

United Nations International Residual Mechanism for Criminal Tribunals

Associate Information Management Officer, P-2

DEADLINE FOR APPLICATIONS	:	03 April 2024
DATE OF ISSUANCE	:	05 March 2024
OFFICE	:	Registry / Archives and Records Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	24-IST-RMT-229431-R-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the Archives and Records Section of the Registry of the International Residual Mechanism for Criminal Tribunals, Arusha Branch. Under the supervision of the Archivist, the incumbent will be responsible for supporting the implementation of strategies, policies and procedures for the management of physical records and archives, and the provision of access to them in accordance with the Mechanism's information security and access regime.

Responsibilities:

- Provides electronic record keeping support and advice to records-creating offices by advising on electronic record keeping system standards and compliance; supports the digital records accessioning process; conducts induction and separation briefings; provides training in the use of metadata standards for the capture, maintenance and accessioning of physical/digital archives; and manages system upgrades and migration for digital archives databases.
- Supervises and undertakes disposition functions, including records appraisal, by liaising with records-creating offices on the transfer and/or disposal of records and analysing and evaluating records for evidential and informational value in support of records appraisal.
- Supports the implementation of policies, processes, and systems for preservation of physical archives. Assists in the management of MARS physical records repositories at the Arusha Branch. Undertakes preservation tasks, provides input to disaster preparedness, response and recovery for physical records and archives at the Arusha Branch.
- Supervises and undertakes archival processing activities by producing descriptive inventories; prepares mark-up of inventories for electronic dissemination; and monitors adherence to description, database, and preservation standards.
- Performs and supervises reference functions; receive and respond to requests for access in accordance with the Mechanism's Access Policy. Includes registering requests and tracking the process of considering and determining requests, advising internal and external users on holdings and accessibility, and assisting in the administration of access and declassification activities.
- Provides user support and training of the Electronic Document Records Management System (EDRMS)
- Performs other related duties, as required.

Core Competencies:

Professionalism – Knowledge of information management and record keeping in electronic media. Ability to provide maintenance and disposition of records, including appraisal and migration management; records preservation and description; and research practices. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

QUALIFICATIONS

Education:

Advanced university degree (Master's degree or equivalent) in archival, information science, information systems, social science or 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.

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Experience:

A minimum of two (2) years of progressively responsible experience in archives management, records keeping, library sciences, information management or related area is required.

Experience in working with records in both physical and digital format is required.
Experience of the Electronic Document and Records Management System (EDRMS) is desirable.
Experience of Archival Collection Management Systems (ACMS) is desirable.
Experience of strict information security regimes is desirable.
Experience in international tribunals or national courts 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. Working knowledge of French is desirable.

Assessment Method:

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. Appointment of the successful candidate on this position will be limited to the initial funding of the post. 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.

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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.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
