United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

CONSULTANCY
(Individual Contractor)

ADMINISTRATIVE SERVICE (AS) PROGRAMME

Knowledge Management Unit

ANNOUNCEMENT NO:	**13/CON03/AS**
PUBLICATION DATE:	**19 June 2013**
DEADLINE FOR APPLICATION:	**03 July 2013**
CONSULTANCY:	**Implementation of physical records management**
DURATION OF CONSULTANCY:	**Five (5) months, starting as soon as possible**
DUTY STATION:	**Bonn, Germany**

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 core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of cross-cutting common services and functions.

The Knowledge Management Unit (KMU) in the Administrative Services programme ensures 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.

Objective

The incumbent will be a member 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 Knowledge Management Unit and the direct supervision of the Records Management Officer, the incumbent will support the implementation of physical records management in accordance with the records management procedures and guidelines. The incumbent will carry out the following tasks:

- Analyses and evaluates records for evidential, archival and informational value, performs records and archives appraisal.

- Analyses business functions and activities as well as the resulting records. Develop records retention schedules and file classification schemes. Coordinate the review and approval by programme offices.

- Implement approved records retention schedules and file classification schemes across the secretariat offices. Liaises with records-creating offices on the disposal of records.

Requirements and qualification

Education: A first level university degree in archival, information, records management or similar discipline.

Experience:

- At least three (3) years of progressively responsible experience in modern archives management, record keeping, information management or related area;
- Experience in information management practices, including records identification and appraisal, records capture and index, records maintenance and use, records disposition and preservation;
- Experience in providing information management advice to other programmes offices.

Specific professional knowledge:

- Knowledge of information management, archival management and record management principles, policies and standards.
- Knowledge of managing records in different format and media.
- Knowledge of project management, experience in records management projects.

Job related skills: Fully proficient computer skills including the use of the enterprise information management, archival management or recordkeeping system.

Language requirements: Fluency in English (both oral and written) is required; knowledge of another UN official language or German is an advantage.

To apply

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