

United Nations International Residual Mechanism for Criminal Tribunals

Documents Manager, FS-4

DEADLINE FOR APPLICATIONS	:	19 July 2022
DATE OF ISSUANCE	:	20 June 2022
OFFICE	:	Office of the Prosecutor- OTP
LOCATION	:	Arusha
JOB OPENING NUMBER	:	22-LEG-RMT-183635-R-ARUSHA (R)

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

Organizational setting and Reporting:

The post is located in the Office of the Prosecutor (OTP) of the United Nations International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch. The incumbent will work under the general supervision of the Officer in Charge/Senior Legal Officer and the Associate Information Management Officer.

Responsibilities:

- Receives and processes all evidence material, records, seizures and other documents from core, investigations, trial and appeals activities as well as other sources.
- Implements established systems and document control procedures by maintaining a daily record of new material received including by affixing unique identifiers/numbers on such newly received documents.
- Performs electronic record keeping by scanning hard copies of documents using optical scanners to produce images and full-text electronic versions; analyses documents according to protocols and enters information about the document into the evidence database using existing classification guidelines.
- Organizes and maintains the established system of case files related to the preparation of cases, trial and appeal hearings, amendment of indictments, applications for the referral of cases to national jurisdictions and applications for review filed by convicted persons.
- Responds to job assignment requests from within the OTP with respect to search requests, document production, and the disclosure obligations of the Prosecution.
- Maintains the integrity and physical order of active and archived records by arranging them in systematic manner for ease of referencing and retrieval.
- Prepares summaries of documents to enhance searchability by end users by ensuring that important information is recorded as part of the metadata field.
- Upon request, submits documents for translation in order of priority and updates the translation database in order to avoid duplication of such requests.
- Maintains statistics and workload indicators on services provided.
- Performs any other duties as assigned.

Core Competencies:

- **Professionalism:** Knowledge of the Rwandan genocide, the crimes committed and the work of the ICTR and IRMCT. 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. 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.
- **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.

QUALIFICATIONS

Education:

- High school diploma or equivalent. Additional training or degree in modern records management or archiving would be an added advantage.
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Work Experience:

At least six years of experience in archives, electronic records management or related area. Experience handling and processing sensitive or confidential material is highly desirable. Relevant experience in an international legal environment is greatly desirable. Experience working at an international criminal tribunal will be an advantage.

Languages:

English and French are the working languages of the UNIRMCT. For the post advertised, fluency in oral and written English is required. Working knowledge of French or Kinyarwanda is an advantage.

Assessment Method:

There may be an assessment exercise for qualified candidates 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.

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.

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

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 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.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, [inspira](#). For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the [inspira](#) account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines.

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Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in Inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (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>
