

United Nations International Residual Mechanism for Criminal Tribunals

Document Manager, G-5

DEADLINE FOR APPLICATIONS	:	05 December 2019
DATE OF ISSUANCE	:	06 November 2019
OFFICE	:	Office of the Prosecutor
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2019/IRMCT/OTP/062-GS

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

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 general supervision of the Officer in Charge/Senior Legal Officer.

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

Responsibilities:

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

- Receive and process requests for assistance (RFAs) from external judicial authorities and other requesters.
- Perform electronic searches of the OTP's evidence collections (ZyFind, JDB, etc).
- Develop search strategies to ascertain requested documentary evidence.
- Perform electronic record keeping by scanning hard copies of documents, e.g., RFAs and responses.
- Collect, analyze and select the relevant material and organize it in an agreed format to ensure efficient transmission to the requestor.
- Review the material to identify confidential documents (R76 material and material relating to protected witnesses) and to ensure compliance with applicable rules.
- Liaise and closely cooperate with national prosecutors and the Mechanism teams.
- Finalize material for transfer to requesting party.
- Maintain lists and records of the transferred material.
- Perform electronic record keeping by scanning hard copies of and enter information about the documents in OTP's databases.
- Respond to job assignment requests from within the OTP with respect to search requests, document production, and the disclosure obligations of the Prosecutor. Specifically, provide document support services to appeals teams and investigators doing OTP work.
- Maintain the integrity and order of active and archived records by arranging them in systematic manner for ease of referencing and retrieval.
- Submit documents for translation in order of priority and regularly update the translation database in order to avoid duplication of such requests.
- Maintain statistics and workload indicators on services provided.
- Perform any other duties assigned.

Core 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 organizational 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 Organizing:** 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 five (5) 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 Mechanism. 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 to this position will be subject to budgetary approval. 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.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 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 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. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for testing.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism 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. 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.
