

Posting Title : ARCHIVES ASSISTANT (4 Positions), G5  
Job Code Title : ARCHIVES ASSISTANT  
Department/ Office : Regional Service Centre at Entebbe  
Location : ENTEBBE  
Posting Period : 28 September 2023-27 October 2023  
Job Opening number : 23-DOC-RSCE-217275-R-ENTEbbe (R)  
Staffing Exercise : N/A

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

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### **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 in the Archives and Records Management Unit (ARMU) of the Regional Service Centre in Entebbe (RSCE). The Archives Assistant will report to the Information Management Assistant who oversees the Archives and Records Management Unit.

### **Responsibilities**

Within delegated authority, the Archives Assistant will be responsible for the following duties:

**Archives and Records Management:**

- Provides advisory services on record-keeping practices, including needs and business process analysis.
- Assists in the digitization of records and documents.
- Conducts end-user training relating to the electronic document and records management system at RSCE.
- Registers incoming and outgoing records in electronic record keeping system.
- Maintains paper-based and electronic central file system by creating new folders, applying disposition instructions and tracking file circulation.
- Participates in records management projects in RSCE, assembles records and creates electronic file lists in preparation for records transfer and arranges for their transportation from offices to storage facilities.
- Ensures the custody of the ARMU repository by maintaining it in a good order, monitoring the use of space.
- Participates in the Transfer of Official Status Files to HRSD Registry in New York
- Assists in accessioning, disposition, description, and database updating activities.
- Performs clearinghouse functions concerning maintenance of accession, disposal, and location elements of the RSCE database.
- Supports disposition operations by liaising with records-originating offices on transfer procedures and documentation; and analyses retention schedules and precedents in support of disposition decisions.
- Creates and maintains manual accession records and provides information to other Unit staff in support of reference and archival arrangement and description activities.
- Oversees internal records retrieval, loan, reproduction, and staff clearance operations.
- Supports external reference services by drafting routine responses to enquiries, including records reproduction transmittals, for approval of Unit Chief.
- Participates in maintaining the Unit's database.

**Documents management:**

- Assist clients offices with searches for records.
- Provides documents delivery services as required.

**General:**

- Conduct basic research as requested by more senior staff.
- Provides relevant technical support to users of information services.
- Provides administrative support for the Unit supervisor and undertakes duties as assigned.

**Competencies**

**Professionalism:** Knowledge of archives/records management or registry work. 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.

**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.

**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.

## **Education**

High school diploma or equivalent is required.

## **Job Specific Qualifications**

### **Work Experience**

A minimum of Five (5) years of experience in archives and records management or related area is required, of which one (1) year of experience with archives management system, content management system, or electronic records management system. The minimum year of relevant experience is reduced to three (3) for candidates who possess a first level degree or higher.

Experience within the United Nations common system or similar international organization or non-governmental organization is desirable.

Experience working in a shared service centre or similar setup is desirable.

A Diploma or post-Secondary training in Archives and Records Management or a related Information Management field is desirable.

## **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 another official United Nations language is an advantage.

## **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.

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.

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

An impeccable record for integrity and professional ethical standards is essential.

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

## **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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

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.