

United Nations Mechanism for International Criminal Tribunals

Archives Assistant, FS-4 (Arusha)

DEADLINE FOR APPLICATIONS	:	15 September 2017
DATE OF ISSUANCE	:	17 August 2017
OFFICE	:	Registry/Archives and Records Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	17-DOC-RMT-83573-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 Mechanism for International Criminal Tribunals, Arusha Branch. Under the supervision of the Head of MARS Arusha, the incumbent will be responsible for supporting the work of the Archivists in the management of the records and archives management by the Mechanism for International Criminal Tribunals.

Responsibilities:

- Undertake tasks related to the accessioning, arrangement and description, storage, preservation and conservation, and accessibility of the archives and records managed by MARS Arusha: Provide records storage and retrieval services for client offices.
- Arrange transfers of records from client offices to the Section's 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 stocks of specialist recordkeeping supplies and issue them to client offices on request.
- Implement Records Retention Schedules and other disposition instructions.
- Maintain the Section's repositories in good order.
- Undertake environmental monitoring checks. Monitor use of space.
- Implement security controls.
- Maintain logs, registers and other records of repository management activities.
- Support the work of the archivists by assisting in the development and implementation of policies and procedures for the management of the 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 the development and implementation of recordkeeping improvement projects.
- Perform other duties as required.

Core Competencies:

- **Professionalism** – 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.
 - **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;
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foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

QUALIFICATIONS

Education:

High school diploma or equivalent. Completion of a training or educational programme in archives and records management or a related field is desirable.

Work Experience:

Minimum of six years of progressively responsible experience in archives management, records management, information management or related area is required. Experience in working with records in both physical and digital format is highly desirable. Experience in international organizations or international tribunals or national courts is desirable.

Languages:

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:

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

Special Notice:

The appointment is limited to the Mechanism for International 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.

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.

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 Mechanism for International Criminal Tribunals 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>

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