



# *International Criminal Tribunal for the former Yugoslavia*

## Archives Assistant, G-5 (2 posts)

DEADLINE FOR APPLICATIONS	:	20 January 2016
DATE OF ISSUANCE	:	21 December 2015
OFFICE	:	Registry/Court Support Services Section
JOB OPENING NUMBER	:	2015/ICTY/REG/CSSS/17-GS

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

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### Organizational setting and Reporting:

This position is located in the Court Support Services Section of the Registry of the International Criminal Tribunal for the former Yugoslavia ("ICTY" or "Tribunal"). The incumbent will work under the supervision of the Chief Archivist of the Mechanism for International Criminal Tribunals ("Mechanism").

### Responsibilities:

- Support the work of the archivists by assisting in the development and implementation of policies and procedures for the disposition of ICTY records before the closure of the Tribunal. Duties may include any or all of the following:
  - Support the development and implementation of the ICTY Records Disposition Projects for physical and digital records. Undertake tasks related to organisation, indexing, storage, retention and disposal of records. Provide records storage and retrieval services for client offices. Arrange and assist with transfers of records from client offices to Mechanism Archives and Records Section (MARS) repositories. Process consignments of transferred records, ensuring that they meet required standards and are stored securely, under the direction of the archivists. Maintain records of records transfers. Retrieve/return/update records on request of client offices. Maintain records of retrievals and loans. Assist client offices with complex searches for records. Maintain repositories in good order. Undertake environmental monitoring checks. Monitor use of space. Implement security controls. Maintain logs, registers and other records of records transfer and destruction activities. Maintain stocks of specialist recordkeeping supplies and issue them to client offices on request. Implement Records Retention Schedules and other disposition instructions.
- Support the work of the archivists by assisting in the development and implementation of policies and procedures for the management of the ICTY Archives. Duties may include any of all of the following:
  - Support the acquisition, accessioning, arrangement and description, storage, preservation and conservation of archives. Assist with preparation and dissemination of finding aids for archives. Assist in the provision of access to archives, and the provision of information and support to researchers. Assist with preparation of presentation and publicity materials. Support reference services by drafting routine responses to written enquiries, for approval by the archivists.
- Perform other duties as required.

### Core Competencies:

- Professionalism – Knowledge of UN records and archives policies, procedures and practices. 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.
  - 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.
  - Technological Awareness – Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
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## QUALIFICATIONS

<b><u>Education:</u></b>	High school diploma or equivalent. Additional qualification or training in records management or archives management is desirable.
<b><u>Experience:</u></b>	Minimum of five (5) years of archives and records management experience. Experience of using computer technology is required. Experience of working with both physical and digital records is highly desirable. Experience of HP TRIM software is desirable.
<b><u>Language:</u></b>	English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English is required.

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## ASSESSMENT METHOD

There may be a technical test followed by a competency-based interview.

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## NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the ICTY Internal Application Form and UN Personal History Profile (PHP) form obtainable via the TRIBUNET or ICTY website. Please submit all documents including the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the [recruitment@icty.org](mailto:recruitment@icty.org) in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the Global General Services Test (GGST) as per OHRM instructions.

## NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website ([www.icty.org](http://www.icty.org)) and forward electronically AS ONE DOCUMENT to the [recruitment@icty.org](mailto:recruitment@icty.org) in-box. Please indicate the job opening number in the subject line.
- 2) Applicants may have to sit the Global General Services Test (GGST) as per OHRM instructions.

## 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.

<p><b>Special Notice:</b> Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis.</p>
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**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED.**

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