

United Nations International Residual Mechanism for Criminal Tribunals

Call for Interest Individual Contractor – Expert to Support Archival Arrangement and Description

DEADLINE FOR APPLICATIONS : 06 August 2024
DATE OF ISSUANCE : 31 July 2024
OFFICE : Mechanism Archives and Records
LOCATION : The Hague
JOB OPENING NUMBER : 2024/IRMCT/REG/MARS-H/010-IC

Organizational setting and Reporting:

The Individual Contractor will be working in the Archives and Records of the International Residual Mechanism for Criminal Tribunals (IRMCT). The incumbent will work under the general supervision of the OIC MARS The Hague Branch.

Only shortlisted candidates will be contacted for an interview. The selected candidate will be offered a three (3) month contract as an Individual Contractor.

Terms of Reference for the Contractor:

The International Residual Mechanism for Criminal Tribunals (“Mechanism” or “IRMCT”) requires the services of an expert contractor to support arrangement and description of the archives of the International Criminal Tribunal for Rwanda (“ICTR”), the International Criminal Tribunal for the former Yugoslavia (“ICTY”) and the Mechanism itself.

A) Background & Context

The Mechanism is responsible for the management, including preservation and access, of the archives of the ICTR, ICTY and the Mechanism (“The Archives”).

The Archives comprise the judicial case records, records relating to the judicial process that are not part of the case records, and administrative records, in a variety of media and formats. For intellectual control of the Archives, the Mechanism purchased and implemented an Archival Collection Management System (ACMS) where archival descriptions are being created and managed, following international standards.

To increase public knowledge about, and use of, the Archives, the Mechanism launched an online Archives Catalogue.

The work of creating descriptions of ICTR, ICTY and Mechanism records, or groups of records, in the ACMS is ongoing. The newly created descriptions are regularly added to the Catalogue.

B) Requirements

The Mechanism requires the services of an expert contractor to support the creation of archival descriptions and, as appropriate, publish those descriptions to its online Archives Catalogue. The contractor must have experience of, and expertise in, arrangement and description of institutional archives.

B.1) Deliverables

The contractor will work independently, with required support of Mechanism staff, to perform the following activities:

B.1.1) Create archival descriptions in the ACMS.

- Create new descriptions for ICTR, ICTY and Mechanism archives, in line with the existing *Mechanism Arrangement and Description (“A&D”) Road Map*, and as agreed with the Project Manager.
- Review new descriptions in the ACMS and;

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- Standardise language, where required. Entries ought to read as though they were all written by one person.
- ensure that they include the correct security classification and a clear indication of the access conditions for the records.
- as appropriate, and in consultation with the Project Manager, mark those which are suitable for release to the online catalogue.

B.1.2) Train two (2) Mechanism staff to create archival descriptions. Assign A&D work packages to the two staff. In consultation with the Project Manager, assess and guide them in this work.

C) Project Management

The OIC MARS The Hague Branch, will be the Mechanism's Project Manager for this activity. She will:

- brief the contractor and provide relevant Mechanism information and documents;
- arrange the necessary access to Mechanism systems for the contractor;
- guide the contractor's work and monitor progress; and
- review and approve all deliverables.

In consultation with the Project Manager, the contractor will develop a three-month plan for producing the deliverables listed under Section B.1 and provide monthly progress reports and brief the Mechanism's Project Manager as required throughout the assignment.

D) Confidentiality

All documents, correspondence and information, compiled or otherwise acquired by the contractor in the performance of the work shall be treated as strictly confidential. The contractor shall not disclose or discuss the documents, correspondence and information with third parties without the knowledge and prior written consent of the Mechanism's Project Manager.

Work Location:

The contractor will primarily work off-site, communicating with Mechanism staff by email, telephone, and Teams. S/he must be able to participate in meetings during normal working hours of the Mechanism and, will have remote access to Mechanism content and Information Technology systems, only as provided under Section C.

The contractor will also be required to work at the premises of the Mechanism in The Hague, The Netherlands, for a period of 5 working days. Travel and a daily subsistence allowance, at the United Nations rate for the location, will be covered by the Mechanism.

Duration and Timing:

This position is for an initial period of 30 days, on a three-month contract, with the possibility of extension, subject to performance and budgetary resources.

The contractor must be available to start work immediately.

Qualifications/ special skills:

Education:

Advanced university degree (Master's degree or equivalent) in archival science, information science, records management, or a related field is required. A first-level university degree in combination with two (2) years of qualifying work experience may be accepted in lieu of the advanced university degree.

Experience:

Minimum of five (5) years of progressively responsible experience in archives management, records management or information management. Experience in arrangement and description of institutional archives, in line with professional standards e.g. ISAD(G), and online archive catalogues and finding aids, is required. Experience with the Axiell Collections management system is required. Experience of strict information security regimes is desirable. Experience with international courts or tribunals is desirable. Experience in project management is an asset.

Languages:

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English and French are the working languages of the Mechanism. For this position, the contractor will be required to work, and provide all deliverables, in English.

Fee for Service

Range of \$390 to \$560 per day depending upon experience.

Special Notice:

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. Granting of a contract to the successful candidate on this CIC 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.

How to Apply

Qualified candidates who are able to work on short notice in The Hague, The Netherlands, are invited to submit their application and their UN Personal History Form (PHP), to recruitmentR@un.org in-box quoting the Reference No. [2024/IRMCT/REG/MARS-H/010-IC](#) in the subject line. PHP templates can be found at <https://www.irmct.org/en/recruitment>.

APPLICATIONS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON THE DEADLINE DATE APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

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.
