



VACANCY ANNOUNCEMENT

Information Management Assistant, G-5 Operations Coordination Department Records Management Team

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
7 April 2024 23:59 hrs CET	VA 24/015/OC	As soon as possible	One year with possibility of extension	Bonn, Germany

Publication date: 22 March 2024, Post number: 31049802, Funding: 32FRA/16814

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

Where you will be working

The Information Management Assistant post is located in the Records Management team which is responsible for establishing policy and setting standards, including the design of record-keeping systems and procedures for the management of the records and archives of the secretariat, including their use, storage, retention and disposition and access rights. It delivers records, archives and multimedia services to assist the operation of UNFCCC secretariat in an efficient and effective manner. It is to ensure the systematic and consistent control of records throughout their lifespan, as evidence of and information about business activities and transactions, and to preserve, maintain, and provide access to the records of UNFCCC thereby providing insight into its history and institutional memory and identity.

Reporting to the Information Management Officer (P-3), the incumbent is responsible for the following functions:

- Provision of records management support and advice
- Management of the inactive record center and multimedia collection
- User support and training
- Maintenance of existing record management databases

You will have the following responsibilities

Specifically, you will be responsible for:

1. Provides record management support and advice to records-creating offices by;
 - advising on records management procedures in organizing, using and managing UNFCCC information assets, records preservation and disposition;
 - handling records transfer processes, including description, indexing and labeling;
 - liaising with records-creating offices on the disposal of records;
 - applying retention schedules so that registration and physical aspects of records



transfers meet established standards.

2. Maintains existing record management databases by;
 - providing reference services, including conducting complex searching;
 - maintaining the multimedia collection and facilitating access
 - editing and updating the records management intranet page;
 - keeping the archives page updated at UNFCCC website;
3. Manages the daily operation of the inactive records center by;
 - providing records retrieval services;
 - being responsible for the physical security and safety of the organization's records and ensuring the efficient and safe use of storage space;
 - coordinating with facility management for repository maintenance;
 - conducting environmental quality controls and arranging for the resolution of problems;
 - coordinating with staff in relevant administrative offices to procure archival supplies and services.
4. Provides user support and training by;
 - supporting users on the application of the records management toolkits and recordkeeping system;
 - delivering staff training on basic records management tools;
 - assisting in preparing training materials, user guides and searching aids.
5. **Performs any other job-related activity** as required, including maintaining records management operational statistics.

Competencies

Being Accountable: Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; regularly consults with clients understand and respond to changes they encounter; takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; works across organizational boundaries and overcomes obstacles to enhance cooperation; establishes networks and leverages partnerships to achieve results.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; consults with others to develop integrated, consistent and harmonized plans; allocates and uses time efficiently, and monitors own performance against timelines and milestones; foresees risks, plans for contingencies, and adapts to take account of changing circumstances; perseveres to deliver projects and pursues results despite obstacles and setbacks; manages competing demands and focuses on priorities to deliver results.



Your qualifications

Educational Background

Completed secondary education. Specialized training in information science, records, archives and library management, and knowledge about electronic recordkeeping system is highly desirable.

Experience

At least five years of relevant experience at office support level in documents registration, modern archives management, record keeping, information management or related area.

Language skills

Fluency in written and spoken English. Working knowledge of other United Nations languages and/or German is an asset.

Specific professional knowledge and skills

- Proficiency in MS Office: Word, Excel, Access and PowerPoint and SharePoint Online or 2013;
- Practical experience in maintaining electronic records for public institutions using an electronic records management system is desirable;
- Good communications skills;
- Ability to deliver basic records management presentation and training;
- Ability to deal with highly sensitive information;
- Good research and analytical skills.

What is the selection process

Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

How to apply:

Candidates whose qualifications and experience match what we are looking for should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

1. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A valid work permit for Germany is required. All travel costs related to the interview and relocation incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
2. 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.
3. Indicative net annual salary: Euro 44,119 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.



Page 4

