

Posting Title : INTERN - Mechanism Archives and Records Section,  
Arusha, I  
Job Code Title : INTERN - INFORMATION MANAGEMENT  
Department/ Office : International Residual Mechanism for Criminal Tribunals  
Location : ARUSHA  
Posting Period : 28 August 2019-26 August 2020  
Job Opening number : 19-DOC-RMT-117032-J-ARUSHA (O)  
Staffing Exercise : N/A

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

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### **Org .Setting And Reporting**

The International Residual Mechanism for Criminal Tribunals (Mechanism) is a body of the United Nations established in 2010 to carry out a number of essential functions of the International Criminal Tribunal for Rwanda (ICTR) and the International Criminal Tribunal for the former Yugoslavia (ICTY), after the completion of their respective mandates. The Mechanism is comprised of two branches. One branch covers functions inherited from the ICTR and is located in Arusha, Tanzania. The other branch is located in The Hague and inherited functions from the ICTY.

General information on the Mechanism internship program may be found on the Mechanism website's internship page, <http://www.unirmct.org/en/recruitment/internship-programme>, which includes:

- Programme Guidelines;
- Application Procedures;
- Terms and conditions of the Mechanism Internship Programme;
- Internships in Context.

Candidates applying for an internship with MARS Arusha should follow all requirements published on the Mechanism website as indicated above or email to MARS Arusha ([marsarusha@un.org](mailto:marsarusha@un.org)) for more clarifications.

This position is located in the Archives and Records Section of the International Residual Mechanism for Criminal Tribunals in Arusha. It is under the supervision and direction of an Archivist.

A Mechanism internship is unpaid and full-time. Core working hours for interns are Monday to Thursday from 8:30 a.m. to 5:30 p.m. and Friday from 8:30 a.m. to 2:00 p.m. Interns work under the supervision of a staff member in the office to which they are assigned. The duration

of a Mechanism internship can range from a minimum of three months to a maximum of six months, according to the needs of the intern's assigned office.

## **Responsibilities**

Interns within MARS will have the opportunity to work on a variety of programmes and projects centred on archival and records management activities. Depending on the individual's background, interest and the needs of the office, tasks may include the following:

- Assisting in developing outreach and advocacy products.
- Creation of Finding Aids for Tribunal Archives.
- Records management tasks (physical or digital).
- Assisting with preservation of physical records.
- Assisting with preservation of digital records.
- Assisting with digitisation and quality control review of audiovisual records.

## **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.
- Communication – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.
- Teamwork – Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- 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**

Candidates for an internship in MARS are required to be enrolled in, or have completed in the last 12 months, a relevant diploma/degree programme in archives, records management or

information management. Applicants must be computer literate in standard software applications.

### **Work Experience**

Applicants are not required to have professional work experience for participating in the programme, and must be at least 18 years old. Previous experience in an archive or information management work environment is an asset.

### **Languages**

English and French are the working languages of the Mechanism. Fluency in oral and written English is required. Knowledge of French and/ or Kiswahili / Kinyarwanda is an asset.

### **Assessment**

Short-listed candidates may be contacted by the hiring team directly if further information is needed during the review of their application. Due to the high volume of applications received, candidates who have not been short-listed will not be contacted.

### **Special Notice**

A complete online application including ALL of the documents listed below is required. Please note that documents may only be in English or French, and that incomplete applications will not be reviewed. Applicants must attach ALL of the following documents to each UN Careers portal application submitted via <https://inspira.un.org>: 1. Completed Mechanism Intern Acceptance and Undertaking; 2. Two (2) letters of recommendation; 3. Copies of university transcripts (including courses taken and grades received). Please list the dates you are available in the cover letter on your application and indicate whether you would be interested in internships in other sections of the Mechanism.

Please contact us at [irmct-internships-arusha@un.org](mailto:irmct-internships-arusha@un.org) if you have any problems uploading these documents.

### **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.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side 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.