



VACANCY ANNOUNCEMENT
COMMUNICATIONS AND KNOWLEDGE MANAGEMENT SERVICES (CKMS) PROGRAMME
Knowledge Management sub-programme

VACANCY ANNOUNCEMENT NO:	VA 13/020/CKMS
PUBLICATION/TRANSMISSION DATE:	28 February 2013
DEADLINE FOR APPLICATION:	29 March 2013
TITLE AND GRADE:	Associate Records Management Officer, P-2
POST NUMBER:	ZHF-2943-V180-P2-001
INDICATIVE NET ANNUAL SALARY:	US\$ 46,730 to 52,645 (without dependents) US\$ 49,821 to 56,347 (with dependents) (plus variable post adjustment, currently 52.3 of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

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 Communications and Knowledge Management Services manages and facilitates work related to external communications, on-line public information, media relations and services, and internal knowledge management services to support the UNFCCC and the Kyoto Protocol processes.

Responsibilities

Under the general guidance of the Chief, Knowledge Management (P4) and the direct supervision of the Records Management Officer (P3) the incumbent is responsible for supporting the management of inactive physical records center located in three buildings, the implementation of physical records management system across the secretariat and the provision of records and archival reference services. The key results expected are:

- Record management support
 - Support to development and implementation of policies, procedures and best practices
1. Tracks, researches and analyses information from diverse sources to assist in the development of records and archives management procedures, guidelines and toolkits. Prepares initial drafts. Develops detailed functional requirements for physical records management system and user documentation for the application.
 2. Guides programme offices through records transfer process, liaises with records-creating offices on the disposal of records, and assures that retention schedules, registration and physical aspects of records transfers meet established standards.
 3. Analyses and evaluates records for evidential, archival and informational value, performs records and archives appraisal.
 4. Develops records management training materials and conduct training. Promotes records management awareness by writing newsletter articles and developing posters.

5. Researches, analyses and evaluates new applications of information technology to physical records and archives management and support their deployment.
6. Manages the operation of inactive records center and ensure the efficient use of storage space.
7. Performs and supervises reference functions by advising internal and external users on holdings and accessibility and assisting in the administration of access and declassification activities

Essential Requirements

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

Education: A first-level university degree in archival, records, information science, information systems, history, social science or related field.

Experience: A minimum of three (3) years of progressively responsible experience in modern archives management, record keeping, library, information management or related area.

Specific professional knowledge and job related skills: Knowledge of information management, archival management and record management principles, policies and standards. Experience in information management practices, including records identification and appraisal, records capture and index, records maintenance and use, records disposition and preservation. Knowledge of managing records in different format and media. Experience in providing information management advice to other programmes offices. Practical experience in managing the operation of records center. Knowledge of project management, experience in records management projects.

Computer 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.

Expected competencies

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgement in the work environment; the capacity to plan own work and manage conflicting priorities.

Commitment to continuous learning: Willingness to keep abreast of new developments in their field of work.

Communication: Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in a clear and concise style.

Technological Awareness: Ability to make effective use of required computer software and other equipment relevant to the post.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization. Ability to provide effective support in relation to work conducted by colleagues.

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.**