
UNITED NATIONS MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Information Management Officer, NO-C
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA (UNVMC)
Location:	BOGOTA, COLOMBIA
Posting Period:	17 November – 9 December 2017
Job Opening Number:	MC-NJO-2017-052

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

RECRUITMENT FOR THIS POSITION MAY BE SUBJECT TO FUNDING EXTENSION

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 form, which can be found at <https://colombia.unmissions.org/empleo>. No CVs will be accepted) at the following e-mail address: mcrecruitment@un.org. Please include the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient. If you need more P11 pages, please print and add them as additional pages to the P11 submission. Please make sure the e-mail application is not larger than 5MB in size.

Organizational Setting and Reporting Relationships:

This position is located in the United Nations Verification Mission in Colombia -UNVMC- at the Information Management Unit under the Office of the Chief of Staff.

Responsibilities:

Within delegated authority, the Information Management Officer will be responsible for the following duties:

- Leads the coordination of the design, development, supervision and operations of information databases related to verification.
- Assesses and makes recommendations relating to the use of tools, methodologies and information systems in support of the Mission's monitoring and verification mandate.
- Develops and implements Information Management and information flow procedures, protocols and SOPs.
- Contributes to the formulation and implementation of overall policies, procedures, objectives and guidelines affecting the development and maintenance of the Mission's records and archives and delivery of reference services, archival description and systems management

- Puts in place systems measures and protocols to ensure the effective protection of sensitive information
- Provides advisory services on recordkeeping and data access practices based on needs, business process, workflow, technical architecture and information resources analysis; makes recommendations relating to recordkeeping practices, improvement and implementation strategies, resource requirements, file plans, retention schedules and procedures for transferring records to the section; organizes and maintains UN records; preserves and disposes, identifies and protects vital records; and informs management policies and procedures, with an emphasis on technological applications;
- Researches, analyses and evaluates new applications of information technology to archives and records management and makes recommendations for their deployment.
- Participates in record-keeping improvement projects, contributing to feasibility studies, systems analysis, design, development and implementation and in the evaluation and testing of record-keeping application improvements and new systems; provides user support.
- Develops detailed system and other functional specifications and standards focused on the verification mandate from the recordkeeping perspective and user documentation for new systems.
- Develops training materials and user manuals; trains staff in use of the recordkeeping system assigned.
- Manages records accession and disposition functions by applying the life-cycle concept to information assets, including appraisal by liaising with records-originating offices regarding the transfer and/or disposal of their records; assures that retention schedules, registration and physical aspects of records transfers meet established standards; oversees space management and commercial storage contracts; supervises staff and consultants in implementing related tasks; and performs records appraisal.
- Understands, keeps current with and applies preservation techniques and strategies for records in all media. Ensures that the Section's storage facilities meet environmental standards.
- Manages archival processing activities by overseeing adherence to preservation, international bibliographic, description and database standards; produces descriptive inventories; prepares mark-up of descriptive inventories for electronic dissemination; and makes recommendations regarding the planning and prioritisation of preservation and description programme requirements.
- Performs and supervises reference functions by advising internal and external users about records holdings and accessibility; maintaining communications with other information management networks and records and archives specialists; supervising retrieval and reproduction activities of General Service staff.
- Evaluates adequacy of existing records management and reference tools. Implements new technologies in information management to ensure that tools developed for efficient access to information are accessible to staff throughout the Organization.
- Performs other related duties, as required.

Work implies frequent interaction with the following:

- Archives, records management and information technology specialists throughout the Secretariat and other UN agencies (ARMS-NY and IM-NY).

- Managers and staff in records-originating and user offices and other user clients, including external users, e.g., scholarly researchers, governments, international organizations, etc.
- Vendor sales and technical personnel.

Results Expected:

Achieves the Unit/Section's programme objectives through: preservation and servicing of official records related to the mandate with continuing value in support of the Organization's operational, informational, legal and audit needs; guides Secretariat offices on managing paper-based and electronic records and their integration into the automated United Nations information system through the provision of advisory services and advocacy of recordkeeping standards to assure the timeliness, accuracy, completeness, efficient management, accessibility and usability of information.

Competencies:

Professionalism: Knowledge of information management, archival, record keeping and record disposition. Knowledge of electronic data maintenance, including appraisal, conservation and migration management; records preservation and description. Ability to conduct research and provide recommendations on information management trends. Ability to demonstrate conceptual, analytical and evaluative skills and conduct independent research and analysis, identifying and assessing issues, formulating options and making conclusions and recommendations. 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.

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.

Planning& Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in archival, information science, information systems, social science or related field. A first-level university degree in combination with two additional relevant years of experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of five years of progressively responsible experience in modern archives management, record keeping, library, information management or related area is required. Experience in working with the United Nations Common System is desirable.

Languages: Fluency in English and Spanish is required.

United Nations Considerations

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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.