

## Job Opening

Job Title, Level:	Assistant Information Management Officer NO-A (Temporary Job Opening)
Department/Office:	Office of Administration / UNAKRT
Remuneration:	Starting from US\$ 48,407 gross per annum, depending on relevant background and experience.
Number of Positions:	One (1)
Expected Duration:	1 May 2026 to 31 December 2026. Extension of the appointment is subject to mandate and/or the availability of funds.
Location:	Phnom Penh, Cambodia
Posting Period:	16 March 2026 – 24 March 2026
Job Opening number:	26/UNAKRT/NO/01

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

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**APPOINTMENT WILL BE MADE ON A LOCAL BASIS.  
CANDIDATES UNDER SERIOUS CONSIDERATION WILL BE REQUESTED TO  
PASS TESTS AND TO TAKE AN INTERVIEW**

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### **Org. Setting and Reporting:**

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) provides technical assistance to the Extraordinary Chambers in the Courts of Cambodia (ECCC). The ECCC is a judicial institution, established in accordance with Cambodian law. Under the terms of Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers are mandated to bring to trial senior leaders of Democratic Kampuchea and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom, and international conventions recognized by Cambodia, that were committed during the period from 17 April 1975 to 6 January 1979.

The Addendum to the Agreement between the United Nations and the Royal Government of Cambodia, which entered into force in December 2021, vests the ECCC with residual functions which commenced in 2023 upon the completion of judicial activities.

For more information about the ECCC, please visit [www.eccc.gov.kh](http://www.eccc.gov.kh).

**Responsibilities:** Within delegated authority and depending on location, the Assistant Information Management Officer may be responsible for the following duties:

- Maintain UNAKRT's records and archive system up to date and organized, ensuring that all records are accurate and reliable, and effectively support evidence of its decisions, activities, and operations.
- Plan, implement and manage the electronic records management system and ensure the accurate capturing, storage, security, retrieval of and access to the records in the system.
- Support the development and revision of records and archives policies, tools, procedures, and standards for the organization.

- Coordinate with the Information Communication Technology team to ensure system administration of the electronic records management system.
- Participate in record-keeping improvement projects, supporting to feasibility studies, system analysis, development and implementation and in the evaluation and testing of record-keeping application improvements and new systems; provides user support.
- Collaborate with the Associate Public Information Officer to ensure the effective implementation of digital archive system.
- Assist in the redaction of information to be disclosed or further disseminated and security restrictions on the records.
- Perform other related administrative duties, as required (e.g., assisting with vendors, individual contractor contract management, procurement processes, and contributing to the development of budgetary plan for archives-related matters)

**Results Expected:**

Contributes to the effective management of the records and archive system by supporting the development, maintenance, and continuous improvement of efficient record-keeping and information management systems. Ensure the records both digital and physical are accurate, up to date, and easily accessible. Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

**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 evaluation skills and conduct independent research and analysis, identifying and assessing issues; formulating options and making conclusions and recommendations. Show 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 clarity, 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.

**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.

**Qualification:**

**Education:** A first-level university degree in education, or business administration or in information sciences, information system, technology, computer science, social science or a related field is required.

**Work Experience:** A minimum of two years of experience (or no experience required if graduated with an advanced university degree) in supporting the archives management, record keeping, database management, information and file management or related areas is required.

Experience in the United Nations Common System or in international organizations similar to those in the UN Common System or international criminal tribunal is desirable.

**Languages:** English and French are the working languages of the United Nations Secretariate. For the post advertised, fluency in English and Khmer is required. Knowledge of French is desirable.

## **Assessment Method**

Qualified applicants may be evaluated through a competency-based interview and/or other assessment methods.

## **HOW TO APPLY:**

Candidates are requested to complete the “Personal History Form” (P.11) available on the UNAKRT Website at <http://unakrt-online.org/recruitment>, and submit, mentioning the vacancy announcement number, to the UNAKRT, at the following email address [unakrt-jobs@un.org](mailto:unakrt-jobs@un.org)

Applications received after the deadline will not be accepted.

Due to the high volume of applications, no letters of acknowledgement will be sent. Only candidates under serious consideration will be contacted. Only selected candidate will be notified of the result of the competition.

## **Special Notice**

Appointment against this position is limited to the United Nations Assistance to the Khmer Rouge Trials (UNAKRT). Appointment is contingent upon availability of funds and mandate.

This vacancy is open for Cambodian nationals only. Qualified women are encouraged to apply.

Appointment against this post is on a local basis; candidates shall be Cambodian nationals and will be recruited in the country or within commuting distance of the UNAKRT office. If no suitable candidate is identified, Cambodian nationals residing elsewhere may be considered, in which case the candidate would be responsible to any cost related to traveling and relocating to Phnom Penh in the event of an employment offer.

Locally recruited General Service staff members applying for this post must meet the minimum the requirements, including academic qualification and years of relevant experience. Relevant experience in the General Service category at G-6 and G-7 levels may count towards experience requirements.

## **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.