

# **United Nations**Climate Change Secretariat

#### **Nations Unies**

Secrétariat de Changements Climatiques

# **TEMPORARY APPOINTMENT**(4 positions in one announcement)

#### **ADMINISTRATIVE SERVICES (AS) PROGRAMME**

#### **Knowledge Management unit**

ANNOUNCEMENT NO: 13/TA27/AS
PUBLICATION DATE: 10 June 2013
DEADLINE FOR APPLICATION: 24 June 2013

TITLE AND GRADE: Records Management Assistant (G-4)

REMUNERATION: Subject to contract either daily fee or monthly salary

DURATION OF CONTRACTS: Minimum 30 days / Maximum 6 months

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

The Knowledge Management Unit (KMU) in the Administrative Services programme is to ensure that Information and Knowledge Management services are in place to assist the UNFCCC secretariat in managing and disseminating information. The KMU works collaboratively with the Information Technology Services (ITS) Programme in the design and deployment of systems serving all UNFCCC secretariat staff, and external users as appropriate.

### Functions to be performed

The Records Management Assistants are members of the records management team within the Knowledge Management Unit. The records management team is charged with the task of implementing a records management programme across the Climate Change Secretariat - in terms of developing policy, procedures and practice, defining functional requirements for recordkeeping system, managing the operation an inactive physical records center.

Under the general guidance of the Chief of the Knowledge Management Unit and the direct supervision of the Records Management Officer, the Records Management Assistants support the implementation of physical records management in accordance with the records management procedures and guidelines. The generic duties of the positions are listed below and may not be performed by all Records Management Assistants:

- Analyse the contents of inactive and permanent records, conduct researches when necessary
  and identify the context information about the records, organize records according to the filing
  classification scheme, consolidate files and remove duplicates when appropriate;
- Conduct inventory, index, packing, labelling and shelving of physical records at the records center in accordance with the records management operational procedures and guidelines;
- Assess the collection, identify the preservation requirement and undertake necessary actions for the preservation of historic and legacy records
- Process records loan request, ensure security access rights are adhered to, track outstanding loans and follow up for their return; conduct researches for records upon requests;
- Monitor the retention of physical records, prepare and obtain records destruction authorization, coordinate the records disposal operations;

 Maintain accurate records about the physical records management activities, maintain accurate statistics on records management processes, and generate various statistics report.

#### Requirements

- Completed secondary education. Secretarial/commercial training and/or specialized training in information science, records, and archives management and knowledge about electronic recordkeeping system is an asset.
- At least four (4) years of relevant experience in documents registration, modern archives management, record keeping, information management or related area. Practical experience in maintaining electronic records for public institutions and in an office support function using databases is desirable.
- Strong organizational skills, ability to work independently, accuracy and attention to details
- Proficiency in MS Office: Word, Excel, Access and PowerPoint.
- Fluency in written and spoken English. Working knowledge of other United Nations languages and/or German is an asset.

## 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. This post is for local recruitment only. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
- 2. 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.