



VACANCY ANNOUNCEMENT

Documents Control Assistant, GS-5	ROSTER PURPOSES
DEADLINE FOR APPLICATIONS:	4th January 2012
DATE OF ISSUANCE:	5th December 2011
ORGANIZATIONAL UNIT:	International Criminal Tribunal for Rwanda
DUTY STATION:	Arusha
VACANCY ANNOUNCEMENT NUMBER:	AR-11-JLS-CMS-LL-002

The appointment is limited to ICTR. Extension of appointment is subject to extension of the mandate and/or the availability of the Funds. As the international tribunal is not integrated in the UN Secretariat, UN staff Members may serve at the ICTR on assignment or secondment from their parent departments/offices, if selected.

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered. [More Info... http://www.un.org/Depts/OHRM/salaries_allowances/salaries/gs.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salaries/gs.htm).

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

Organization Settings

International Criminal Tribunal for Rwanda: Judicial & Legal Services Division of the Registry.

Responsibilities:

Under the supervision of the Trial Chamber Coordinators and the Chief of the Judicial Records and Archives Unit, the incumbent is expected to provide the following services:

1. Receive and process all judicial documents and records for ongoing Trials and Appeals. Stamp all documents received, prepare and request certification by the CMS Coordinator of confidential certificates, number documents in accordance with Article 13 of the Directive for the Registry and ensure that all documents filed conform to Article 23 of the Directive for the Registry. File original documents and prepare copies for distribution to the Trial Chambers and Parties, taking into account their degree of confidentiality in accordance with Article 11 of the Directive for the Registry. Prepare Judges' files for hearings and make sure that all relevant documentation required is available to the Judges of the Trial Chambers, the Appeals Chamber and their Legal Assistants. Prepare confidential files for submission to national governments before the transfer of the accused persons to the United Nations Detention Centre, making sure that all the relevant documentation in relation to the accused is contained in the file.
2. Organize and maintain documents. Maintain the established system for the organization of case files, classify case files and manage official court documents, legal texts (certified copies) and additional pieces of evidence including exhibits according to their level of confidentiality and the stage of proceedings. Replace confidential/under seal documents in the public file with confidential certificates in accordance with Article 14 of the Directive for the Registry. Determine the appropriate location and arrangement for all documentation in the Judicial Archives for ease of reference and retrieval. Ensure the security of all confidential/under seal documents. Assist with initiatives to prepare case files and documentation for transfer to archival storage after completion of the Tribunal's mandate.
3. Maintain and ensure the accuracy of the Record Book in accordance with Article 18 of the Directive for the Registry. Update the record book daily in accordance with the non disclosure provisions of the Rules of Procedure and Evidence, ensuring that only non confidential information is recorded.
4. Electronic Record Keeping System (TRIM): Scan and process all verified documents into the TRIM records management database. Ensure that all scanned documents are properly entered into the established electronic records system TRIM in order to generate indices for ease of referencing and retrieval. Ensure rapid retrieval of critical information and conduct reference searches upon request. Participate in initiatives to enhance existing systems for information management and retrieval. Distribute electronic documents to the parties via e-mail or fax. Ensure that return receipts are maintained as record of proof of service for document delivery. Act as a back up for electronic transcript requests.
5. General Judicial Records and Archives Unit activities: Provide general office support services, process specialized legal documentation, set up and maintain files/records in both electronic and paper format. Receive, assist, guide and provide relevant information to clients of Judicial Archives. Under supervision, act as the custodian of all the documentation and other related material in the Judicial Records and Archives Unit. Undertake any other assignment as delegated by the Registrar, Deputy Registrar, Chief, Court Management, Section and Chief of the Unit.

Competencies

1. **Client Orientation:** Ability to identify client needs and match them to appropriate solutions by attending to enquiries by phone, e-mail and in person; meet deadlines for the timely and accurate service of judicial documents to clients.
2. **Technological Awareness:** Experience with desktop computer applications such as e-mail and scanning software and familiarity with records management software. Ability to acquire skills in and adapt to new developments in the TRIM records management system.
3. **Planning/Organization:** Allocate appropriate amount of time and resources to ensure the timely handling of judicial documents; ability to organize work in the context of a legal environment.
4. **Communication and Language:** Ability to write in English in a clear and concise manner and to communicate effectively orally. Good working knowledge of French is an asset.
5. **Commitment to Continuous Learning:** A demonstrated willingness to acquire new skills and knowledge to improve the candidate's ability to perform required functions.
6. **Team Spirit:** A co-operative attitude and a willingness to support colleagues.

QUALIFICATIONS

Education

Completion of secondary education is required. A university degree would be an asset as are tertiary qualifications in records or archives management.

Work Experience

At least 3 years of experience in a national government records or archives management environment.

Languages

Fluency in English. A working knowledge of French would be an asset.

Other Skills

The candidate must have client-service skills and experience, and demonstrated verbal and written communication skills. Knowledge of modern legal records management and archival practices would be an advantage.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED. SHORTLISTED CANDIDATES MUST SUCCESSFULLY PASS THE UNITED NATIONS ADMINISTRATIVE SUPPORT ASSESSMENT TEST (ASAT) / UN CLERICAL TEST.

How to apply

Please send your application via email as indicated below before the deadline.

International Criminal Tribunal of Rwanda

Chief of Human Resources and Planning Section, ICTR P.O. Box 6016. Arusha, Tanzania

E-mail: ictr_Personnel@un.org,

Applications must be submitted using the United Nations Personal History form (P-11). ([Click here to download P-11 form](#)).

Important: The application should indicate the vacancy announcement number on the application and on the envelope, e-mail or fax. Non-observance of that requirement may result in non-recording of the application.

Due to the volume of applications, the receipt of off-line applications cannot be acknowledged individually.

The UN staff members must attach to their applications, copies of their last two performance evaluation appraisals if any.