

Posting Title : SENIOR ARCHIVES ASSISTANT, G7
Job Code Title : SENIOR ARCHIVES ASSISTANT
Department/ Office : International Residual Mechanism for Criminal Tribunals
Location : THE HAGUE
Posting Period : 11 November 2024-10 December 2024
Job Opening number : 24-DOC-RMT-247234-R-THE HAGUE (R)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located in the Archives and Records Section, Registry. The incumbent will work under the direction of the OIC MARS, Hague, and support the Digital Archivists at both branches with operational planning and implementation of recordkeeping and preservation activities for digital records and archives.

Responsibilities

Assist the archivists in the development and implementation of policies and procedures for the management of IRMCT records.

Duties include the following.

- Undertake tasks related to creation, organization, indexing, storage, retention and disposal of records. Lead record-keeping improvement projects.
- Manage records centre operations. Provide records management services for client offices. Arrange transfers of inactive records from client offices to the Section's repositories. 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 physical retrievals and loans. Assist client offices with complex searches for records.
- Administer and manage the electronic recordkeeping systems. Manage user accounts and track the onboarding and separation of staff members for compliance with access permissions and user licenses. Maintain the systems ensuring that all workflows function properly including the email alert systems.
- Maintain the Section's physical 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.

- Implement Records Retention Schedules and other disposition instructions.
- Operate the Section's Service Desk, providing metrics for Mechanism reports and responding to audits.

- Assist the archivists in the development and implementation of policies and procedures for the management of the International Criminal Tribunals' Archives. Duties include the following.

- Support the acquisition, accessioning, arrangement and description, storage, preservation and conservation of archives.
- Prepare, package and ingest digital records and their metadata into the Mechanism's digital repository in compliance with relevant standards. Monitor ingested records, perform routine fixity checking and repair of compromised content.
- Provide technical input into the preparation and dissemination of finding aids for archives.
- Provide access to information about, and items in, the archives to Mechanism staff and external researchers.
- Assist with presentations and promotion of the archives.
- Supervise the work of junior staff.
- Perform other duties as required.

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NOTE - Physical Requirements: These responsibilities involve physical work including standing for prolonged periods, using safety steps, lifting and moving materials weighing up to 12 kg, and pushing trolleys with loads of up to 150 kg.

Competencies

- **Professionalism** – Sound knowledge of records management and preservation standards for physical and digital records and archives . 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

- **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.

- **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.

Education

High school diploma is required.

Job Specific Qualifications

A technical or vocational certificate in information management, records management, archives management or a related field is desirable.

Work Experience

Minimum of ten (10) years of experience in archives, records management, electronic record management or related areas is required. The minimum year of relevant experience is reduced to eight (8) years for candidates who possess a first-level university degree or higher.

Experience of deploying an Electronic Document and Records Management System (EDRMS) including configuring and maintaining access controls is desirable.

Experience with preparing packaging and ingesting records into a digital repository is desirable.

Experience working with metadata standards and schema in xml format is desirable.

Experience with UN International Criminal Tribunals is desirable.

Languages

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

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 International Residual Mechanism for Criminal Tribunals for one (1) year period. *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.