United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening (Duration until 30 September 2023)

Audiovisual Archives Assistant, G-5

DEADLINE FOR APPLICATIONS: 11 July 2023
DATE OF ISSUANCE: 05 July 2023
OFFICE: Registry/MARS
LOCATION: The Hague
JOB OPENING NUMBER: 2023/TJO/IRMCT/REG/MARS/143-GS

Organizational setting and Reporting:
This position is located in the Archives and Records Section, Registry. The incumbent will work under the supervision of the Officer-in-Charge MARS Hague branch.

Responsibilities:
The incumbent will be required to:
• Support audiovisual preservation strategies by assisting with the evaluation of audiovisual records and the identification of at-risk materials. Participate in development and implementation of preservation initiatives, digitization and migration programmes.
• Gather and analyses data and make recommendations for the development and implementation of policy instruments for the management of audiovisual records.
• Undertake quality control checks of audio and video recordings, and edit recordings as required.
• Support the provision of access to audiovisual records.
• Perform other duties 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
• Client Orientation – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.
• 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 qualification or training in audiovisual editing is highly desirable.

Experience: Minimum of five (5) years of experience in audiovisual archives management or audiovisual editing, recording or production. Knowledge of audiovisual archives and records management procedures including international and internationally recognized standards is required. Knowledge of audiovisual technologies, digitization and migration practices, and experience of working with professional grade equipment, is required. Familiarity with audiovisual analogue and digital audio and video formats, and experience using professional audiovisual editing software, is required. Ability to conduct research and make recommendations on audiovisual archival management trends is desirable.

Language: English and French are the working languages of the IRMCT. For the post advertised, fluency in written and spoken English is required. Working knowledge of Bosnian/Croatian/Serbian (BCS) is highly desirable. Working knowledge of French is an advantage.

Assessment Method:
Candidates will be assessed by a comparative matrix.
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HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:
1) Staff at the G-4 and G-5 level are eligible to apply.
2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the IRMCT website. Please submit all documents including the PHP, a cover letter, and the last two e-PAS's to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line.
3) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a candidate for the position. Please note that only shortlisted candidate(s) will be informed of the outcome.
4) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004.

NOTE FOR EXTERNAL CANDIDATES:
1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.irmct.org) and forward electronically along with a cover letter to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line.
Please note, CVs cannot be accepted.
2) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a candidate for the position. Please note that only shortlisted candidate(s) will be informed of the outcome.
3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004. Candidates who have passed the GGST or ASAT must provide evidence when submitting their application.
4) The appointment of the successful candidate will be on a local basis.

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 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.
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.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.