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**United Nations Investigative Team to promote accountability for crimes
committed by Da'esh / ISIL**

UNITAD

JOB POSTING DETAILS

Posting Title: Archives Assistant, GL-6 Digitization Project (5 Posts)

Opening Number: UNITAD-2020-GL-005

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 with the possibility of extension

Posting period: 7 April – 20 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:

This position is 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 Archives Assistant will support the evidence-digitization project to be delivered in close cooperation with national authorities on “the Digitization project”**, and reports to the Chief of Analysis and Evidence, 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. The incumbent will contribute to the collection, processing, storage, and management of information and evidence and their integration into digital information systems.

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:

Within delegated authority, the Archives Assistant will be responsible for the following duties related to the Digitization project:

- Participate in information management projects, including large-scale digitization initiatives, assemble documents, data and records to support the search, collection, access, use and sharing of information and data.
- Oversee and undertake records accession and disposition functions, including records appraisal, by liaising with records-creating offices on the transfer and/or disposal of records

and analyzing and evaluating records for evidential and informational value in support of records appraisal.

- Oversees and undertakes archival processing activities by producing descriptive inventories; prepares mark-up of inventories for electronic dissemination; and monitors adherence to description, database and preservation standards.
- Perform and oversee reference functions by advising internal and external users on holdings and accessibility and assisting in the administration of access and declassification activities.
- Support the internal availability of information by maintaining Intranet/web portals. Register incoming and outgoing records in the electronic record keeping system; assist in the periodic transfer of scheduled records into the archives, ensuring the accuracy of transfer documentation and providing relevant assistance to the users regarding transfer preparations.
- Conduct end-user training relating to standard information management and record keeping systems within UNITAD.
- Provide relevant technical support to users of information services.
- Manage access to digital systems containing documents, data, or other information formats in order to protect sensitive information and promote the release of unclassified information.
- Provide timely uploading and maintenance of information in information systems.
- Order and follow-up on shipment of documents, reference materials, stationery and supplies.
- Performs other related duties, as required.

Competencies:

Professionalism: Knowledge of information management, archival, record keeping and record disposition. Knowledge of electronic data maintenance, including appraisal, conservation and migration management; records preservation and description. Ability to conduct research and provide recommendations on information management trends. Ability to demonstrate conceptual, analytical and evaluative skills and conduct independent research and analysis, identifying and assessing issues, formulating options and making conclusions and recommendations. 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. 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.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards;

operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education:

High School or equivalent Diploma in archival, information science, information systems, social science or related.

Work Experience:

At least seven (7) years of progressively responsible experience in the field of modern archives management, record keeping, library, information management or related area is required. Experience in managing evidence is an asset. Experience in eDiscovery 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 this post fluency in English and Arabic (both oral and written) is required.

Assessment Method:

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

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.