

United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening (until 31 July 2020 with possibility of extension)

Audiovisual Archives Assistant, G-5 (2 posts)

DEADLINE FOR APPLICATIONS	:	18 December 2019
DATE OF ISSUANCE	:	28 November 2019
OFFICE	:	Registry/ Archives and Records Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2019/TJO/IRMCT/REG/MARS/092-GS

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

Organizational setting and Reporting:

This position is located in the Archives and Records Section, Registry. The incumbent will work under the supervision of the Chief Archivist.

Responsibilities:

- Support audiovisual preservation strategies by assisting with the evaluation of audiovisual records and the identification of at-risk materials. Participate in development and implementation of preservation enhancement strategies, and digitization and migration programmes.
- Gather and analyse data, and make recommendations for the development and implementation of policy instruments for the management of audiovisual records.
- Undertake quality control checks of audio and video recordings, and edit recordings as required.
- Support the provision of access to audiovisual records.
- Perform other duties as required.

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. 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.
- **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 qualification or training in audiovisual editing is highly desirable.

Experience: Minimum of five (5) years of experience in audiovisual archives management or audiovisual editing, recording or production. Knowledge of audiovisual archives and records management procedures including international and internationally-recognized standards is required. Knowledge of audiovisual technologies, digitization and migration practices, and experience of working with professional grade equipment, is required. Familiarity with audiovisual analogue and digital audio and video formats, and experience using professional audiovisual editing software, is required. Ability to conduct research and make recommendations on audiovisual archival management trends is desirable.

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 Bosnian/Croatian/Serbian (BCS) or French is highly desirable.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

United Nations International Residual Mechanism for Criminal Tribunals

- 1) Staff at the G-4 and G-5 level are eligible to apply.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the IRMCT website. Please submit all documents including the PHP, a cover letter, and the last two e-PAS's to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line.
- 3) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a candidate for the position. Please note that only short listed candidate(s) will be informed of the outcome.
- 4) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.unmict.org) and forward electronically along with a cover letter to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line.
- 2) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a candidate for the position. Please note that only short listed candidate(s) will be informed of the outcome.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004. Candidates who have passed the GGST or ASAT must provide evidence when submitting their application.
- 4) 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.

<p>Special Notice: Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis.</p>

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.