

United Nations International Residual Mechanism for Criminal Tribunals

Call for Interest

Individual Contractor –Record Assistant (multiple positions)

DEADLINE FOR APPLICATIONS : 01 October 2023
DATE OF ISSUANCE : 25 September 2023
OFFICE : Registry/Administration
LOCATION : The Hague
JOB OPENING NUMBER : 2023/IRMCT/REG/MARS/052-IC

This position is subject to local recruitment. Applicants for positions of individual Contractor must be authorized to work in the duty station where the position is located.

Organizational setting and Reporting:

The Individual Contractor will be working in the Administration division of Registry under the supervision of the Mechanism Archives and Records Section (MARS) of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Hague branch.

Only shortlisted candidates will be contacted. The selected candidate will be offered a contract as an Individual Contractor.

Work Location:

The Hague

Expected duration:

2.5 months (working 5 days a week).

Duties and Responsibilities:

- Support the implementation of Records Disposition Projects for physical and digital records.
- Undertake tasks related to organisation, indexing, storage, retention and disposal of records. The work may also include renaming files, initiating and submitting consignments/transfers by using the Records Transfer System, migrating files from the network shares into the Electronic Document and Records Management System (EDRMS) etc.
- Arrange and assist with transfers of digital / physical records from Administration Offices to the Mechanism Archives and Records Section (MARS) repositories, ensuring that required standards for packing and listing the records are met as per the direction of the MARS archivists.
- Maintain complete and accurate records of the disposition of records.

Qualifications/ special skills:

Education:

High school diploma or equivalent is required.

Experience:

Minimum of 3 years of clerical/administrative experience is required.

The minimum year of relevant experience is reduced by two (2) years for candidates who possess a first level University degree.

Language:

English and French are the working languages of the IRMCT. For this position, fluency in English is required.

Fee for Service:

The IC will be paid monthly at an hourly rate equivalent to the GS4 salary grade for The Hague, The Netherlands.

Approximately €34.45 per hour.

Special Notice:

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. Granting of a contract to the successful candidate on this IC 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.

United Nations International Residual Mechanism for Criminal Tribunals

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 The Hague, Netherlands, are invited to submit their application and their UN Personal History Form (PHP), to recruitmentR@un.org in-box quoting the Reference No. 2023/IRMCT/REG/MARS/052-IC in the subject line.

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.
