classification, and implement decisions on classification / declassification, in collaboration with the relevant Legal Officer and Associate Research Officer.
 - Contribute to the development and implementation of the Section's plans for disaster preparedness, response and recovery.
 - Supervise, guide and train support staff. Supervise the work of contractors and consultants.
 - Contribute to the continuous improvement of the Section's operations and services by: keeping abreast of professional developments; supporting audits of the Section's work; participating in internal reviews of the Section's work, recommending improvements and implementing approved initiatives.
 - Assist the Chief / Deputy Chief Archivist in planning, budgeting, procurement, finance, human resources or facilities management, as required.
 - Perform other duties, as required.
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United Nations Mechanism for International Criminal Tribunals

Core Competencies:

- **Professionalism** – Demonstrable knowledge of recordkeeping theory and practice, and of established standards in records management and archives management. Demonstrable knowledge of current standards, best practices and trends in digital preservation and digital recordkeeping. Ability to advise on recordkeeping technology based on analysis of organisational objectives. Demonstrable conceptual, analytical and evaluative skills. Ability to conduct research and analysis, and formulate and present recommendations. 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.
- **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.
- **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.
- **Managing Performance** – Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.
- **Judgement / Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organisation; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

QUALIFICATIONS

Education:

Advanced university degree in archival science, records management, information management or related field. A first level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

Work Experience:

Minimum of five years of progressively responsible experience in archives management, records management or information management. Experience of managing digital records and archives, including digital preservation, is required. Experience of strict information security regimes is highly desirable. Experience with international tribunals or national courts is desirable. Experience in project management is an asset.

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 and / or a competency-based interview.

Special Notice:

The appointment is limited to the Mechanism for International 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.

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 Mechanism for International Criminal Tribunals

United Nations Considerations:

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism for International Criminal Tribunals 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 <https://careers.un.org>
