



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

VACANCY ANNOUNCEMENT

INFORMATION SERVICES (IS) PROGRAMME
- Knowledge Management Unit (KMU) -

VACANCY ANNOUNCEMENT NO:	VA 07/E052
PUBLICATION/TRANSMISSION DATE:	02 November 2007
DEADLINE FOR APPLICATION	01 December 2007
TITLE AND GRADE:	Records Management Officer, P-3
POST NUMBER:	FRA-2943-P3-001
INDICATIVE NET ANNUAL SALARY:	US\$ 51,395 to 57,545 (without dependents) US\$ 55,060 to 61,545(with dependents) (plus variable post adjustment, currently 63% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As of 1 February 2008

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

Information Services (IS) ensures that information and communication technology (ICT), knowledge management (KM), and communications and media relations services are in place to assist Parties and the UNFCCC secretariat in managing and disseminating information.

Responsibilities

Under the direct supervision of the Head, Knowledge Management, Information Services, the incumbent carries out the following functions:

1. Research, analyze and evaluate new applications of information technology to library resources, archives and records management and, manage their deployment throughout the Secretariat.
2. Develop policies, procedures and guidelines on managing the secretariat's official records, in compliance with the United Nations Archives and Records Management Section (ARMS). Establish cataloguing and indexing standards for intellectual control and retrieval of records created by the Administration and Substantive sections. Provides advisory services on recordkeeping practices to all sections of the organization with the mission and methods for save-guarding the organization's information assets.

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3. Participates in recordkeeping improvement projects, contributing to feasibility studies, systems analysis, design, development and implementation and in the evaluation and testing of recordkeeping application improvements and new systems. Develop detailed system and other functional specifications and standards from the recordkeeping perspective and documentation for the new systems. Develop training materials and user manuals; provide training in the use of new systems.
4. Manage records acquisition and disposition functions by applying the life-cycle concept to information assets, including appraisal by liaising with records-originating offices regarding the transfer and/or disposal of their records; assuring that retention schedules, registration and physical aspects of records transfers meet established standards; overseeing space management and commercial storage contracts; supervising staff in the implementation of related tasks; and performing records appraisal.
5. Understand, keep current with, and apply preservation techniques and strategies for records in all media. Ensure the Secretariat storage facilities meet environmental standards.
6. Perform other related duties.

Requirements:

- Advanced university degree (Master or equivalent) in information sciences knowledge management, library science or related field. Certified Records Manager (CRM) designation is an asset.
- At least five (5) years of directly related experience at the national or international level in the public or private sector.
- Fluency in written and spoken English and working knowledge of one other UN working language. Knowledge of German is an asset.

Evaluation criteria:

Professionalism:

The capacity to identify problems/issues and participate in their resolution; ability to establish priorities and to plan, coordinate and monitor own work plan.

Communication: Ability to provide thorough, well reasoned contributions to documents and papers

Client (service) oriented: Ability to identify and analyze clients' needs and develop appropriate technology to meet business requirement.

Teamwork: Ability to establish good interpersonal skills and ability to maintain effective working relations in a multi-cultural organization; ability to gain the assistance and cooperation of others through the demonstration of leadership.

Technological awareness:

Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

Commitment to Continuous learning:

Willingness to keep abreast of and promote new developments in the appropriate professional field.

To apply:

Quoting Vacancy Announcement Number 07/E052, applicants are requested to complete and submit a United Nations Personal History form (P11) to be found on our website unfccc.int - at this stage no signature is needed on the P11 form - preferably via email to vacancies@unfccc.int or by fax/regular mail to:

**Chief Human Resources Unit
Climate Change Secretariat (UNFCCC)
P.O. Box 260 124
D-53153 Bonn, Germany
Fax (49-228) 815-1999**

Please note:

1. **Qualified women candidates and candidates from developing countries are especially encouraged to apply**
2. **Service is limited to the UNFCCC Secretariat**
3. **We will confirm your application, however, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**