



VACANCY ANNOUNCEMENT
SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME
Programme Support and Coordination (PSC) Unit

VACANCY ANNOUNCEMENT NO:	VA 13/049/SDM
PUBLICATION DATE:	12 June 2013
DEADLINE FOR APPLICATION	11 July 2013
TITLE AND GRADE:	Programme Officer, P-3 (Information and Knowledge Management)
POST NUMBER:	CDM-2933-V570-P3-002
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 Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The Programme Support and Coordination unit is accountable for ensuring effective support to the Director on matters relating to the overall management of the SDM programme.

Responsibilities

The Programme Officer post is located in the Information & Knowledge Management (IKM) Team of the Programme Support & Coordination (PSC) Unit of the Sustainable Development Mechanisms (SDM) programme. IKM provides information and knowledge management services in the organisation and maintenance of SDM information assets. Under the direct supervision of the Team Lead, Programme Support & Coordination, the incumbent develops and deploys a records management system including training and development of all SDM staff. The key results expected are:

- Develop, deploy, monitor, and subsequently improve records management processes and tools;
- Manage and coordinate the alignment of the information & knowledge management strategy and systems with the SDM business strategy needs and requirements for routine operations in SDM;
- Develop and implement the project plans relating to information lifecycle management.

1. Develops, deploys, monitors, and improves various SDM information management processes and tools by:

- a. Coordinating the application and, where relevant, the revision of existing regulations and information management systems to cater for their intended need;
- b. Formulating policies and procedures for managing SDM information assets, assuring the continuous business alignment of information management activities;
- c. Researching, analysing, evaluating and designing an approach to review, manage, measure, and improve SDM processes in a systematic and collaborative way (in consideration of quality criteria, risks to be managed and the efficiency and effectiveness of processes);
- d. Developing and disseminating processes and templates in order to standardize SDM information and documentation;

- e. Designing and implementing a programme-wide records management system and its subsequent continual improvement and maintenance;
 - f. Guiding the design and delivery of records & information management training (in collaboration with the SDM Skills Development Team);
 - g. Managing and coordinating inputs into secretariat-wide committees and taskforces dealing with information, knowledge and records management issues;
 - h. Designing and implementing a records centre in Sharepoint for capturing & effectively managing SDM records.
- 2. Ensures the dissemination of information by:**
- a. Developing appropriate information & knowledge management processes and tools such as:
 - The development of the SDM Editorial & Formatting standard and accompanying templates;
 - The development and execution of an information management plan in collaboration with other teams.
 - b. Acting as focal point for the records management system within the Programme; responding to inquiries; representing the unit in meetings, conferences, and working groups.
- 3. Programme management:** Carries out administrative tasks, such as; evaluation of staff performance and preparation of inputs/workloads indicators for result-based budgeting.

Essential Requirements

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

Education: First level university degree in information management, library science, records management or equivalent from an accredited American Library Association higher education institution.

Experience: A minimum of five (5) years of progressively responsible experience in information and knowledge management, including: indexing or cataloguing, conducting a records inventory, managing documents and records, library services or other related information management field.

Specific professional knowledge:

- Knowledge of information management & records management principles, policies and standards;
- Experience in information management practices: including records identification, appraisal, capture, maintenance, use, disposition and retention;
- Knowledge of setting up functional system requirements for document and records management systems and services;
- Experience in indexing, developing a taxonomy and controlled vocabulary;
- Experience in providing information management advice to others;
- Knowledge of project management and experience in records management projects from beginning (inventory) to to migration (electronic systems) to disposition/archive.

Job-related skills:

- Fully proficient computer skills including the use of enterprise content management systems.

Language requirements: Fluency in written and spoken English.

Expected competencies

Professionalism: The capacity to identify problems/issues and participate in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

Commitment to Continuous Learning: Willingness to keep abreast of new developments in their field of work.

Communication: Ability to provide thorough, well-reasoned contributions to documents and papers.

Technological Awareness: The capacity 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.

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.
4. Salary and allowances: US\$ 56.091 to 62.803 (without dependents)
US\$ 60.091 to 67.387 (with dependents)
(Plus variable post adjustment, currently 46.9% of net salary) plus other UN benefits as indicated in the below link:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>