



Terms of Reference (ToR)

Intern – Archives and Records Management

ToR Reference: RSCE/INTERN/01/02-2020

Issuance Date: 18 February 2020

Deadline Date: 03 March 2020

Type of contract: Intern

Duration: 3 months

Department: RSCE

Scheduled date for taking up the contract: ASAP

Title: Intern – Archives and Records Management		Work Location: Entebbe, Uganda
Women are strongly encouraged to apply Qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming)		

Org. setting and reporting

The internship program is in the Regional Service Centre Entebbe (RSCE) Archives and Records Management Unit (ARMU). The internship is for an initial period of three (3) months extendable to up to six (6) months according to the needs of the Unit and the performance of the intern. The internship is UNPAID and full-time. Interns work five days per week under the supervision of a staff member in the Unit to which they are assigned.

Responsibilities:

Within delegated authority, the Archives and Records Management interns may be required to perform the following duties:

- Assist in conducting records inventory and undertaking records surveys.
- Assist in the management of electronic and paper-based information management systems.
- Assist in filing and retrieval of records in the registry as well transfer of records to the archives.
- Assist in performing digitization functions, including scanning, creating digital objects and postings to designated repositories.
- Assist in championing the greening initiative through paperless working.
- Assist in the management of the changeover from paper to electronic records management systems.
- Assist in supporting the maintenance and development of electronic and manual tools used for the records keeping.
- Assist in document collection and delivery services between RSCE pillars and the ARMU.
- Provide administrative support for the unit.
- Perform any other duties as required.

Competencies

- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education

To qualify for this internship, the following conditions must be met:

- Applicants must (a) be enrolled in a graduate school programme (second university degree or equivalent, or higher); OR (b) be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); OR (c) have graduated with the relevant university degree within one year period at the time of taking up the internship, if selected.
- Applicants must have studied any of the following degree programmes; Bachelor of Library and Information Sciences or Bachelor of Records and Archives Management.
- Applicants must be computer literate in standard software applications.
- Applicants must have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter.
- Applicants must have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

Experience

Applicants are not required to have professional work experience for participation in this internship programme.

The following skills or experience are desirable:

- Other internship experience in an office environment, especially in a public institution, international organization and/or non-governmental organization.
- Experience with MS Office.

Languages

English and French are the working languages of the United Nations Secretariat. For this internship programme, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Special Notice

The Cover Letter must include:

- Degree Programme (what did you study or what are you studying?)
- Graduation Date (When will you graduate or when did you graduate from the programme?)
- List the IT skills and programmes that you are proficient in.
- List your top three areas of interest.
- Explain why you are the best candidate for this specific internship.
- Explain your interest in the United Nations Internship Programme.

Assessment

Potential candidates will be contacted by the hiring manager directly for further consideration.

Application Procedure

Please note that failure to comply with the below will render your application invalid for this process.

1. All applicants must apply using a Personal History Profile (PHP) generated from INSPIRA (visit <https://inspira.un.org>) as soon as possible after the Terms of Reference have been posted and well before the deadline stated therein.
2. All applications must be accompanied by the following which MUST be provided at the time of submission:
 - Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org> to generate an account and the PHP) submitted as a PDF or JPEG attachment to the document.
 - Copies of the required education qualifications.
 - Copies of other relevant certificates and diplomas.
3. Please note that only applications submitted to the email address: rsce2-recruitment@un.org will be considered. No hand-delivered applications will be accepted.
4. Please enter the reference provided in the subject line of your e-mail.
5. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration.
6. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission.
7. Please note that only shortlisted candidates will be contacted further.