

# Call for Interest - Individual Contractor - Expert to Support Archival Arrangement and Description

Job Opening

**Job Opening ID:** 264662

**Job Network :** -

**Job Family :** IMA

**Category and Level :** Consultants, CON

**Duty Station :** THE HAGUE

**Department/Office :** International Residual Mechanism for Criminal Tribunals

**Date Posted :** Sep 22, 2025

**Deadline :** Oct 5, 2025

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## Result of Service

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A minimum of 600 new archival descriptions will be added to the Mechanism's Archival Collection Management System and of those the public entries will be pushed to the online catalogue on the website.

## Work Location

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The contractor will work off-site, communicating with Mechanism staff by email, telephone, and Teams. They must be able to participate in meetings during normal working hours of the Mechanism and, will have remote access to Mechanism content and Information Technology systems, only as provided under Section C.

## Expected duration

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This position is for an initial period of 20 days, on a six-month contract, with the possibility of extension, subject to performance and budgetary resources. The contractor must be available to start work immediately.

## Duties and Responsibilities

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**Organizational setting and Reporting:** The Individual Contractor will be working in the Archives and Records of the International Residual Mechanism for Criminal Tribunals (IRMCT). The incumbent will work under the general supervision of the OIC MARS The Hague Branch. Only shortlisted candidates will be contacted for an interview. The selected candidate will be offered a six (6) month contract as an Individual Contractor. **Terms of Reference for the Contractor:** The International Residual Mechanism for Criminal Tribunals ("Mechanism" or "IRMCT") requires the services of an expert contractor to support arrangement and description of the archives of the International Criminal Tribunal for Rwanda ("ICTR"), the International Criminal Tribunal for the former Yugoslavia ("ICTY") and the Mechanism itself. **A) Background & Context** The Mechanism is responsible for the management, including preservation and access, of the archives of the ICTR, ICTY and the Mechanism

(“The Archives”). The Archives 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. For intellectual control of the Archives, the Mechanism purchased and implemented an Archival Collection Management System (ACMS) where archival descriptions are being created and managed, following international standards. To increase public knowledge about, and use of, the Archives, the Mechanism launched a public online catalogue. The work of creating descriptions of ICTR, ICTY and Mechanism records, or groups of records, in the ACMS is ongoing. The newly created descriptions are regularly added to the public online catalogue. B) Requirements The Mechanism requires the services of an expert contractor to support the creation of archival descriptions and, as appropriate, publish those descriptions to its public online catalogue. The contractor must have experience of, and expertise in, arrangement and description of institutional archives. B.1) Deliverables The contractor will work independently, with required support of Mechanism staff, to perform the following activities: B.1.1) Create archival descriptions in the ACMS. □ Create new descriptions for ICTR, ICTY and Mechanism archives, in line with the existing Mechanism Arrangement and Description (“A&D”) Road Map, and as agreed with the Project Manager. □ Review new descriptions in the ACMS and; o standardise language, where required. Entries ought to read as though they were all written by one person. o ensure that they include the correct security classification and a clear indication of the access conditions for the records. o as appropriate, and in consultation with the Project Manager, mark those which are suitable for release to the public online catalogue. B.1.2) As needed, train Mechanism staff to create archival descriptions. Assign A&D work packages to the staff. In consultation with the Project Manager, assess and guide the staff in this work. C) Project Management The OIC MARS The Hague Branch, will be the Mechanism’s Project Manager for this activity. She will: □ brief the contractor and provide relevant Mechanism information and documents; □ arrange the necessary access to Mechanism systems for the contractor; □ guide the contractor’s work and monitor progress; and □ review and approve all deliverables. In consultation with the Project Manager, the contractor will develop a six-month plan for producing the deliverables listed under Section B.1 and provide progress reports and brief the Mechanism’s Project Manager as required throughout the assignment. D) Confidentiality All documents, correspondence and information, compiled or otherwise acquired by the contractor in the performance of the work shall be treated as strictly confidential. The contractor shall not disclose or discuss the documents, correspondence and information with third parties without the knowledge and prior written consent of the Mechanism's Project Manager.

## Qualifications/special skills

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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 years of qualifying work experience may be accepted in lieu of the advanced university degree. Minimum of five years of progressively responsible experience in archives management, records management or information management is required. Experience in arrangement and description of institutional archives, in line with professional standards, e.g. ISAD(G), and online archive catalogues and finding aids, is required. Experience with the Axiell Collections management system is required. Experience of strict information security regimes is desirable. Experience with international courts or tribunals is desirable. Experience in project management is desirable.

## Languages

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

## Additional Information

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Fee for Service: Range of \$430 to \$650 per day depending upon experience.

## No Fee

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