



Job Opening Reference: RSCE/TJO/015/07-2019

Issuance Date: 17 July 2019

Deadline Date: 25 July 2019

Type of contract: Temporary Appointment

Duration: 6 months

Department: RSCE

Scheduled date for taking up appointment: ASAP

Title: Records Assistant	Grade: GS-4	Duty Station: Entebbe, Uganda
<u>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u>		
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).

Organizational Setting and Reporting Relationship.

This position is located in the Archives and Records Unit of the Regional Service Center Entebbe (RSCE).

The Records Assistant at this level will report to the Team Leader.

1. Main Duties and Responsibilities:

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

- Supporting the maintenance and development of electronic and manual tools used for the records keeping of staff files.
- Assisting in ensuring completeness of official status personnel files.
- Assisting in description and database updating activities as required.
- Performing initial actions to acquire updated materials and documents;
- Performing digitization functions, including scanning, creating digital objects and postings to designated repositories.
- Providing document delivery services as required;
- Providing administrative support for the unit as assigned.

2. Competencies:

- **Professionalism:** Knowledge of filing, records-keeping and archiving operations, ability to undertake relevant research, maintain records in a systematic fashion and retrieve necessary materials with maximum speed and accuracy. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

- **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.

3. Qualifications required to perform the assigned duties of the post.

Education

- High school diploma or equivalent is required.
- Vocational certificate or Diploma in Records and/or Information Management, Library Sciences or related area is desirable.

Work Experience

- A minimum of four years of experience in library work, archives, information network administration, or related field is required. Experience in specific referencing, cataloguing, indexing, digitization, collection management, etc. is required.
- Experience working in an international organization is desirable.
- Experience in Personnel Administration is desirable.

Other Skills

- Technical knowledge: Proficiency in relevant computer applications such as Word and Excel
- Skills and abilities:
 - Excellent organizational and concentration skills
 - Able to work in multicultural team
 - Trustworthy with an eye for detail
 - Thoroughness

Languages

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

ADDITIONAL IMPORTANT COMMENTS.

1. Please note that failure to comply with the below will render your application invalid for this process.
2. All applicants must apply using a Personal History Profile generated from INSPIRA (visit <https://inspira.un.org>) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
3. All applications must be accompanied by the following which **MUST** be provided at the time of submission:

- a. 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.
 - b. Latest performance evaluation report (for internal UN Candidates).
 - c. Copy of High School Diploma.
 - d. Copies of other relevant certificates and diplomas.
4. PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: rsce2-recruitment@un.org WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.
5. PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.
6. Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
7. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted based on the information submitted. Applications cannot be amended following submission.
8. This position is funded for an initial period of three (3) months and may be subject to extension based on availability of funds and operational needs. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
9. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.