

# United Nations International Residual Mechanism for Criminal Tribunals

Document Manager, G-6

DEADLINE FOR APPLICATIONS	:	24 November 2020
DATE OF ISSUANCE	:	26 October 2020
OFFICE	:	Office of the Prosecutor
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2020/IRMCT/OTP/075-GS

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

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## Organizational setting and Reporting:

The post is located in the Office of the Prosecutor (OTP) of the International Residual Mechanism for Criminal Tribunals (Mechanism). The incumbent will be part of a skilled team working on complex cases under the supervision of Legal Officers.

**\*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 primary responsibility is to receive, process and prepare responses to requests for assistance (RFAs) from national authorities and international organisations investigating and prosecuting cases arising out of the conflicts in the former Yugoslavia. Related tasks include:
  - Conduct complex electronic searches of the OTP's evidence collections (ZyFind, JDB, etc) to identify relevant evidence in a very large collection of evidence.
  - Analyze retrieved evidence for relevance to specific requests.
  - Review the material to identify confidential documents (R76 material and material relating to protected witnesses) and to ensure compliance with applicable rules.
  - Submit documents for translation and update the Mechanism's translation database.
  - Prepare response packages to requests for assistance.
  - Perform electronic record keeping by scanning hard copies of documents, e.g., RFAs and responses.
- Liaise and closely cooperate with national prosecutors and the Mechanism teams.
- Implement established systems and document control procedures by maintaining records of new material received. Assist as required in the processing of evidence.
- Respond to job assignment requests from within the OTP with respect to search requests, document production, and the disclosure obligations of the Prosecutor. Also, provide document support services to Legal Officers, appeals teams, investigators and analysts.
- Maintain the integrity and physical order of active and archived records.
- Maintain statistics and workload indicators on services provided.
- Contribute to the development of protocols and practices for the Office as required.
- Assist in the preparation of cases including appeal and post-appeal proceedings, review proceedings and other litigation.
- Perform any other duties assigned.

## Core Competencies:

- **Professionalism** – Proficiency in the use of electronic information systems used to manage and query large body of evidence. Strong analytical skills and ability to work with large volumes of information. High level of attention to detail. 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. 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 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.
  - **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.
  - **Technological Awareness**: Excellent computer skills. Proven ability to use specialized database/litigation software applications (for example TRIM/HP Records Manager, Zylab, Zyfind, eCourt and CaseMap). 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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## QUALIFICATIONS

- Education:** High school diploma or equivalent. Additional training or degree in modern records management or archiving would be an added advantage.
- Experience:** Seven (7) years of related experience in archives, electronic records management or related area. Proven experience using databases and conducting complex searches in large repositories of electronic records. Experience handling and processing confidential material is required. Relevant experience in an international legal environment is greatly desirable. Experience working at an international criminal tribunal or experience analysing evidence will be an advantage. Knowledge of the conflict in the former Yugoslavia 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 French is highly desirable. Fluency in written and oral Bosnian/Croatian/Serbian is required. Fluency in reading documents written in Cyrillic is an asset. Proficiency in Albanian is an advantage.

**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.

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## HOW TO APPLY:

### NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 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](mailto: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](http://www.unmict.org)) and forward electronically AS ONE DOCUMENT to the [recruitmentR@un.org](mailto: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.

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