

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Archivist, P3

DEADLINE FOR APPLICATIONS	:	08 August 2019
DATE OF ISSUANCE	:	10 July 2019
OFFICE	:	Registry/ Mechanism Archives and Records Section (MARS)
LOCATION	:	Arusha
JOB OPENING NUMBER	:	19-IST-RMT-119750-R-R-ARUSHA (R)

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

Organizational setting and Reporting:

The position of Archivist is located in the Mechanism Archives and Records Section (MARS), at the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch. The incumbent will work under the supervision of the Archivist, Head, MARS, Arusha. The incumbent will be part of the team responsible for the management of the records of the International Residual Mechanism for Criminal Tribunals ("Mechanism") and the archives of the International Criminal Tribunal for Rwanda ("ICTR") and the International Criminal Tribunal for the former Yugoslavia ("ICTY").

*Appointment of the successful candidate to this position will be subject to budgetary approval.

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 record-keeping issues and practices.
- Plan, organize, monitor and evaluate record-keeping improvement projects, contributing to feasibility studies, analysis, design, development and implementation, and assisting with recruitment / procurement of specialist skills or materials.
- Plan, organize, monitor and evaluate the development and delivery of record-keeping 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 the 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, organize, lead, monitor and evaluate work on acquisition, accessioning, arrangement and description, storage, preservation and conservation of archives.
- Plan, organize, lead, monitor and evaluate work on preparation and dissemination of finding aids for archives.
- Research, analyse and evaluate new systems or tools for the management of archives, and make recommendations for their deployment.
- Advise on and recommend measures to enhance the accessibility of archives.
- Advise on the determination of requests for access to archives. If access is approved, provide access, and information and assistance to requesters, in collaboration with the Associate Research Officer.
- Assist in the implementation of Mechanism advocacy and outreach programmes. Conduct research and prepare presentation and publicity material.
- Contribute to the management of MARS' physical records repositories.
- Ensure that repositories are maintained and managed in accordance with required standards.
- Manage the transfer of records and archives from client offices.
- Manage the deaccessioning and disposition of records and archives, in accordance with established policies or instructions from client offices.
- 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 Mechanism'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 Archivist / Archivist, Head, MARS Arusha in planning, budgeting, procurement, and management of finances, human resources or facilities, as required.
- Perform other duties, as required.

Core Competencies:

- Professionalism: Demonstrable knowledge of record-keeping theory and practice, and of established standards in records management and archives management. Ability to advise on record-keeping based on analysis of organizational objectives. Demonstrable conceptual, analytical and evaluative skills. Ability to conduct research and analysis, and to formulate and
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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.

- **Communication** – Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.
- **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.

MANAGERIAL COMPETENCIES

- **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 two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Experience:

Minimum of five (5) years of progressively responsible experience in archives management, records management or information management. Experience of managing physical records in a variety of media and formats, including artefacts, 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.

Language:

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 and/or Kinyarwanda is desirable.

Assessment Method:

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

Special Notice:

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

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.

***Appointment of the successful candidate to this position will be subject to budgetary approval.**

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 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 <https://careers.un.org>
