

# Archives Contractor-ICL5

Job Opening

**Job Opening ID:** 244392

**Job Network :** Public Information and Conference Management

**Job Family :** IMA

**Category and Level :** Consultants, CON

**Duty Station :** THE HAGUE

**Department/Office :** International Residual Mechanism for Criminal Tribunals

**Date Posted :** Sep 30, 2024

**Deadline :** Oct 6, 2024

## Result of Service

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The C/IC will process and, as appropriate, transfer inactive ICTY and IRMCT physical and digital records that are in IRMCT offices to MARS. The C/IC will migrate archival records which are currently held on mass storage devices (i.e. CDs, DVDs, etc) in MARS repositories, from the devices. The C/IC will assist with the annual destruction of time expired records in MARS custody.

## Work Location

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In person - The Hague.

## Expected duration

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C/IC to start as soon as possible, and work for 50 days over a period of 4 months.

## Duties and Responsibilities

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**Organizational setting and Reporting:** This position is located in the Mechanism Archives and Records Section (MARS), Registry. The incumbent will work under the direction of the OIC MARS Hague.

**Responsibilities:** Support the work of the Archivists by assisting in the development and implementation of policies and procedures for the management of IRMCT records. Duties may include any or all of the following.

- Support record-keeping improvement projects. Undertake tasks related to creation, organization, indexing, storage, retention and disposal of records.
- Provide records storage and retrieval services for client offices. Arrange transfers of inactive records from client offices. Process consignments of transferred records, ensuring that they meet required standards and are stored securely. Maintain records of records transfers. Retrieve/return/update records on request of client offices. Maintain records of retrievals and loans. Assist client offices with complex searches for records.
- Maintain MARS repositories in good order. Undertake environmental monitoring checks. Monitor use of space. Implement security controls. Maintain logs, registers and other records of repository management activities. Maintain stocks of specialist recordkeeping supplies and issue them to client offices on request.
- Support implementation of Records Retention Schedules and other disposition instructions.
- Operate the Section's Service Desk. Support the work of the Archivists by assisting in the development and implementation of policies and procedures for the management of the archives of the International Criminal Tribunal for the former Yugoslavia and the Mechanism's Hague branch. Duties may include any or all of the following.
- Support the acquisition,

accessioning, , storage, preservation and conservation of archives. • Assist with preparation and dissemination of finding aids for archives. • Assist in the provision of access to archives, and the provision of information and support to researchers. • Perform other duties as required.

## Qualifications/special skills

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High school diploma or equivalent. Demonstrated ability to use standard office software applications. Experience of using an Electronic Document and Records Management System (EDRMS). Minimum of 5 years related information, library, archives and records management experience.

## Languages

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English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required.

## Additional Information

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Fee for Service: The IC will be paid monthly at a daily rate equivalent to Euro 235/ per working day.

## No Fee

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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.