

Posting Title : INFORMATION MANAGEMENT ASSISTANT, FS5
Job Code Title : INFORMATION MANAGEMENT ASSISTANT
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 13 October 2022-11 November 2022
Job Opening number : 22-IST-RSCE-190914-R-ENTEBBE (R)
Staffing Exercise : N/A

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

Org. Setting and Reporting

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location-dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Director RSCE and support offices through the Deputy Director RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

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

This position is located in the Office of the Deputy Director/Records Management Unit. The Information Management Assistant at this level reports to the Deputy Director of RSCE.

Responsibilities

Within limits of delegated authority, Information Management Assistants will be responsible for the following duties:

Archives and Records Management

- Oversee and manage the Regional Service Centre Archives and Records Management Unit; ensure that documentation is properly stored and safe-guarded and available for reference by authorized staff members.
 - Oversee records accessioning operations by supervising and guiding staff in receiving transfers; ensure the application of retention schedules and the establishment of links to previous accessions.
 - Manage records storage operations by approving space allocations and associated accessions and database updating; respond to problems that arise with solutions; and monitor environmental quality controls.
 - Report to Human Resources Service Division (HRSD) concerning documentation held in the field Mission Archives and coordinate the transfer of archives documentation as required.
 - Manage document disposals by coordinating with relevant Secretariat staff concerning off-site storage; ensure the proper preparation of background information for the review of archivists and approve retention schedules; supervise the staging of records for disposal, ensuring incinerator use for confidential documentation.
 - Ensure retention schedules are applied and initiate reappraisals and disposals in consultation with archivists.
 - Establish archival procedures and supervise archival arrangements and description operations performed by Unit staff.
 - Oversee reference and research operations and supervise reference staff in records identification, retrieval, and reproduction services.
 - Maintains RSCE's paper-based and electronic file system by creating new folders, applying retention policy and tracking file movement.
 - Leads records digitization projects at the RSCE by scanning paper archives to archival/preservation standards. This includes related tasks such as transcoding/converting electronic files, uploading them to Section's databases, performing quality assurance and running Optical Character Recognition (OCR) software.
 - Ensures confidentiality of information contained in personnel files.
 - Work with stakeholders across the Secretariat to ensure that best practices are utilized to enhance existing records management systems.
 - Train and monitor focal points from RSCE and field missions on the use of the RSCE digital records management repository.
 - Maintains confidentiality of information contained in personnel files.
 - Supports the development and upgrade to archives and records management repository tools.
- #### Documents
- Manage the provision of research and document delivery services provided by the Unit and prepare related reports for the supervisor and senior management.
 - Decide on changes in practices and procedures in order to improve efficiency and effectiveness of services provided.

- Evaluate statistics on services, systems, and workload of the Unit; and prepare related reports for the supervisor and senior management, making improvements and changes where required.

General

- Supervise and provide work direction and guidance to junior Information Management Assistants; manage and coordinate the activities under his/her unit, or area of responsibility; monitor staff performance and prepare performance evaluation reports for staff supervised.
- Prepare budget submissions related to the operation of the Archives and Records Management Unit; draft narrative justifications for the proposed budget; and monitor budget expenditures once approved.
- Consult and advise other units/sections throughout the field Mission to identify and plan the provision of information management services and ensure the efficient provision of such services.
- Prepare work output and progress reports on the work of the Unit for the supervisor and senior management.
- Perform other duties as assigned.

Competencies

Professionalism –Knowledge of United Nations information management, archival, record keeping and record disposition policies and processes. Knowledge of electronic data maintenance, including appraisal, conservation and migration management; Ability to provide input in the development and Ability to conduct research and provide recommendations on information management trends. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Accountability -Takes ownership of all responsibilities and honors commitments -Delivers outputs for which one has responsibility within prescribed time, cost and quality standards - Operates in compliance with organizational regulations and rules -Supports subordinates, provides oversight and takes responsibility for delegated assignments -Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

Education

- High school or equivalent diploma is required.
- Technical or vocational certificate in Library, archives, or records management techniques and systems or related fields is desirable.

Job Specific Qualifications

Work Experience

A minimum of 8 years of progressively responsible experience in modern archives management, record keeping, information management or related area is required.

Experience in records digitization of paper archives to archival/preservation standards is required.

Experience in the use of an archive and records management database is desirable.

Experience in interpreting and applying United Nations or common system policies related to information management, archives and record keeping is desirable.

Experience in managing a team is required.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in English is required. knowledge of French is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be

followed by competency-based interview.

Special Notice

This post is funded for an initial period of one year and may be subject to extension.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Staff Members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all Staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions

within or across duty stations under conditions established by the Secretary-General.

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.