

United Nations International Residual Mechanism for Criminal Tribunals

Call for Interest

Individual Contractor – Expert for Conservation of Physical Archives

DEADLINE FOR APPLICATIONS	: 30 July 2024
DATE OF ISSUANCE	: 05 August 2024
OFFICE	: Mechanism Archives and Records Section
LOCATION	: Arusha
JOB OPENING NUMBER	: 2024/IRMCT/REG/MARS-A/009-IC

Organizational setting and Reporting:

The International Residual Mechanism for Criminal Tribunals (“Mechanism” or “IRMCT”) Archives and Records Section (“MARS”) requires the services of an individual contractor to provide a detailed assessment of conservation needs of physical artefacts and records, in various formats and media, in the Arusha based archives of the Mechanism and provide treatment of selected items, as well as provide practical training in archival conservation best practices.

Terms of Reference for Individual Contractor:

A) Background & Context

Under the guiding principles of Article 27 of the Statute of the Mechanism, the Mechanism is responsible for the management, including preservation and access, of the archives of the International Criminal Tribunal for Rwanda (“ICTR”), the International Criminal Tribunal for the former Yugoslavia (“ICTY”) and the Mechanism itself (“The Archives”). The Archives of the Mechanism comprise the judicial case records, records relating to the judicial process that are not part of the case records, and administrative records, in a variety of media and formats.

To ensure compliance with Article 27 of the Statute, the Mechanism Archives Records Section (MARS) proposes to conduct conservation and treatment of physical artefacts and records to ensure that the condition of any “at-risk” physical objects in the archives are addressed at an early stage, to prevent loss or further deterioration hence ensuring the longevity and integrity of these valuable records. Furthermore, MARS proposes enhancing in-house skills and knowledge in the area of conservation of archives through training, thereby allowing for more self-reliance in future endeavours to preserve the archives over time.

B) Requirements

The Mechanism requires the services of an individual contractor to carryout conservation assessment and treatment of at-risk physical material, support the enhancement of in-house knowledge of and the application of best practice in archival conservation through the facilitation of training sessions and prepare an assessment report of the at-risk physical materials in its Arusha branch.

B.1) Deliverables

B.2) Conduct a detailed conservation assessment of selected physical materials from the archives:

- Assess the potential bio-hazard artefact and propose a way forward on its long-term retention as a physical item (exhibit) and recommend/implement a treatment option.
- Conduct a detailed assessment on selected physical items from the archives and prepare a report. These items will include documents, maps, photographs and artefacts in a variety of materials such as textile, metal, wood, plaster, ceramic, framed glass, plastic and paper.
- Recommend remedial actions or interventions in cases where deficiencies exist or potentially will develop in future in terms of conservation needs for any given item.

B.3) Provide conservation training to MARS staff

The individual contractor will provide expert advice, with appropriate support from Mechanism staff, the following activities:

- Review existing conservation skill levels of MARS staff prior to arrival to present the training.
 - Prepare a detailed programme for face-to-face training in Arusha. This will include detailed handouts and background materials for training participants.
 - Deliver training which will include a brief research component whereby all participating staff will be expected to research a given subject and report back to the group during the training sessions.
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United Nations International Residual Mechanism for Criminal Tribunals

- d) Deliver training which will be over a period of at least five days sessions but final schedule to be determined between the individual contractor trainer and the MARS project manager.

C) Project Management

The Mechanism's OIC MARS, in Arusha, will be the Mechanism's Focal Point for this activity. They will:

- Brief the individual contractor and provide relevant Mechanism information and documents;
- Arrange the necessary access to Mechanism systems for the individual contractor;
- Guide the individual contractor's work and monitor progress; and
- Review and approve all deliverables.

The individual contractor will develop an overall approach and plan, including timelines for each deliverable listed under Section B.1 and provide written progress reports and oral briefings to the Mechanism's Project Manager as required throughout the assignment.

D) Confidentiality

Any and all documents, correspondence and information, compiled or otherwise acquired by the individual contractor in the performance of the work 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 Project Manager.

Work Location:

The individual contractor will work primarily on-site at the premises of the Mechanism in Arusha, Tanzania. Prior to arrival they shall communicate with OIC MARS, in Arusha by email, telephone, and/or videoconference. S/he must be able to participate in meetings during normal working hours of the Mechanism (East Africa time).

Duration and Timing

This position is for a period of up to 30 working days. Actual number of days to be spent in Arusha to be determined. Finalization of conservation assessment report can be undertaken remotely. The individual contractor must be available to start work at the beginning of the last quarter of 2024 at an agreed time that suits all parties.

Qualifications/ special skills:

Education:

Advanced university degree (master's degree or equivalent) in archival science, information science, records management, or a related field is required.

A first level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Experience:

Minimum of (5) five years of progressively responsible experience in archives management, records management or information management, and conservation is required.

Experience in providing training in the field of conservation in institutional archives, in line with professional standards, and provision of conservation assessment, is required.

Practical experience of, and expertise in, the field of cultural institution conservation practices including documented track record of training and practical application of international conservation standards in a cultural institution is required.

Experience of strict information security regimes is desirable.

Experience in project management 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.

Fee for Service

\$400 per day.

Travel:

If the candidate is selected from outside of the duty station, the travel costs will be covered by the organization.

United Nations International Residual Mechanism for Criminal Tribunals

Special Notice:

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. Granting of a contract to the successful candidate on this CIC position will be limited to the availability of funding. Extension of the contract is subject to the extension of the mandate and/or the availability of funds. This is not a staff position. As the international tribunals are not integrated in the Secretariat, there is no expectation of service or reassignment within the United Nations Secretariat. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs personnel 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.

How to Apply

Qualified candidates who are able to work on short notice in Arusha, Tanzania, are invited to submit their application and their UN Personal History Form (PHP), to recruitmentR@un.org in-box quoting the Reference No. 2024/IRMCT/REG/MARS-A/009-IC in the subject line. PHP templates can be found at <https://www.irmct.org/en/recruitment>.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON THE DEADLINE DATE
APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.**

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.
