



VACANCY ANNOUNCEMENT

INFORMATION SERVICES (IS) PROGRAMME

Knowledge Management Unit

VACANCY ANNOUNCEMENT NO:	VA 10/009/IS
PUBLICATION/TRANSMISSION DATE:	18 January 2010
DEADLINE FOR APPLICATION	16 February 2010
TITLE AND GRADE:	Information Management Assistant, G-5
POST NUMBER:	FCA-2943-G5-007
INDICATIVE NET ANNUAL SALARY:	Euro 31,761 plus 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.

Information Services (IS) ensures that Information and Communication Technology (ICT), Knowledge Management (KM), and Communications and Media Relations (CMR) services are in place to assist Parties and the UNFCCC secretariat in managing and disseminating information.

Responsibilities

The Information Management Assistant (Documentation) is located in the Knowledge Management Unit and reports to the Chief, Knowledge Management Unit. He/she is responsible for supporting the management and maintenance of bibliographic data and information held in electronic, print, or multi-media formats that forms part of the systems, collections and services provided by the Knowledge Management Unit to all UNFCCC staff and external clients such as government officials, researchers and students. In particular the incumbent:

- a. Prepares descriptive bibliographic data for cataloguing of each official document using library authority files to ensure consistency. Analyzes each item for its subject content and select appropriate subject and geographic key words based on the Library's thesaurus. Prepares data for inclusion in Adlib information system, as well as any needed links to electronic document files, including language versions. Prepares data for export in other Knowledge Management Unit products (e.g. Digital Library on CD ROM Project) as required.
- b. Assists secretariat staff in planning for and in publishing official UNFCCC documents on the public website relating to sessions of UNFCCC Convention bodies. Liaises with relevant staff in the programmes to receive approved documents for cataloguing, subject indexation and publishing to the web sites. Liaise with the UN Office at Geneva to access final official versions of all languages from the UN Official Documents System (ODS) and process and publish these documents on the UNFCCC website .

- c. Maintains Intranet web pages; posts new materials to the Intranet; ensures web site material is current; monitors and collects information from external websites; responds to Intranet related queries; ensures Information Locator is current; provides support for the Adlib Information System integration project; applies cataloguing and indexing standards for control and retrieval of documentation created within the secretariat; ensures all Intranet content includes appropriate meta data tags and is listed in the Information Locator.
- d. Maintains the UNFCCC Library's on-line public access catalogue (OPAC) and library management system (Adlib); implements and sets up new modules; maintains thesaurus; maintains authority files and records, provides library and collection statistics; monitors the integrity of data managed through the Data Portal, Adlib, and other knowledge management systems.
- e. Identifies new publications that are of interest to UNFCCC users and conform to the Library's acquisitions policy, including the systematic sourcing of publications from COP side events and exhibits. Provides current awareness services to UNFCCC based on profiles of staff interests. Performs research upon request from users and distributes resource material to users; assist with circulation, collection maintenance, mail, and general library administrative services.
- f. Assists in the implementation and maintenance of the secretariat records management initiative; organizes information for the creation, use, retention, protection and destruction of secretariat records; prepare records for the destruction and/or transfer in compliance with approved records retention and disposal schedules; provides advice on information and records management practices to other secretariat staff.
- g. Performs other related duties as required.

Requirements

- Completed secondary education together with secretarial or other related training. Specialized training in information management, library administration, or records management.
- At least five (5) years of directly relevant experience. Experience with automated information systems as applied by libraries or records management centers.
- Fluency in spoken and written English is required. Knowledge of other UN working languages is an asset. Knowledge of German is an asset.

Evaluation criteria

Professionalism: Very good understanding of the functions of the post

Communication: Very good communication skills (spoken and written), including ability to draft and edit standard correspondence

Planning & Organizing: Very good organizational skills and the ability to handle work in an efficient and timely manner. Ability to set and meet priorities

Client (service) oriented: Proven service-oriented approach to tasks

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment

Technological awareness: Fully proficient computer skills and use of software such as Word (including document formatting), Excel and PowerPoint, internal databases and other relevant software applications

Commitment to Continuous learning: Proactive and mature attitude towards self-development

To apply

Candidates whose qualifications and experience match the requirements for this position, please use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

1. **This post is for local recruitment only. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.**
2. **We will confirm your application, however, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**