

Position: Senior Information and Records Management Advisor	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 018	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Information and Records Management Advisor reports to the Registrar.

Main Tasks and Responsibilities:

- To serve as a focal point to provide advisory services and compliance advice for electronic, manual and audio-visual records, including administrative and judicial records, document and archives management to all functions of the Specialist Chambers;
- To draft and implement relevant organization wide strategies, policies, guidelines and procedures in accordance with established international recordkeeping and archival standards that reflect information needs, business workflows, technological architecture, legacy strategy and information security requirements;
- To assist in the drafting and implementation of document sensitivity, classification and handling policies to ensure the confidentiality of administrative and judicial records, the maintenance of witness protection measures and adherence to EUCI standards;
- To assist in the specification of requirements for court management or enterprise content management systems, including registration, storage, retrieval, classification, categorization, collaboration, workflow, records retention, and digital preservation;
- To participate in relevant project teams implementing court management or enterprise content management systems of the Specialist Chambers;
- To ensure the appropriate preservation of records and archives, including appropriate archiving facilities meeting the highest industry standards and, to this effect, to manage a network of records, archive and information custodians throughout the Specialist Chambers;
- To act as the Data Protection Officer for the Specialist Chambers and ensure compliance with the EU Data Protection Directive 95/46/EC or General Data Protection Regulation, where appropriate, when processing personal data;
- To initiate regular audits of compliance with record-keeping policies and standards and information security access policies;
- To draft and implement information governance, information security and information management policies and standards, including master data management, records management and digital preservation of enterprise content and data management systems and business applications, in cooperation with the Information Technology and Information Security functions;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- Successful completion of University studies of at least four (4) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree.

AND

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum four (4) years of management experience.

Specification of Education and Experience

- The above mentioned University degree must be at least one of the following fields of expertise: Archival or Library Science, History, Information and/or Records Management or a related field;
- In-depth knowledge of archiving and record-keeping principles and norms;
- Experience in developing policies and systems for the storage, classification and handling of documents, retention and disposition plans, as well as databases;
- Knowledge and experience of working with strict information security regimes and secure archives;
- Knowledge and experience of managing personal data under European Data Protection legislation;
- Excellent analytical, planning, organizational, drafting and IT skills;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Previous experience setting up an archiving and records management system for an international, hybrid or national criminal court;
- Experience as an Archivist or Records Manager at a national, hybrid or international court;
- Experience managing digital records and archives;
- Experience in Project Management;
- Knowledge of EU document handling and confidentiality regulations and policies;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.