UNITED NATIONS
INTERNATIONAL RESIDUAL MECHANISM FOR
CRIMINAL TRIBUNALS

Programme Assistant (Library), FS-4 (Arusha)

DEADLINE FOR APPLICATIONS: 15 May 2020
DATE OF ISSUANCE: 16 April 2020
OFFICE: Registry/Office of the Registrar
LOCATION: Arusha
JOB OPENING NUMBER: 20-DOC-RMT-134249-R-ARUSHA (R)

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

Organizational Setting and Reporting
This position is located in the Office of the Registrar, Arusha branch of the International Residual Mechanism for Criminal Tribunals (Mechanism), Registry. Within delegated authority, under the supervision of the Programme Officer (Librarian), the incumbent will be responsible for supporting the work of the Library at the Arusha Branch.

Responsibilities:
Within limits of delegated authority and depending on location, the Programme Assistant (Library) may be responsible for the following duties
• Assists in the coordination of programme/project planning and preparation work for the Library projects involving both branches (Arusha and The Hague) such as the IRMCT Bibliography, as well as collaborates on other initiatives with other stakeholders within the framework of exchanging information.
• Participates in the selection of new forthcoming printed legal materials of relevance to IRMCT library users to be purchased.
• Compiles, summarizes, and presents basic information/data on Library holdings; assists in ensuring completeness of UN print and electronic documents collection and performs digitization functions, including scanning, creating digital objects and posting to designated repositories.
• Serves as focal point for administrative coordination of programme/project implementation activities, involving extensive liaison with a diverse organizational units to service requests, process and follow-up on related actions, e.g. registers unit’s incoming and outgoing records in its record keeping system, performs basic library circulations functions, conducts basic research and provides technical support and instruction to library patrons using electronic resources and reference tools.
• Compiles, summarizes and enters data on project, including collection maintenance according to the Library’s classification systems and specialized collection arrangements and assists in accessioning, disposition, description, and database updating activities as they relate to individual collections.
• Acts as the requisitioner for the procurement of library subscriptions and resources, including creating and updating transactions in Umoja Drafts routine responses to enquiries for approval of Librarian.
• Provides library tours and orientation to external visitors and keeps in touch with them to respond to the outcome of the visits.
• Provides general office assistance, including administrative support for the unit chief.
• Provides guidance/training to new/junior staff.
• Performs other duties as assigned.

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.
• Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
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- Planning and Organising – 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.

QUALIFICATIONS

Education:
High school diploma or equivalent. Technical or vocational certificate in library work, information management, media public relations, communications or other related fields.

Work Experience:
Minimum of six (6) years of experience in the field of library work, archives, information management or related, including at least 4 years of United Nations experience.

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 may/will 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.

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 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.
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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