

Posting Title : INFORMATION MANAGEMENT OFFICER (DIGITAL ARCHIVIST), P3
Job Code Title : INFORMATION MANAGEMENT OFFICER
Department/ Office : IRMCT/ARUSHA/REGISTRY/MARS
Location : ARUSHA
Posting Period : 15 April 2025-14 May 2025
Job Opening number : 25-IST-IRMCT/ARUSHA/REGISTRY/MARS-256634-R-ARUSHA (R)
Staffing Exercise : N/A

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

Org. Setting and Reporting

The position of Information Management Officer (Digital Archivist) is located in the Mechanism Archives and Records Section (MARS), Registry, Arusha Branch. Under the supervision of the Archivist, OIC MARS, the incumbent will be responsible for the management of the digital records of the International Residual Mechanism for Criminal Tribunals ("Mechanism") and the digital component of the archives of the International Criminal Tribunal for Rwanda ("ICTR") and the International Criminal Tribunal for the former Yugoslavia ("ICTY").

Responsibilities

Within delegated authority, the Information Management Officer (Digital Archivist), MARS, Arusha Branch will be responsible for the following duties:

- Lead the development and implementation of the Mechanism's digital preservation programme.
 - Research, analyse and evaluate new systems or tools for the management of digital archives, and make recommendations for their deployment.
 - Ensure that the Mechanism's digital repository is supported, maintained and managed in accordance with required standards.
 - Plan, organise, lead, monitor and evaluate work on ingest, curation and preservation of digital content, including digital forensic activities.
 - Plan, organise, lead, monitor and evaluate work on delivery of digital content to discovery and delivery platforms.

- Provides advisory services to Mechanism officials and staff on digital recordkeeping issues and practices on the management of digital archives, including: needs and business process

analysis; organization and maintenance of Mechanism information assets; digital records preservation and disposition; and the application of information management policies and procedures, with an emphasis on technological solutions.

- Researches, analyses and evaluates new applications of information technology to digital preservation, archives and records management and makes recommendations for their deployment.
- Plan, organise, monitor and evaluate digital recordkeeping improvement projects, contributing to feasibility studies, systems analysis, design, development and implementation and in the evaluation and testing of record-keeping application improvements and new systems; provides user support; develop and deliver digital recordkeeping training programmes for Mechanism staff.
- Develops detailed system and other functional specifications and standards from the recordkeeping perspective and user documentation for new digital recordkeeping and document management systems.
- Contribute to the development and implementation of strategies, policies and procedures for the management of the archives of the IRMCT, ICTR and ICTY and the provision of access to them. Implement strategies, policies and procedures, in collaboration with the Digital Archivist Hague Branch.
 - Plan, organise, lead, monitor and evaluate work on acquisition, accessioning, arrangement and description, storage, preservation and conservation of digital archives.
 - Plan, organise, lead, monitor and evaluate work on preparation and dissemination of finding aids for digital archives.
 - Advise on and recommend measures to enhance the accessibility of digital archives.
 - Advise on the determination of requests for access to digital archives. If access is approved, provide access, and information and assistance to requesters, in collaboration with the Associate Information Management Officer.
- Understands, keeps current with and applies digital preservation techniques and strategies for Mechanism records and in line with Mechanism Standards, policies, guidelines, manuals and the Secretary-General's Data Strategy.
- Manages Mechanism digital archives processing activities by overseeing adherence to digital preservation metadata, digital archival description and database standards; produces descriptive inventories; prepares mark-up of descriptive inventories for electronic dissemination; and makes recommendations regarding the planning and prioritisation of digital preservation and Mechanism description programme requirements.
- Participates in developing client outreach strategies and in their implementation. Conducts programmes of outreach and user education to improve client use of desktop information resources; uses judgement of relevant institutional needs to develop presentations appropriate to client audience; develops publicity materials to facilitate outreach.

- Assists in programme administration, including supervision of contractual employees and General Service staff, formulation of consultant contracts and subsequent implementation, development of the programme budget, etc.
- Contribute to the continuous improvement of the Section's operations and services by: keeping abreast of professional developments; supporting audits of the Section's work; participating in internal reviews of the Section's work, recommending improvements and implementing approved initiatives.
- Assist the Officer(s) in Charge (OiCs) Arusha and The Hague branches in planning, budgeting, procurement, finance, human resources or facilities management, as required.
- Performs other related duties, as required.

Competencies

Professionalism:

Demonstrable knowledge of recordkeeping theory and practice, and of established standards in records management and archives management. Demonstrable knowledge of current standards, best practices and trends in digital preservation and digital recordkeeping. Knowledge of electronic data maintenance, including appraisal, migration management; records preservation and description. Ability to conduct research and provide recommendations on information management trends. Ability to demonstrate conceptual, analytical and evaluative skills and conduct independent research and analysis, identifying and assessing issues, formulating options and making conclusions and recommendations. Able to analyze and interpret data in support of decision-making and convey resulting information to management. 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.

Teamwork: Works collaboratively with colleagues to achieve organizational 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 & Organizing: 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.

Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

Education

Advanced university degree (master's degree or equivalent) in archival, information science, records management, information management or related field. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Job Specific Qualifications

Work Experience

A minimum of five (5) years of progressively responsible experience in archives management, records management, information management or related area is required.

Experience of managing digital records and archives, including digital preservation, is desirable.

Experience with digital preservation system Preservica is desirable.

Experience of strict information security regimes is desirable.

Experience of Electronic Document and Record Management Systems (EDRMS) is desirable.

Experience in project management is desirable.

Working experience at international criminal courts, tribunals or investigative bodies/commissions is desirable.

Languages

English and French are the working languages of the Mechanism. For the post advertised, fluency in English is required. Working knowledge of French is desirable.

NOTE: Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by 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 Mechanism for International Criminal Tribunals.

*Appointment of the successful candidate to this position will be subject to budgetary approval. 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 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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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. 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.

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.