



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

**UNITAD**

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**JOB POSTING DETAILS**

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**Posting Title:** Associate Information Management Officer, NOB

**Opening Number:** UNITAD-2019-NPO-016

**Department/Office:** United Nations Investigative Team to promote  
accountability for crimes committed by Da'esh / ISIL  
(UNITAD)

**Location:** Baghdad

**Type of Contract:** Fixed-term Appointment

**Duration of Contract:** One Year

**Posting period:** 03 – 10 December 2019

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

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**Special Notice:**

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

*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](mailto: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.

Please indicate the Posting Title and Opening number you are applying for.

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 (UNITAD) and will be based in Baghdad, Iraq. Under the supervision of Information Management Officer the incumbent will contribute to the implementation of an information and evidence management programme at UNITAD and support UNITAD personnel in meeting information management obligations.

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 Information Management Officer will be responsible for the following duties:

- Plays a lead role in planning and implementing the deployment of the O365 Microsoft SharePoint Online application for content management, file sharing and collaboration; act as Investigative Team Focal Point for managing information in SharePoint
- Develops communications, guidance, and training materials on a range of IM issues; manages content on various platforms.
- Participate in drafting and implementing information policy and guidance that addresses UNITAD's mandate and operating environment, including long-term management of digital evidence; ensure UNITAD information governance framework reflects technology changes and developments and best practices that impact on UNITAD's information governance requirements.
- Participates in and provides advice, data and information management advisory and improvement projects, contributing to feasibility studies, systems analysis, training and guidance, and performance management.

- Assists in programme administration and other 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 write clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Ask questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style, and format to match the audience; Demonstrate 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.

**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:**

Advanced university degree (Master's degree or equivalent) in archival, information science, information systems, social science or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

## **Work Experience:**

A minimum of two to three years of progressively responsible experience in modern archives management, record keeping, library, information management or related area is required. Experience in data, records, archives, and information management is highly desirable; experience in implementing information governance is desirable. Demonstrated competence in the development of policy and guidance related to data and information management is desirable. Experience providing information management related services within the UN Common System or other comparable international organization is desirable; information management and managing digital evidence experience in a judicial environment is an asset.

## **Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic 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.