UNITAD

JOB POSTING DETAILS

Posting Title: Information Management Officer, NO-C (2 Posts)
Opening Number: UNITAD-2020-NPO-008
Department/Office: United Nations Investigative Team to promote accountability for crimes committed by Da'esh / ISIL (UNITAD)
Location: Baghdad
Type of Contract: Temporary Job Opening
Duration of Contract: 364 days
Posting period: 8 April – 21 April 2020

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

Special Notice:

UNITAD invites all interested and qualified candidates to apply for the announced position.

Important Notice: Interested candidates should complete the attached United Nations Personal History form (P.11), and forward electronically at the following email address: UNITAD-Staffing@un.org. Therefore, only applications made via the UN P-11 form will be considered, and incomplete P-11s will not be processed. (CVs and other agencies forms will not be considered either). Additionally, please do not submit any supporting documents such as diplomas /
educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Posting Title and Opening number MUST be indicated in the subject of your e-mail application.

Short-listed candidates may be requested to sit for written (and/or technical test) in addition to an interview.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

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.

**Org. Setting and Reporting:**

These positions are located within the United Nations Investigative Team to promote Accountability for Crimes Committed by Da'esh/ISIL in Iraq and the Levant (UNITAD) and will be based in Baghdad, Iraq. The Information Management Officers will support the implementation of an evidence-digitization project to be delivered in close cooperation with national authorities on "the Digitization project", and reports to the Senior Programme Management Officer, working closely with the Information Systems Management unit, the Analysis unit and the Field Investigations office, under the overall supervision of the Special Adviser of UNITAD.

UNITAD was established by the Secretary-General pursuant to Security Council resolution 2379 (2017), according to which it is mandated to support domestic efforts to hold ISIL (Da'esh) accountable by collecting, preserving and storing evidence in Iraq of acts that may amount to war crimes, crimes against humanity and genocide committed by the terrorist group ISIL (Da'esh) in Iraq.

**Responsibilities:**

Under supervision of the Senior Programme Management Officer, the incumbent will be responsible for the following duties:

Information Management

- Supports the Senior Programme Management Officer in the execution of the Digitization project which comprises of comprehensive inventory of evidentiary material held by national authorities, digitization of evidentiary material and its integration into comprehensive, indexed and searchable databases for use by the UNITAD Investigative Team and key Iraqi national authorities. Specific tasks related to the Digitization project includes:
Assessment of information needs for digitization and collections of existing documentary and physical evidence located in the Republic of Iraq for effective management in the area of information management and in accordance with the Digitization project objectives.

Mapping exercise for digitization, collections, review, analysis of existing documentary and physical evidence located in the Republic of Iraq.

In close consultation with relevant members of the Office of Evidence and Analysis and Office of Field Investigations, identification of relevant sources of information and material among Iraqi national authorities, the Kurdistan Regional Government (KRG) and other groups for digitization and collection.

On-site physical organization of documentary and physical material in close cooperation with relevant national actors in the Republic of Iraq, in particular in Baghdad, Dohuk, Erbil, Sulaymaniya and Mosul.

On-site digitization of documentary and physical evidentiary material through deployment of mobile scanning technology and digitization teams.

On-site archiving of documentary and physical material using digital evidence-management systems in key national Iraqi authorities.

In consultation with the Information Systems Management unit, screening and integrating all digitized evidentiary material into comprehensive, searchable database for use by members of the UNITAD Investigative Team.

Execute the implementation plan for the Digitization project, monitors the progress of work packages in client offices, ensures compliance with International standards and guidelines.

Formulates specific policies, procedures, objectives and guidelines affecting the development and maintenance of the Digitization project, including information, data, documents, non-current records and archives and delivery of reference services, document management support, web publishing support, data quality control, archival description and systems management, drawing upon Organizational and international guidance on information management.

Manages information security by enforcing security-classification restrictions; facilitates declassification reviews by liaising with originating offices; and ensures the physical security and safety of the UNITAD obtained information under the Digitization project.

Develops and oversees the delivery of information and records management training to Iraqi employees regarding activities, tools and services including document, data, web publishing and records management, drawing upon standard training approaches defined by the Organization.

 Ensures information services and tools for information delivery meet the needs of the Digitization project and Terms of Reference of UNITAD and are in line with Organizational policy on security classifications and information access guidelines, including document storage tools, data storage, records storage and visualization mechanisms.

Evaluates and pilots emerging technologies (including software applications and associated hardware, e.g., data collection and visualization systems,
document/correspondence management products, imaging and digitization systems and optical disk storage media) to develop strategies for integrating records created in diverse systems into an electronic recordkeeping system; to plan and develop migration strategies for archival preservation of electronic records and to develop and maintain expertise necessary to advise Iraqi national authorities in the management of electronic records.

- Ensures the preservation of information assets with continuing value by appraising information according to its administrative, legal, financial and/or historical value, assures the delivery of records and/or copies, implements retention schedules with records-originating offices.

General

- Carries out managerial responsibilities relating to compliance with administrative requirements, programme planning, policy and procedure recommendations, budgeting, human resources and facilities management.
- Develops client outreach strategy and programme and coordinates its implementation.
- Represents the Section, as required, in departmental offices and at working groups, task forces and other forum, advocating recordkeeping and/or archives perspectives and standards.
- Evaluates the performance of vendors and certifies invoices, as necessary.
- Guides, trains and supervises field and general service staff in the various records information management functions.
- Performs other related duties, as required.

Competencies:

**Professionalism:** Shows pride in work and in achievements, is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is meticulous and pays attention to detail; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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 audience; demonstrates openness in sharing information and keeping people informed.

**Planning & Organizing:** 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.
Education:

Advanced university degree (Master's degree or equivalent) in information management, information science, information systems, computer science, archival, law, social science or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Certification in eDiscovery is desirable. Certification in project management is desirable.

Work Experience:

A minimum of five years of progressively responsible experience in modern archives management, record keeping, library, information management or related area is required. Experience working in a large-scale digitization project required. Prior experience in the legal industry is desirable. Experience in electronic evidence handling including chain of custody, provenance, verification, authenticity and auditing is required. Experience in litigation project management is desirable. Experience with documents using right-to-left script and information retrieval techniques for Arabic is desirable.

Other Requirements:

Excellent knowledge of Microsoft Office applications including Microsoft Word, PowerPoint and Excel. Ability to use other relevant software (such as information management and/or analysis tools), to organize and access material collected during investigations is desirable. Actively seeks to apply technology appropriate to tasks.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in both English and Arabic is required. Knowledge of another spoken language in Iraq is desirable.

Assessment Method:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.
Special Notice

• This position is founded by trust fund and temporarily available. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.

• While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

• Recruitment against this position is on a local basis. Candidates for positions in the National Professional Officer categories must be nationals of Iraq.

• 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.

Locally recruited General Service staff members applying for this post must meet the minimum requirements, including academic qualifications and years of relevant experience. Relevant experience in the General Service category at G-6 and G-7 levels may count towards experience requirements.

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.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.