International Residual Mechanism for Criminal Tribunals

Archivist, P-3 - Arusha (3 posts)

DEADLINE FOR APPLICATIONS : 18 June 2012
DATE OF Issuance : 19 May 2012
OFFICE : Registry/Archives and Records Section
JOB OPENING NUMBER : 12-IMA-RMT-23952-R-ARUSHA (R)

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

Organizational setting and Reporting:
The positions of Archivist, Digital Archivist, and Audiovisual Archivist are located in the Archives and Records Section, Arusha Branch, Registry. Under the supervision of the Chief Archivist / Deputy Chief Archivist, the incumbents will be responsible for the management of specific components of the records of the International Residual Mechanism for Criminal Tribunals (Mechanism) and of the International Criminal Tribunals (ICT) Archives.

Please specify in your application cover letter which of the three positions you are interested in.

Responsibilities:

- Contribute to the development of strategies, policies and procedures for the management of Mechanism records. Implement strategies, policies and procedures, in collaboration with the other archivists.
  - Advise Mechanism officials and staff on recordkeeping issues and practices.
  - Participate in recordkeeping improvement projects, contributing to feasibility studies, analysis, design, development and implementation and assisting with recruitment/procurement of specialist skills or materials.
  - Contribute to the development and delivery of recordkeeping training programmes for Mechanism staff.

- Contribute to the development and implementation of strategies, policies and procedures for the management of the ICT Archives and the provision of access to them. Implement strategies, policies and procedures, in collaboration with the other archivists and the Associate Research Officer.
  - Plan, organise, lead, monitor and evaluate work on acquisition, accessioning, arrangement and description, storage, preservation and conservation of archives.
  - Plan, organise, lead, monitor and evaluate work on preparation and dissemination of finding aids for archives.
  - Research, analyze and evaluate new systems or tools for the management of archives, and make recommendations for their deployment.
  - Advise on and recommend measures to enhance the accessibility of archives.
  - Advise on the determination of requests for access to archives. If access is approved, provide access, and information and assistance to requesters, in collaboration with the Associate Research Officer.
  - Assist the Chief Archivist / Deputy Chief Archivist in advocacy and outreach programmes. Conduct research and prepare presentation and publicity material.

- Contribute to the management of the Section’s records repositories.
  - Ensure that repositories are maintained and managed in accordance with required standards.
  - Manage the transfer of records and archives from client offices to the Section’s repositories.
  - Manage the deaccessioning and disposition of records and archives, in accordance with established policies or instructions from client offices.

- Participate in the implementation of the International Criminal Tribunals’ information security and access regime. Liaise with client offices regarding information security classification, and implement decisions on classification/declassification, in collaboration with the relevant legal officer and Associate Research Officer.

- Contribute to the development and implementation of the Section’s plans for disaster preparedness, response and recovery.

- Supervise, guide and train support staff. Supervise the work of contractors and consultants.

- Contribute to the continuous improvement of the Section’s operations and services by: keeping abreast of professional developments; supporting audits of the Section’s work; participating in internal reviews of the Section’s work, recommending improvements and implementing approved initiatives.

- Assist the Chief Archivist / Deputy Chief Archivist in planning, budgeting, procurement, finance, human resources or facilities management, as required.

- Perform other duties as required.
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Core Competencies

- **Professionalism** – Demonstrable knowledge of recordkeeping theory and practice, and of established standards in records management and archives management. Ability to apply knowledge in specific organisational contexts. Ability to advise on recordkeeping based on analysis of organisational objectives. Demonstrable conceptual, analytical and evaluative skills. Ability to conduct research and analysis, and formulate and present recommendations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. 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.

- **Creativity** – Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

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**QUALIFICATIONS**

**Education:**
Advanced university degree in archival science, records management, information management or related field. A first level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

**Work Experience:**
Minimum of five years of progressively responsible experience in archives management, records management or information management. Experience of strict information security regimes is highly desirable. Experience in international tribunals or national courts is desirable. Experience in project management is an asset.
For the position of Archivist, experience of managing physical records in a variety of media and formats, including artefacts, is required. For the position of Digital Archivist, experience of managing digital records is required. For the position of Audiovisual Archivist, experience of managing audiovisual records, including digital formats, is required.

**Languages:**
English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of French is an asset.

**Assessment Method:**
There may be an interview which will comprise a competency-based interview component. There may also be a technical test.

**Special Notice:**
The appointment is limited to the Mechanism. 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.

**No Fee:**
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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.

United Nations Considerations
The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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 http://careers.un.org