



Announcement for Consultancy (Individual Contractor)

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

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
04 August 2024 23:59 hrs CET	24/CON05/OC	As soon as possible	One year	Bonn, Germany

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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 physical and digital assets and ensure accessibility.

Purpose

The individual contractor will, reporting to the Lead of the Records Management Team, be responsible for supporting 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 pivotal role in ensuring the smooth execution of the digitization of paper records. The responsibilities span from document preparation to quality assurance, contributing to the project's overall success. Below are the detailed tasks the incumbent is expected to carry out:

- Prepares physical documents for the digitization:** Sort and organize documents into appropriate batches for scanning, inspect documents for any damage or defects and perform necessary repairs, accurately label and enter preliminary metadata into tracking systems to ensure proper identification and retrieval post-digitization and prepare documents by arranging them in a format suitable for scanning.
- Operates scanning equipment to digitize documents:** set up and calibrate scanning equipment for optimal performance, perform scanning operations for various document types, ensuring high-quality digital images and proper file naming conventions and conduct quality checks on scanned images to ensure clarity, alignment, and completeness



3. **Enters data and metadata for digitized documents:** accurately enter data from scanned documents into the digital management system, apply appropriate metadata tags to digitized documents to facilitate efficient search and retrieval, verify the accuracy of entered data and metadata against original documents and correct any discrepancies
4. **Document handling:** maintain an accurate inventory of physical documents, tracking their status from preparation to post-digitization storage or disposal, retrieve documents from storage, ensure secure handling and transport of documents between different project phases to prevent loss or damage
5. **Quality assurance:** Perform detailed quality checks on digitized records, including verifying image clarity, completeness, and adherence to project standards, ensure consistent metadata applied across various digital management and publishing systems
6. **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
Inventory of physical documents slated for digitization	Sept. 2024 – Aug. 2025	Over 60K pages of the paper archives inventoried
Documents sorted, organized, and prepared for scanning	Sept. 2024 – Aug. 2025	staples removed, pages flattened, document organized
Scanning of documents	Sept. 2024 – Aug. 2025	Up to 25K pages of paper archives scanned
Data entry and metadata tagging of scanned document in digital management system	Sept. 2024 – Aug. 2025	Up to 25K pages of scanned documents metadata tagged in digital management system

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 (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

Completed secondary education. Specialized training in information science, records, archives and library management, and knowledge about electronic recordkeeping system is highly desirable.

Experience

At least four (4) years of relevant experience at office support level in documents registration, modern archives management, record keeping, information management or related area. Practical experience in managing physical records. Practical experience in handling sensitive information. Experience in digitization of physical records and knowledge about the climate change process are an asset.



Language skills

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

Technological awareness

Proficiency in general office applications such as Word, Excel, SharePoint Online and MS Teams. . Familiarity with digitization software and scanning. Knowledge of recordkeeping, digital preservation, archival description and access systems would be an asset.

Competencies

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.
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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