

Posting Title : Individual Contractor for publication of the ICTR, ICTY, and IRMCT 2024 Bibliography edition
Department/ Office : International Residual Mechanism for Criminal Tribunals
Location : Remote
Posting Period : 18 November 2024 - 1 December 2024
Job Opening number : 24-International Residual Mechanism for Criminal Tribunals-247718-Individual Contractor

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

Duties and Responsibilities

The International Residual Mechanism for Criminal Tribunals (IRMCT or "Mechanism") requires the services of an Individual Contractor to review, update, and prepare for publication of the ICTR, ICTY and IRMCT 2024 Bibliography edition. The Individual Contractor must have expertise and experience with the Tribunals and in the preparation of bibliographies.

The Individual Contractor will report to the Mechanism Digital Archivist for the Arusha branch.

In line with the United Nations Security Council Resolution 1966 on 22 December 2010 the Mechanism continues to maintain and promote the legacies of the two ad hoc UN Tribunals (ICTR and ICTY) through the publication of the Bibliography. The bibliography is intended to provide researchers of any discipline with one repository where they may easily access the substantial volume of publications and materials that relate to the work of the Mechanism, the ICTR and the ICTY. These records cover a wide range of topics, from the establishment of the ad hoc Tribunals and the Mechanism, the extraordinary contribution they have collectively made to the development of the norms of international justice, the reconciliation efforts in the countries where genocide and other core international crimes were committed, to the enduring collaborative relationship they have built with national courts, regional organizations and Member states.

The 2024 edition of the Bibliography on ICTR, ICTY and IRMCT will build upon previous published versions and have an updated reference list of peer-reviewed articles from periodicals and journals; books and book chapters; published and unpublished theses; comments and summaries on judicial cases; and papers from conferences and symposiums. The subject matter of the Bibliography will revolve around international law with special emphasis on the jurisprudence of the ICTR, ICTY and IRMCT.

Deliverables

1. The Individual Contractor will review, update, and prepare for publication of the ICTR,

ICTY and IRMCT 2024 Bibliography edition with support from Mechanism staff. This includes, but is not limited to the following activities:

- Review, update, and prepare an updated reference list of peer-reviewed articles from periodicals and journals; books and book chapters; published and unpublished theses; comments and summaries on judicial cases; and papers from conferences and symposiums for the 2024 Bibliography on ICTR, ICTY and IRMCT.
- Produce a completed and updated 2024 Bibliography on ICTR, ICTY and IRMCT that will be ready for publication.

1.1 Produce a completed and updated 2024 Bibliography on ICTR, ICTY and IRMCT

The services required of the Individual Contractor include the following:

- Provide a clear and structured plan for preparing the 2024 edition of the Bibliography on ICTR, ICTY and IRMCT showing all anticipated activities, their timelines including risk assessment and mitigation. The preparatory work to completion of the bibliography, should be estimated by the Individual Contractor and be spread over the period from date of award to 31 December 2025.
- In close liaison with Mechanism staff, conduct a thorough and detailed assessment of the previous versions of the Bibliography on ICTR, ICTY and IRMCT.
- Search relevant sources (Publisher's databases, online databases, online library catalogues, online journals and reviews, etc) and identify new references to include in the edition 2024 (titles of books and book chapters, articles from Journals, published and unpublished theses, conferences, comments and notes).
- Prepare the formatting to integrate new references into the previous version and generating indexes (Author, titles...).
- Request for ISBN, Bar Code and UN sales number for the 2024 to the UN Publishing Section in NY.
- Prepare Artwork for the 2024 publication.
- Prepare draft introduction and translation for the Bibliography in French to be reviewed by the Mechanism legal team.
- Prepare a soft copy of the 2024 bibliography on ICTR, ICTY and IRMCT for publication as a UN publication document.

Work Location

Remote

Expected duration

60 days within a 3 month period

Result of Service

Produce a completed and updated 2024 Bibliography on ICTR, ICTY and IRMCT that will be

ready for publication.

Qualifications/special skills

Advanced university degree (master's degree or equivalent) in library science, information science or related field is required.

A minimum of five (5) years of progressively responsible experience in planning, design, development, research, and preparing Bibliographies for publication is required.

Previous experience of preparing and publishing Bibliographies of the ICTR, ICTY and IRMCT is desirable.

Working experience in UN International Criminal Tribunals is desirable.

Experience with preparing graphic designs for Bibliographies is desirable.

Language

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

Additional Information

Project Management:

The Individual Contractor will be the Project Manager for preparing the 2024 Bibliography on ICTR, ICTY and IRMCT and create all work packages. The Mechanism Digital Archivist for the Arusha branch will be the focal point working with the Individual Contractor. S/he will:

- brief the Individual Contractor and provide relevant Mechanism information and documents.
- support the Individual Contractor's work and monitor progress; and
- review and approve all deliverables.

Confidentiality:

Any and all documents, correspondence and information, compiled or otherwise acquired by the Individual Contractor in the performance of preparing the 2024 Bibliography on ICTR, ICTY and IRMCT shall be treated as strictly confidential. The Individual Contractor shall not disclose or discuss any such documents, correspondence and information with third parties without the knowledge and prior written consent of the Mechanism's Focal Point.

Total Remuneration: The IC will be paid monthly at a daily rate equivalent to 400USD per working day.

United Nations Considerations

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.

As per UN policy, Consultants and Individual Contractors may not apply for or be appointed to any position in the Professional or above categories and for positions at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most recent service. This restriction does not apply to associate experts (Junior Professional Officers) appointed under the Staff Rules.

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.