

United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration until 31 December 2023)

Associate Information Management Officer (Archivist), P-2

DEADLINE FOR APPLICATIONS	:	21 September 2023
DATE OF ISSUANCE	:	15 September 2023
OFFICE	:	Registry / Archives and Records Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2023/TJO/IRMCT/REG/MARS/237-P

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

Organizational setting and Reporting:

The position is located in the Mechanism Archives and Records Section (MARS), Registry, The Hague Branch. Under the supervision of the OIC MARS Hague, the incumbent will be responsible for supporting management of the records of the Mechanism for International Criminal Tribunals (“Mechanism”) and the archives of the International Criminal Tribunals (i.e. the International Criminal Tribunal for Rwanda (“ICTR”), the International Criminal Tribunal for the former Yugoslavia (“ICTY”) and the Mechanism).

Responsibilities:

- Provides record keeping support and advice to records-creating offices by advising on record keeping system standards and compliance; oversees the records accessioning process; provides training in the use of metadata standards for the capture, maintenance and accessioning of archives;
- Supervises and undertakes records accession and disposition functions, including records appraisal, by liaising with records-creating offices on the transfer and/or disposal of records and analysing and evaluating records for evidential and informational value in support of records appraisal.
- Supervises and undertakes archival processing activities by producing descriptions in the Archival Catalogue; and monitors adherence to description, database and preservation standards.
- Performs and supervises reference functions by advising internal and external users on holdings and accessibility and assisting in the administration of access and declassification activities.
- Supports preservation and conservation of the archives.
- Supervises General Service staff relating to functions cited above.
- Performs other related duties, as required.

Core Competencies:

- Professionalism** - Demonstrable knowledge of recordkeeping theory and practice, and of established standards in records management and archives management. Ability to advise on recordkeeping based on analysis of organisational objectives. Demonstrable conceptual, analytical and evaluative skills. Ability to conduct research and analysis, and formulate and present recommendations. 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. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication** – Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.
 - **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.

QUALIFICATIONS

Education:

Advanced university degree in archival science, records management, information management or related field.

A first level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of an advanced university degree.

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Experience:

Minimum of two (2) years of progressively responsible experience in archives management, records management or information management is required.

Experience of managing physical records in a variety of media and formats, including artefacts, is desirable.

Experience of strict information security regimes is desirable.

Experience with international tribunals or national courts is desirable.

Experience in project management 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. Knowledge of a second official UN language is desirable.

Assessment Method:

Candidates will be assessed by a comparative matrix.

HOW TO APPLY:

- 1) Internal staff at the P1 or P-2 level who meet the requirements are eligible to apply.
- 2) Interested candidates 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 (for internal candidates) ELECTRONICALLY AS ONE DOCUMENT 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.
- 4) Please note that only candidates under serious consideration will be notified of the final decision.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.irmct.org) or from your personal Inspira account and forward electronically to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line. Please note, CVs cannot be accepted.
 - 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 staff member for the position.
 - 3) Please note that only candidates under serious consideration will be notified of the final decision.
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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.

The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not

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limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator’s working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

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.