

United Nations International Residual Mechanism for Criminal Tribunals

Audiovisual Technician, FS4

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-DOC-RMT-119752-R-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the Archives and Records Section, of the IRMCT Arusha Branch, Registry, under the supervision of the Archivist, Head MARS Arusha.

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

Responsibilities:

1)

- Support the IRMCT audiovisual preservation strategies, by assisting with the evaluation of audiovisual records and the identification of at risk materials. Participate in preservation enhancement strategies and digitisation and migration programmes.
- Audit and inspect audiovisual records managed by the Section.
- Operate professional software and equipment to run and monitor audiovisual migrations/ digitisations and monitor signal quality.
- Conduct quality control of the output of audiovisual digital preservation activities, ensuring appropriate capture of technical, descriptive and preservation metadata.
- Evaluate and monitor emerging technologies to enhance audiovisual preservation procedures and make recommendations for enhancements.
- Maintain and administer audiovisual migration and digital storage systems, following up with technical support as required.

2)

- Receive and accession the audiovisual archives in both physical carrier and digital format, ensuring that processing activities adhere to best practice procedures and that the physical arrangement and intellectual control comply with established standards.
- Assist with acquisition, accessioning, arrangement and description, and storage of physical and digital audiovisual records.
- Catalogue new records and update or enhance cataloguing of existing records.
- Perform quality control of catalogued records to ensure the application of established professional cataloguing standards.

3)

- Support the provision of access to audiovisual records and archives.
- Support the development and implementation of policies and tools to enhance the accessibility of audiovisual records, taking into consideration the technical and functional requirements of the users of the audiovisual records and archives.
- Research technologies for enhanced electronic access to audiovisual material.
- Convert and transcode digital audiovisual files to access/ intermediate file formats.
- Acting independently, provide technical and user support services such as responding to requests for access by assembling audio and video clips in accordance with established policies and determine appropriate means of delivery.
- Assist with conceptual and technical development of audiovisual educational materials, online exhibits, productions, outreach, and other programmatic initiatives.

4)

- Gather and analyse data and make recommendations for the development and implementation of policies, standards and guidelines for the management of audiovisual records and archives.
- Evaluate the adequacy of existing audiovisual records management tools and make recommendations for enhancements.
- Provide technical support and guidance in enhancements to procedures and the application of appropriate audiovisual editing and records management technology.
- Interpret policies, standards, and guidelines and ensure procedures are applied, regularly monitored and updated as required.
- Contribute to the drafting, editing, and review of guidelines and other policy instruments related to audiovisual archives management.

5)

- Perform other duties as required. Undertake tasks associated with maintenance of records repositories.
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- Liaise with internal and external partners, in relation to the provision of access services (e.g. copying materials, assisting researchers with searches).
- Provide support to the administration of the Section, including assisting in the development and assessment of technical specifications for procurement processes.
- Support other offices of IRMCT with their audiovisual tasks and requirements.

Core 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.
- **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.
- **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.

QUALIFICATIONS

Education:

High school diploma or equivalent. Additional qualifications or training in audiovisual production or information management or a related field would be desirable.

Work Experience:

At least 6 years of experience in audiovisual archives management, audiovisual editing, recording or production, information management or a related field. Knowledge of audiovisual archives and records management procedures, including professional international standards and best practices is required. Knowledge of audiovisual technologies and experience working with professional grade equipment, digitisation and migration practices is required. Familiarity with audiovisual analogue and digital formats, as well as experience using professional audiovisual editing software is required. Ability to conduct research and provide recommendations on audiovisual archival management trends would be 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 and/or Kinyarwanda is an advantage.

Assessment Method:

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

Special Notice:

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.

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

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human

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resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (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>
