Posting Title : INTERN - Archives and Records Management, I
Job Code Title : INTERN - INFORMATION MANAGEMENT
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 12 March 2020-18 March 2020
Job Opening number : 20-DOC-RSCE-133555-J-ENTEBBE
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting And Reporting

The Regional Service Centre Entebbe (RSCE) is a shared service centre based in Entebbe, Uganda. We consolidate administrative and support functions previously located in various field missions in a less volatile, more family friendly regional location, with the goal of providing efficient, client-orientated and scalable services while reducing the missions’ footprints to UN field missions across Africa.

The RSCE employs a Service Delivery Model which has a Service Line approach. This serves to offer improved performance with:

• A process-based approach better suited for high volume transactions (as at the RSCE)
• Standardized service delivery with equivalent outcomes for all client missions
• Continuous focus on improving the overall performance of the process

It emphasizes on a higher client satisfaction rather than functional requirements, which are demonstrated mainly by a faster processing time for transactions. It also serves to strengthen accountabilities by:

• Clearly defined service delivery expectations linked to roles and responsibilities established with in the service level agreements.
  • Increased ownership of end-to-end processes and KPIs.

For more information, please visit https://rsce.unmissions.org.

The internship program is located in the 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 (35 hours) under the supervision of a staff member in the Unit or Office 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.

The Intern is expected to:

• Have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter.

• 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.

Education

• Applicants must (a) be enrolled in or have completed a graduate school programme (second university degree or equivalent, or higher); OR (b) be enrolled in or have completed the final academic year of a first university degree programme (minimum Bachelor's level or equivalent).
• Applicants must be studying or have studied any of the following degree programmes; Bachelor of Library and Information Sciences or Bachelor of Records and Archives Management.
• Experience with MS Office is required.

Work Experience

Applicants to the United Nations Internship Programme are not required to have professional work experience. However, a field of study that is closely related to the type of internship that you are applying for is required. Other internship experience in an office environment, especially in a public institution, international organization and/or non-governmental organization is desirable. Experience with MS Office is required.

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 desirable.

Assessment

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

Special Notice

A completed online application; Cover Letter and Personal History Profile (PHP) is required. Incomplete applications will not be reviewed.

The Cover Letter must include:
Degree Programme (What are you currently studying? Or What did you study?)
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.

In your PHP, be sure to include all past work experiences (if any), IT skills, and three references.

Due to the high volume of applications received, only shortlisted candidates will be contacted further.

The selected candidates are expected to report as soon as possible.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable
internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.