



INTERNATIONAL INSTITUTE FOR THE UNIFICATION OF PRIVATE LAW  
INSTITUT INTERNATIONAL POUR L'UNIFICATION DU DROIT PRIVE

The International Institute for the Unification of Private Law (UNIDROIT) is an intergovernmental organisation with its seat in Rome. The organisation works to modernise, harmonise and coordinate private and in particular commercial law as between States and groups of States through the elaboration of treaties, model laws, principles, and other types of uniform law instruments. More information at [www.unidroit.org](http://www.unidroit.org).

The Institute has a historical archive that maintains documents dating back to its foundation in 1926, serving as a testament to all the activities carried out and in total amounting to 200 meters long.

In anticipation of the upcoming centenary of the Institute in 2026, UNIDROIT is seeking to reorganise and digitalise the archive, to render it accessible for possible research. For this purpose, a multi-phase project, financed by the Ministry of Culture and by the *Fondazione del Monte di Bologna e Ravenna*, will be launched in October 2023. The first phase of this project contemplates that the archiving work will be carried out by a few recent graduates in the field, under the coordination and direction of an expert professional archivist.

That being said, UNIDROIT is currently soliciting candidatures for the position of:

### **EXPERT PROFESSIONAL ARCHIVIST**

The ideal candidate is a dynamic archivist who possesses the following prerequisites:

- A Master's-level degree in archiving or library science (LM5) or the equivalent; and
- A post-graduate diploma or doctorate or second-level two-year Master's degree in subjects related to cultural heritage, or a diploma from one of the schools of higher education linked with the Ministry of Culture or the equivalent;

Or, alternatively:

- Any specialised or Master's or Bachelor's degree or the equivalent; and
- A diploma from one of the schools of specialisation in archival and library heritage or the schools of archive administration of the Ministry of Culture established by the State Archives, or the equivalent;

Or, alternatively:

- A doctoral or two-year second-level Master's degree in archival heritage, or the equivalent.

In addition, the candidate must have **at least three years of experience** as an archivist in public or private archives in Italy.

The candidate must also be a citizen from a UNIDROIT Member State and must have proven skills in archival research and analysis, good communication and writing, and the ability to organise and carry out his or her work with limited supervision.

The candidate must demonstrate the ability to work in a team and in a multicultural environment, and he or she must be able to follow and direct the work of the recent graduates who will be under his or her management during the course of the project.

Previous experience with international organisations and knowledge of fundamental legal concepts will be taken into account.

Under the supervision of the Secretary-General of UNIDROIT, in addition to other managerial staff and the scientific archive committee of the Institute, the principal tasks of this position will include:

- Surveying all of the material archived at the seat of UNIDROIT;
- Development of a detailed work programme for the interns who will collaborate on the project;
- Drafting a report for the scientific archive committee; and
- Participation in possible initiatives or conferences to promote the work carried out.

The main responsibilities include the preparation and organisation of the work necessary for the:

- Reorganisation and classification of the structure of the archive into a series;
- Description of the documentary collection at the unit level according to international archival description standards (ISAD(G)) using open-source software;
- Creation and filing of an inventory of the collection, the identification of the documentary series to be digitalised and meta-dated in order to make the archive accessible; and
- Digitalisation of the archive, in collaboration with the experts who will carry out these activities.

**Length of assignment:** 20 months, with the first two months as a provisional trial period. At the end of the first two months, the candidate should have come into contact with the relevant documents, discussed the terms of the project with the managerial staff of UNIDROIT and the members of the scientific archive committee, and organised a plan for the work of the recent graduates.

**Place of employment:** The successful candidate will work at the seat of UNIDROIT in Rome.

**Salary:** € 2,000.00 (gross) monthly

**Contract:** VAT Number required

**Language:** Excellent knowledge of both Italian and English. Knowledge of French preferable.

**Computer skills:** MS Office suite, internet, primary applications for archival description, archival description standards

**Start date:** By 30 September 2023

**Selection criteria:** Evaluation of CV and cover letter. Interviews will only be conducted with short-listed candidates.

**Applications** should be addressed to the Secretary-General of UNIDROIT and include a CV, a cover letter, and a minimum of two references, sent via e-mail to [jobs@unidroit.org](mailto:jobs@unidroit.org) **no later than 18 August 2023. The selection shall be made by a committee of both internal and external members.**

Please note that only candidates selected for interviews will be contacted.