



International Criminal Tribunal for the former Yugoslavia

Associate Audiovisual Archivist, P-2

DEADLINE FOR APPLICATIONS	:	22 January 2016
DATE OF ISSUANCE	:	23 December 2015
OFFICE	:	Registry/Court Support Services Section
JOB OPENING NUMBER	:	15-IMA-ICTY-52975-R-THE HAGUE (R)

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

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 preservation of, and the provision of access to, ICTY records and archives with an emphasis on the management and digitization of audiovisual materials.
- Research, analyse and evaluate existing and emerging preservation techniques and strategies for audiovisual records and make recommendations for their deployment.
- Participate in the development of policies, standards and procedures for the management of audiovisual records.
- Assist in managing audiovisual records digitization activities by overseeing adherence to preservation, description, information security, metadata and database standards.
- Assist in managing projects to digitize ICTY audiovisual records, including judicial records.
 - Audit and prepare records for digitization.
 - Liaise with Tribunal offices to ensure compliance with ICTY and Mechanism standards and other requirements.
 - Manage quality control of digitization work.
 - Supervise the work of junior staff involved in digitization projects.
- Oversee the day to day management of the audiovisual records including monitoring environmental conditions and adherence to appropriate handling and preservation requirements.
- Provide audiovisual records expertise and guidance within the ICTY and the Mechanism, as required.
- Prepare reports, statistics and other analyses relating to the activities described above.
- Perform other duties as required.

Core Competencies:

- Professionalism – Demonstrable knowledge of audiovisual recording processes in a professional environment. Ability to advise on recordkeeping based on analysis of organisational objectives. Demonstrable conceptual, analytical and evaluative skills in audio and video signal analysis. 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.
- Planning and Organising – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- 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.

QUALIFICATIONS:

Education:

Advanced university degree in information management or related field.

Experience:

Minimum of two (2) years of progressively responsible experience in archives management, records management, information management or related area. Experience of managing audiovisual records and archives is required. Knowledge of analogue and



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digital audiovisual formats and workflows is required. Experience with audiovisual editing software is required. Experience of strict information security regimes is desirable.

Language:

English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English is required. Working knowledge of French or Bosnian/Croatian/Serbian (BCS) is an advantage.

Assessment Method:

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

The appointment is limited to the International Criminal Tribunal for the former Yugoslavia. 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 Criminal Tribunal for the former Yugoslavia is 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:

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

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, Inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of Inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The ICTY 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>

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.
