

Individual Contractor - Record Assistant

Job Opening

Job Opening ID: 262609

Job Network : -

Job Family : -

Category and Level : Consultants, CON

Duty Station : ARUSHA

Department/Office : International Residual Mechanism for Criminal Tribunals

Date Posted : Aug 11, 2025

Deadline : Aug 17, 2025

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Result of Service

• The IC will process, and as appropriate rehouse ICTR and IRMCT physical archives and repackage into preservation quality archival material; • The IC will assist with digitizing photo exhibits of ICTR and IRMCT judicial records. • The IC will update the relevant metadata for the rehoused physical archives in the Electronic Document and Records Management System (EDRMS) • The IC will assist with arranging transfers of records from client offices to the Section's repository • The IC will assist with the shelving activities in the repository.

Work Location

Arusha, Tanzania

Expected duration

As soon as possible until 15 December 2025

Duties and Responsibilities

This position is subject to local recruitment. Applicants for positions of individual Contractor must be authorized to work in the duty station where the position is located. Only shortlisted candidates will be contacted. The selected candidate will be offered a contract as an Individual Contractor. Only applications submitted via Inspira will be considered. Organizational setting and Reporting: The Individual Contractor will be working in the Mechanism Archives and Records Section (MARS) of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha branch. Duties and Responsibilities: • Support the implementation of Records Retention Schedules and other disposition instructions for physical and digital records. • Undertake tasks related to the accessioning, arrangement and description, storage, preservation and conservation, and accessibility of the archives and records managed by MARS Arusha: Provide records storage and retrieval services for client offices. • Arrange transfers of records from client offices to the Section's repositories, including initiating and submitting consignments/transfers by using the Records Transfer System. • Process consignments of transferred records,

ensuring that they meet required standards and are stored securely, under the direction of the archivists. • Maintain records of records transfers. • Retrieve/return/update records on request of client offices. • Maintain records of retrievals and loans. • Assist with the shelving activities in the repository. • Maintain complete and accurate records of the disposition of records. NOTE - Physical Requirements: The above responsibilities involve physical work including standing for prolonged periods, using safety steps, lifting and moving materials weighing up to 12 kg, and pushing trolleys with loads of up to 150 kg.

Qualifications/special skills

High school diploma or equivalent is required. Minimum of five (5) years of administrative/clerical experience is required. Experience of using the Electronic Document and Records Management System (EDRMS) is required. Experience related to archives and records management is required. Working experience in UN International Criminal Tribunals is desirable.

Languages

English and French are the working languages of the IRMCT. For this position, fluency in English is required.

Additional Information

The IC will be paid a daily rate of approximately 250,000 Tanzania Shillings. This position is subject to local recruitment. Applicants for positions of individual Contractor must be authorized to work in the duty station where the position is located. The appointment is limited to the International Residual Mechanism for Criminal Tribunals. Granting of a contract to the successful candidate on this IC position will be limited to the availability of funding. Extension of the contract is subject to the extension of the mandate and/or the availability of funds. This is not a staff position. As the international tribunals are not integrated in the Secretariat, there is no expectation of service or reassignment within the United Nations Secretariat. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs personnel 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.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.