

# Audiovisual Contractor-Level B

Job Opening

**Job Opening ID:** 244439

**Job Network :** Information and Telecommunication Technology

**Job Family :** Information Management Systems and Technology

**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 develop, test and execute scripts, technologies and automated workflows for efficient preparation of audiovisual files and metadata for transfer into the Mechanism's digital preservation system and repository. Use of such scripts, technologies and automated workflows is expected to expedite the process, resulting in a significant increase in the volume of audiovisual records prepared and transferred.

## Work Location

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Remote or In person - The Hague

## Expected duration

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50 days to be worked over a period of 4 months.

## Duties and Responsibilities

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**Organizational Setting and Reporting:** This position is located in the Archives and Records Section of the Registry (MARS) of the International Residual Mechanism for Criminal Tribunals (IRMCT), at The Hague Branch. Under the supervision of the Audiovisual Archivist, MARS Hague, the incumbent will be responsible for supporting the implementation of strategies, policies and procedures for the management of digital audiovisual records and archives, and the provision of access to them in accordance with the Mechanism's information security and access regime. **Responsibilities:** Support acquisition, design, development, installation and use of information technology to manage and preserve the Mechanism's digital audiovisual records and to provide access to these records and archives. • Participate in defining requirements and preparing specifications. • Conduct research and prepare feasibility studies, comparative analyses and cost-risk-benefit analyses. • Monitor and analyse use, efficiency and effectiveness, and develop enhancements and new features. • Provide operational support, monitor performance and resolve problems. • Provide user support. • Maintain technical documentation. • Prepare user training materials and deliver training. • Collaborate with the Mechanism's information technology services providers to ensure data security and integrity. • Participate in preparing and implementing disaster recovery plans. Maintain up-to-date knowledge of the use of information technology to manage and preserve digital records and archives, and new developments. Provide recommendations and advice to the Archivists on the applicability of new technology or other measures to improve the management of the Mechanism's digital audiovisual records. Establish and

maintain effective working relationships with the Mechanism's information technology services providers. Perform other duties as required.

## Qualifications/special skills

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An advanced university degree (Master's degree, or equivalent) in computer science, information systems or related field is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two (2) additional years of relevant work experience may be accepted in lieu of the advanced university degree. A Minimum of two (2) years of progressively responsible experience in planning, design, development, implementation, maintenance and support of information technology systems or related area is required. Experience of programming languages, web technologies, basic systems testing and debugging techniques, database design and database queries is required. Experience of open-source tools used in audiovisual archiving is desirable. Experience of Electronic Document/Record Management Systems (EDRMS) is desirable. Experience in international tribunals or national courts is desirable. Experience of strict information security regimes is desirable.

## Languages

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English and French are the working languages of the Mechanism. For the position(s) advertised, fluency in English is required. Knowledge of French or Bosnian/Croatian/Serbian is desirable.

## Additional Information

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Fee for Service: The IC will be paid monthly at a daily rate equivalent to 300USD 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.