

United Nations Mechanism for International Criminal Tribunals

Archivist, P-3 – Arusha

DEADLINE FOR APPLICATIONS	:	03 February 2018
DATE OF ISSUANCE	:	05 January 2018
OFFICE	:	Registry/Archives and Records Section
JOB OPENING NUMBER	:	18-IST-RMT-90225-R-ARUSHA (R)

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

Organisational setting and Reporting:

The position of Archivist is located in the Mechanism Archives and Records Section, Registry, Arusha Branch. Under the supervision of the Archivist, Head MARS Arusha, the incumbent will be part of the team responsible for the management of the records of the Mechanism for International Criminal Tribunals (“Mechanism”) and the archives of the International Criminal Tribunal for Rwanda (“ICTR”) and International Criminal Tribunal for the former Yugoslavia (“ICTY”).

Responsibilities:

- Contribute to the development of strategies, policies and procedures for the management of Mechanism records. Implement strategies, policies and procedures, in collaboration with the other Archivists.
 - Advise Mechanism officials and staff on recordkeeping issues and practices.
 - Plan, organise, monitor and evaluate recordkeeping improvement projects, contributing to feasibility studies, analysis, design, development and implementation and assisting with recruitment / procurement of specialist skills or materials.
 - Plan, organise, monitor and evaluate the development and delivery of recordkeeping training programmes for Mechanism staff.
 - Contribute to the development and implementation of strategies, policies and procedures for the management of the archives of the ICTR and ICTY and the provision of access to them. Implement strategies, policies and procedures, in collaboration with the other Archivists and the Associate Research Officer.
 - Plan, organise, lead, monitor and evaluate work on acquisition, accessioning, arrangement and description, storage, preservation and conservation of archives.
 - Plan, organise, lead, monitor and evaluate work on preparation and dissemination of finding aids for archives.
 - Research, analyse and evaluate new systems or tools for the management of archives, and make recommendations for their deployment.
 - Advise on and recommend measures to enhance the accessibility of archives.
 - Advise on the determination of requests for access to archives. If access is approved, provide access, and information and assistance to requesters, in collaboration with the Associate Research Officer.
 - Assist in advocacy and outreach programmes. Conduct research and prepare presentation and publicity material.
 - Contribute to the management of the Section’s records repositories.
 - Ensure that repositories are maintained and managed in accordance with required standards.
 - Manage the transfer of records and archives from client offices to the Section’s repositories.
 - Manage the deaccessioning and disposition of records and archives, in accordance with established policies or instructions from client offices.
 - Participate in the implementation of the Mechanism’s information security and access regime. Liaise with client offices regarding information security classification, and implement decisions on classification / declassification, in collaboration with the relevant Legal Officer and Associate Research Officer.
 - Contribute to the development and implementation of the Section’s plans for disaster preparedness, response and recovery.
 - Supervise, guide and train support staff. Supervise the work of contractors and consultants.
 - Contribute to the continuous improvement of the Section’s operations and services by: keeping abreast of professional developments; supporting audits of the Section’s work; participating in internal reviews of the Section’s work, recommending improvements and implementing approved initiatives.
 - Assist the Chief Archivist / Archivist, Head MARS Arusha in planning, budgeting, procurement, finance, human resources or facilities management, as required.
 - Perform other duties, as required.
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Core Competencies:

- **Professionalism** – Demonstrable knowledge of recordkeeping theory and practice, and of established standards in records management and archives management. Ability to advise on recordkeeping based on analysis of organisational objectives. Demonstrable conceptual, analytical and evaluative skills. 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.
- **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.
- **Creativity** - Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks outside the box; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches.
- **Managing Performance** – Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.
- **Judgement / Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organisation; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

QUALIFICATIONS

Education:

Advanced university degree in archival science, records management, information management or related field. A first level university degree in combination with an additional (2) two years qualifying experience may be accepted in lieu of an advanced university degree.

Work Experience:

Minimum of five years of progressively responsible experience in archives management, records management or information management. Experience of managing physical records in a variety of media and formats, including artefacts, is required. Experience of strict information security regimes is highly desirable. Experience with international tribunals or national courts is desirable. Experience in project management is an asset.

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 and / or 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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

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.

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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.

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>
