

United Nations International Residual Mechanism for Criminal Tribunals

Audiovisual Redactor/Editor FS-4

DEADLINE FOR APPLICATIONS	:	20 December 2019
DATE OF ISSUANCE	:	21 November 2019
OFFICE	:	Registry, Mechanism Archives & Records Section (MARS)
LOCATION	:	Arusha
JOB OPENING NUMBER	:	19-DOC-RMT-127096-R-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the Mechanism Archives and Records Section (MARS), Registry, of the IRMCT Arusha branch. The incumbent will work under the general supervision of the Archivist, Head of MARS, Arusha branch, and under the direct supervision of the Audiovisual Redaction Coordinator.

Responsibilities:

The Audiovisual Redactor will work in close collaboration with the Audiovisual Archivist and other relevant stakeholders within and outside MARS to ensure the long term preservation and enhance the accessibility of the records of the ICTR and Mechanism. The responsibilities will include:

- Reviewing all archival audiovisual recordings of the International Criminal Tribunal for Rwanda ("ICTR") courtroom proceedings to identify any sensitive information contained in the recordings. This includes closely reviewing all relevant judicial records, applying the established redaction procedures to the review process to ensure compliance with judicial orders and fully documenting the redaction process.
- Identifying the specific timecodes of confidential information from the English language versions of the digital copies of the audiovisual records using digital audiovisual editing software and asset management systems to create redacted versions of the audiovisual records.
- Working in close cooperation with the French and Kinyarwanda Language Specialists on the Audiovisual Redaction Team, ensuring the conformity of the redactions made in all language channels of the audiovisual recordings.
- Editing out confidential information and applying audio distortion, noise reduction and other approved signal enhancement processes using audiovisual editing software to produce the redacted audiovisual recordings.
- Integrating the redacted audiovisual files into the information management systems of MARS, and updating the metadata accordingly.
- Maintaining meticulous logs of all work completed and all redactions made and ensuring the integrity of the digital files.
- Other duties, such as the digitization and data integration of the audiovisual exhibits and other records held by MARS, as required.

Core Competencies:

- **Professionalism:** 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.
- **Teamwork –** Works collaboratively with colleagues to achieve organisational 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.
- **Technological Awareness –** Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

QUALIFICATIONS

Education:

High school diploma or equivalent. Additional qualifications or training in the fields of audiovisual production, archives and records management, or information management is desirable.

Work Experience:

Minimum of six (6) years of experience in the field of audiovisual archives management or audiovisual editing, recording or production or a related field is required. Familiarity with digital audiovisual formats and experience using professional audiovisual editing software is required. Experience in the redaction of legal material in an international judicial environment is desirable.

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Languages:

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

Assessment Method:

There may be a technical test followed by a competency-based interview.

Special Notice:

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. Appointment of the successful candidate on this position will be limited to the initial funding of the post. 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.

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.

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.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of *inspira* account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

HOW TO APPLY:

All applications must be submitted through the UN *inspira* portal. The Mechanism is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
