

# United Nations International Residual Mechanism for Criminal Tribunals

Archives Assistant, GS-6

DEADLINE FOR APPLICATIONS	:	24 June 2018
DATE OF ISSUANCE	:	25 May 2018
ORGANIZATIONAL UNIT	:	Registry/Archives and Records Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	2018/IRMCT/REG/MARS/004-GS

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

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## Organizational setting and Reporting:

This position is located in the Archives and Records Section, Registry. The incumbent will work under the direction of the Chief Archivist.

## Responsibilities:

- Support the work of the archivists by assisting in the development and implementation of policies and procedures for the management of IRMCT records. Duties may include any or all of the following.
  - Support record-keeping improvement projects. Undertake tasks related to creation, organisation, indexing, storage, retention and disposal of records.
  - Provide records management services for client offices. Arrange transfers of inactive records from client offices to the Section's repositories. Process consignments of transferred records, ensuring that they meet required standards and are stored securely. Maintain records of records transfers. Retrieve/return/update records on request of client offices. Maintain records of physical retrievals and loans. Assist client offices with complex searches for records.
  - Maintain the Section's physical 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. Maintain stocks of specialist recordkeeping supplies and issue them to client offices on request.
  - Implement Records Retention Schedules and other disposition instructions.
  - Operate the Section's Service Desk.
- Support the work of the archivists by assisting in the development and implementation of policies and procedures for the management of the International Criminal Tribunals' Archives. Duties may include any or all of the following.
  - Support the acquisition, accessioning, arrangement and description, storage, preservation and conservation of 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.
- NOTE - Physical Requirements: These responsibilities involve physical work including standing for prolonged periods, using safety steps, lifting and moving materials weighing up to 12 kg, and pushing trolleys with loads of up to 150 kg.
- Perform other duties as required.

## Core Competencies:

- Professionalism – Sound knowledge of Mechanism records and archives policies, procedures and practices. 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.
- 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.
- Technological Awareness – Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

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## QUALIFICATIONS:

### Education:

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

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**Work Experience:**

Minimum of 7 years related archives and records management experience. Experience of using an Electronic Document and Records Management System (EDRMS) is an advantage.

**Languages:**

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of BCS is an advantage.

**Assessment Method:**

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

**Special Notice:**

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. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

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**HOW TO APPLY:****NOTE FOR INTERNAL CANDIDATES:**

- 1) Staff at the G-5 and G-6 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 IRMCT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the [recruitment@un.org](mailto:recruitment@un.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 IRMCT website ([www.unmict.org](http://www.unmict.org)) and forward electronically AS ONE DOCUMENT to the [recruitment@un.org](mailto:recruitment@un.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) in the duty station 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.

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