

United Nations Mechanism for International Criminal Tribunals

Appointment of the successful candidate to this position will be subject to budgetary approval

Judicial Records Assistant, G-5

DEADLINE FOR APPLICATIONS	:	05 October 2017
DATE OF ISSUANCE	:	06 September 2017
OFFICE	:	Registry/Judicial Records Unit
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2017/MICT/REG/JRU/026-GS

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

Organizational setting and Reporting:

This position is located in the Judicial Records Unit of the Registry of the Mechanism for International Criminal Tribunals, The Hague branch. The incumbent will work under the supervision of the Head of the Judicial Records Unit.

Responsibilities:

- Undertake correction work (as identified by the verification team) of the court records in the Unified Judicial Database (UJDB), and ensure consistency between any corrections made between the main database and other relevant data sets;
- Replication of the judicial documents between the JDB and UJDB.
- Assist with the necessary steps to facilitate the launch of the UJDB;
- Receive, process and prepare distribution of judicial records, including filings, transcripts, exhibits and certain aspects of audiovisual recordings;
- Maintain judicial record databases;
- Execute judicial orders regarding the classification of judicial records;
- Assist with the distribution of judicial records to non-parties and external entities;
- Process internal and external requests for copies of judicial records, including transcripts, audiovisual recordings and exhibits; and,
- Provide advice and assistance to those submitting filings during the transitional period following the launch of the UJDB.
- 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.

QUALIFICATIONS

Education: High school diploma or equivalent. Demonstrated ability to use computer technology.

Work Experience: At least 5 years of experience in document/records management. Experience of document/records management in international tribunals or national courts is an asset. Knowledge of RM8 software is an asset. Knowledge of ICTY's Judicial Database (JDB) is an asset. Knowledge of migrating large datasets is an asset.

Languages: English and French are the working languages of the MICT. For the post advertised, fluency in oral and written English is required. Working knowledge of French Albanian, B/C/S or Macedonian will be considered an asset.

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Assessment Method:

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

Special Notice:

The appointment is limited to the Mechanism. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

HOW TO APPLY:

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 UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the MICT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the RMRecruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations 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 MICT website (www.unmict.org) and forward electronically AS ONE DOCUMENT to the RMRecruitment@icty.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis therefore he/she will be responsible for all travel expenses incurred in connection with this recruitment.

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.
