

International Residual Mechanism for Criminal Tribunals

Associate Research Officer, P-2 (Arusha)

DEADLINE FOR APPLICATIONS	:	17 October 2017
DATE OF ISSUANCE	:	18 September 2017
OFFICE	:	Registry/Archives and Records Section
Location	:	Arusha
JOB OPENING NUMBER	:	17-IST-RMT-85305-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, Arusha Branch, Registry. Under the supervision of the Archivist and the Deputy Chief, MARS Arusha, the incumbent will be responsible for administering the information security and access regime, and for providing research and reference services to users of the records of the International Residual Mechanism for Criminal Tribunals (Mechanism) and the Archives of the International Criminal Tribunal for Rwanda (ICTR).

Responsibilities:

- In close coordination with the relevant legal officer, act as the focal point for the administration of the Mechanism information security and access regime.
 - Assist in the development of procedures for information security classification reviews and for implementation of decisions on reclassification.
 - Implement procedures for information security classification reviews, and for implementation of decisions, liaising with classification authorities, information owners and custodians.
 - Ensure complete and accurate implementation of decisions on (re)classification. Ensure correct marking of materials containing classified information. Ensure correct redaction of classified information.
- Through the Offices of the President, Registrar and Prosecutor, act as the focal point for requests for access to Mechanism records and archives.
 - Receive and respond to requests for access. Includes registering requests and tracking the process of considering and determining requests.
 - Advise requesters and researchers on holdings and accessibility.
 - Provide other information and assistance to requesters and researchers.
- Participate in the creation of finding aids, and other research and reference tools for Mechanism records and archives, in collaboration with the Archivist, the Audiovisual Archivist and the Electronic Records Manager. Participate in the evaluation of existing research and reference tools and assist in the implementation of new tools to facilitate access to records and archives.
- Monitor and analyse trends in requests for access and areas of research. Advise the Archivist and the Deputy Chief, MARS Arusha on responses to trends, to enhance accessibility of records and archives.
- Manage the content of the Mechanism website relating to records and archives.
- Manage the Section's collections of published and open-access research and reference material.
 - Select material for the development of collections.
 - Organise, classify and catalogue print and digital resources.
- Participate in the development and implementation of advocacy and outreach programmes.
- Perform other duties as required.

Core Competencies:

- **Professionalism** – Knowledge of records, archives or library operations and electronic data management. Ability to apply conceptual, analytical and evaluative skills and identify issues, formulate opinions and make conclusions and recommendations. Ability to develop reference and research resources. 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.
 - **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
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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.

QUALIFICATIONS

Education:

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

Work Experience:

Minimum of two years of progressively responsible experience in archives management, records management, library services, information management or related area. Experience of providing reference services is required. Experience of strict information security regimes is required. Experience in 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 highly desirable.

Assessment Method:

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

Special Notice:

Current UN staff at the GS and FS level who meet the eligibility requirements are exceptionally permitted to apply. If selected, certain conditions will apply. All offers of appointment are subject to budgetary approval. 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:

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>
