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**VACANCY ANNOUNCEMENT**  
**ADMINISTRATIVE SERVICES (AS) PROGRAMME**  
**Knowledge Management Unit (KMU)**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 14/039/AS</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>2 May 2014</b>
<b>DEADLINE FOR APPLICATION</b>	<b>31 May 2014</b>
<b>TITLE AND GRADE:</b>	<b>Associate Knowledge Management Officer, P-2 (Metadata and Taxonomy)</b>
<b>POST NUMBER:</b>	<b>FCA-2946-P2-001</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

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### 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.

The mandate of the Administrative Services Programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the work programme and the mandated activities of the secretariat to ensure efficiency, effectiveness, compliance with relevant rules and regulations and appropriate accountability, and the facilitation of cross-cutting common services and functions.

### Responsibilities

The post of the Associate Knowledge Management Officer (Metadata and Taxonomy) is located in the Knowledge Management sub-programme, which is accountable for advice and support to build an internal working culture based on collaborative work practices and sharing of organizational knowledge and information, opportunities and requirements for organizing and managing information. The incumbent reports directly to the Chief, Knowledge Management. The incumbent is responsible for the daily operation of managing the taxonomy and metadata for the Intranet, document management, records management applications, and updating the secretariat's enterprise taxonomy. The key results expected are:

- Establishment and the coordination of the enterprise taxonomy and metadata within the UNFCCC secretariat and its information management tools;
- Overseeing the governance of taxonomy and metadata;
- Training and outreach on the application of the taxonomy and metadata to information.

The incumbent

1. Contributes to the establishment and the coordination of the enterprise taxonomy and metadata within the UNFCCC secretariat by:
  - Establishing the standardization of metadata types and values for the various sources of material that are entered into different applications;
  - Embedding good practices in online metadata management by promoting the adoption of common metadata values across the organization;

- Advising programmes on how to structure their documents to maximize the opportunities for online presence and search capacity online;
  - Supporting the automated integration of the taxonomy with the web and enterprise content management systems to enable improved content classification and taxonomy-driven search refiners;
  - Contributing to the development of a measurement framework for the secretariat's information retrieval practices;
  - Providing training, support, and guidance on metadata and taxonomy use including the relevant electronic resources and databases.
2. Oversees the governance of taxonomy and metadata by:
- Advising on enterprise content types to ensure that all content groups can be mapped to the secretariat's taxonomy;
  - Providing input and recommendation in consultation with IT services, web design professionals, intranet team and staff to improve information management, search interfaces and the online presence and search capacity of the information posted;
  - Leveraging metadata management and enterprise search principles to develop, enrich and maintain search engine functionalities for the Intranet and collaborative spaces;
  - Monitoring developments and trends in information retrieval including taxonomies, thesauri, concept extraction, enterprise search and meta-information management;
  - Providing recommendations where applicable for internal improvement and enhancement; collecting and analysing user needs and feedback, experience, as well as search analytic reports to refine metadata and taxonomy management.

### **Requirements**

**(Only candidates who meet the essential requirements stated below will be considered.)**

**Education:** First level university degree in information science, library science, knowledge management or equivalent.

**Experience:** At least three years of progressively responsible job related experience in information management and management of metadata, taxonomies, thesauri, and enterprise search. At least one year should have been acquired in an international environment.

**Specific professional knowledge:** Good understanding and knowledge in refining metadata and taxonomies in an enterprise content management system. Good knowledge of search functionality at a corporate wide level.

**Job related skills:** Effective oral and communication skills; good research and analytical skills in assessing the impact of taxonomy and other relevant areas. Advanced skills and knowledge of SharePoint.

**Language requirements:** Fluency - oral and written - in English required. Fluency in additional UN official language is an advantage.

### **To apply**

Candidates whose qualifications and experience match the requirements for this position, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

**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 receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**
4. **Salary and allowances:** US\$ 46,819 to US\$ 52,745 (without dependents)  
US\$ 49,916 to US\$ 56,454 (with dependents)  
(plus variable post adjustment, currently 53.9% of net salary)  
plus other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>