



Announcement for Consultancy (Individual Contractor)

Individual Contractor – Information Management Officer (Digital preservation)
Operations Coordination **Division**

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
22 September 2024 23:59 hrs CET	24/CON06/OC	As soon as possible	One year	Bonn, Germany

Publication date: 19 July 2024

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, the Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

The Records Management (RM) Team in the Operations Coordination Division manages the UNFCCC's inactive records and archives and provides recordkeeping expertise and guidance to secretariat offices in the management of paper and digital records. The RM Team is in the process of implementing technologies for trusted cloud archiving and active digital preservation that will enable UNFCCC to protect and futureproof critical long-term and permanent digital assets and ensure accessibility.

Purpose

The individual contractor will, reporting to the Lead of the Records Management Team, be responsible for the implementation of the enhanced digital access to UNFCCC archives project. The objective of the project is to make UNFCCC archives materials available and accessible to Parties, researchers, and public, by appraisal, digitizing, indexing, curating and preserving the archival collection of the intergovernmental climate change process and the substantive work of UN climate change secretariat.

Tasks

The incumbent plays a critical role in a digitization project, leveraging expertise in archival science, records management, and digital preservation. The responsibilities span from planning to implementation, ensuring that the digitization process aligns with best practices and standards for long-term access and preservation. Below are the detailed tasks the incumbent is expected to carry out:

- Project Planning and Strategy Development:** Establish and document digitization policies, standards, and procedures, ensuring adherence to archival best practices; design detailed workflow and process maps for digitization, including roles, responsibilities, and data handling procedures; conduct risk assessments to identify potential challenges and develop mitigation strategies.
- Document Appraisal and Selection:** Review and select documents for digitization, and identify documents for deaccessioning
- Preservation and Access:** Ensure the long-term preservation and accessibility of digitized records, enforce access policies for digitized records, balancing open access with necessary restrictions
- Digitization Management:** Establish technical specifications for scanning, develop quality assurance protocols, oversee equipment, Supervise the digitization workflow



5. **Legal and Ethical Compliance:** manage copyright and intellectual property issues related to digitized records, protect sensitive or confidential information, ensure compliance with relevant organizational policies regarding records management and digitization
6. **Project Monitoring and Reporting:** Develop and use tools for tracking project progress against timelines and milestones, produce regular reports on project status. Track progress, evaluate the effectiveness of the digitization process and recommend improvements based on findings, maintain clear and regular communication with project stakeholders.
7. **Perform any other job-related activity:** including those required to achieve the goals and objectives of the Archives and Records Management Team and secretariat.

Outputs

Output	Date	Performance indicators
Project Plan and Procedures Document	Sept. 24 – Aug. 25	Project implementation plan and document Preparation Guidelines developed
Document Appraisal and Selection for digitization	Sept. 24 – Aug. 25	Up to 60K pages of documents reviewed and appraised
Initial Batch Scanned, Metadata Application, Quality Assurance Report	Sept. 24 – Aug. 25	Scanning throughput, metadata accuracy, quality compliance
Project monitoring and review, Improvement Recommendations	Sept. 24 – Aug. 25	Bi-monthly project report produced, and recommendation endorsed

Timeframe

The contract is for the duration of one year, from September 2024 to August 2025, for 130.5 working days with the possibility to extend for an additional 65.25 working days, pending availability of funding (the assignment may include work during weekends, as required).

Duty station

The incumbent will work on-site in the Records Management Team of the Operations Coordination Division of the UN Climate Change secretariat in Bonn, Germany.

Requirements

Educational Background

An advanced university degree (Master's degree or equivalent) in archival science, records management or related field is required. A first-level university degree in combination with additional two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

A minimum of five (5) years of progressively responsible experience in records and archives management related area is required. Deep understanding of archival principles, practices, and methodologies. Knowledge of records life cycle, classification schemes, and retention schedules. Skills in evaluating documents for their archival value and deciding which records are suitable for digitization. Familiarity with metadata standards and schemas. Skills in cataloging and indexing digital records for easy retrieval and access. Ability to establish and implement quality control measures for digitized content. Understanding of copyright and



intellectual property laws. Knowledge of privacy regulations and ethical considerations in handling sensitive information. Knowledge and experience in the climate change process would be an asset.

Technological awareness

Proficiency in using digital management systems for storing, organizing, and retrieving digitized records. Knowledge of digital imaging standards, including resolution, color management, and file formats; Understanding of OCR technology and its application for converting scanned images into searchable text. Familiarity with digitization software and general office software. Knowledge about operating and troubleshooting various scanning equipment would be an asset.

Language skills

For this position fluency in English is required; knowledge of other UN languages is an asset.

Competencies

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; shows the capacity to apply knowledge to deliver results based on acquired background and experience; seeks opportunities to apply own technical skills across related disciplines; keeps abreast of new developments and technologies in the field of expertise; actively seeks to expand the existing level of job knowledge and expertise.

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.

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.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

How to apply:

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

Please note:

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



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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.

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