

## VACANCY ANNOUNCEMENT

Date of publication:	13 June 2018
Deadline for applications:	13 August 2018
Post title:	Archives and Distribution Assistant
Grade:	GS-5
Vacancy announcement number:	2018/9
Duty station:	The Hague, Netherlands
Organizational unit:	Archives, Indexing and Distribution Division
Indicative minimum net annual remuneration:	€38,041

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### **Functions**

Under the supervision of the Head of the Archives Division, the incumbent will perform the following duties:

- maintain physical and electronic records in the archives of the International Court of Justice and the Permanent Court of International Justice;
  - manage records: prepare and update spreadsheets containing chronological data on each record to ensure the centralization and rapid and efficient dispatch of reliable information; continuously update a master file cataloguing all Court records (cases, budget, official visits, protocol, speeches, etc.); update case files and immediately communicate any new elements to the Registrar and the Department of Legal Matters; maintain spreadsheets containing embassy information, log information provided by embassies and protocol departments, and communicate such information to the Registrar, the Department of Legal Matters and the drivers;
  - maintain files: classify and archive all video recordings of the Court (hearings, official visits, statements made by judges, etc.); log files in a spreadsheet used to respond to queries from the Registrar and the Information Technology Division;
  - maintain a spreadsheet logging all records of the Court's public sittings and private meetings;
  - register official correspondence and documents of a legal, procedural or administrative nature; monitor the physical and electronic sending and receipt of documents relating to Court business or other activities of the Court or the Registry; distribute, file and retrieve Registry correspondence; compile background material upon receipt of official correspondence;
  - verify, certify, send and take receipt of documents delivered by diplomatic pouch in co-operation with the relevant divisions of other courts and tribunals in The Hague;
  - maintain and regularly update personnel records of staff members, temporary staff and candidates for recruitments;
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- retrieve records and documents for the Head of Division; compile data on cases handled by the Court and on other records, at the request of the Registrar or heads of department or division;
- preserve previous record cards and registers; repair damaged records so as to conserve the archives;
- provide records on request; maintain the register of loaned records; issue reminders for overdue records to be returned, in particular in urgent situations.

### **Qualifications and skills**

#### Education

- Secondary education and post-secondary training in archive management.

#### Experience

- Three to five years of experience in registering and maintaining records in the archives division of an international organization, a company or public service.
- General knowledge of legal terminology.
- Knowledge of communication technologies and electronic document management is required.
- Ability to organize, co-ordinate and plan work according to urgency and importance; an innovative approach to enhancing the efficiency of the Archives Division is encouraged.

#### Languages

- Excellent command of English and French; knowledge of other official languages of the United Nations, as well as Dutch, would be an asset.

#### Competencies

- *Professionalism*: is familiar with general office procedures; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- *End-user orientation*: seeks to provide high-quality services, proposing satisfactory solutions to potential problems where appropriate; meets timeline for delivery of services.
- *Technological awareness*: keeps abreast of available technology; actively seeks to apply technology to appropriate tasks and shows willingness to learn new technology.
- *Teamwork*: works collaboratively with colleagues to achieve the Division's quality objectives; solicits input by genuinely valuing others' ideas and expertise; places team agenda before personal agenda; supports other members of the team.
- *Planning and organizing*: identifies priority activities and assignments; adjusts priorities as required; monitors and adjusts plans and actions as necessary; uses time efficiently.

### **Remuneration**

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

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**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE  
WILL NOT BE ACCEPTED.**

### **How to apply**

Applicants are requested to complete a United Nations Personal History Form (P.11, see below) and write a cover letter, both of which should be saved in PDF format and sent to the e-mail address given below.

The selected candidate may be subject to a security clearance, including verification of the information provided in the personal history form and a criminal record check. All candidates should be in a position to submit an electronic copy of their passport and all diplomas listed on their profile when requested.

Applicants should send their application by e-mail, addressed to the Registrar of the Court, clearly indicating the vacancy announcement number.

E-mail: [recrutement-recruitment@icj-cij.org](mailto:recrutement-recruitment@icj-cij.org)

Only applications from shortlisted candidates will be acknowledged.

The Registrar reserves the right not to appoint a candidate to the post, or to appoint one at a lower level or on the basis of a modified description.

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