
UNITED NATIONS MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	ASSOCIATE INFORMATION MANAGEMENT OFFICER, NO-B
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA (UNVMC)
Location:	BOGOTA, COLOMBIA
Posting Period:	May 17 – May 25 2018
Job Opening Number:	MC-NJO-2018-019

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

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 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 9MB in size.

IMPORTANT NOTE:

In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates.

Organizational Setting and Reporting

This position is located in the Information Management Unit (IMU). The Associate Information Management Officer will report to the Section Chief.

Responsibilities:

Under the overall direction of the Section Chief and within limits of delegated authority, the Associate Information Management Officer will be responsible for the following duties:

General:

- Provides professional advice on the development of information management standards, practices and infrastructure.
- Assesses and makes recommendations relating to the use of tools, methodologies and of information in support of the Mission's verification mandate.
- Supports the design, development, supervision and operations of information related to verification.
- Contributes to the formulation and implementation of overall policies, procedures, protocols, SOPs, objectives and guidelines affecting the development and maintenance of the Mission's records, reports and information.
- Provides electronic report keeping support and advice on electronic record keeping system standards and compliance; oversees the digital reporting process; provides training in the use of metadata standards for the capture, maintenance and accessioning of digital archives; and manages system upgrades and migration for digital archives and databases.
- Supervises and undertakes records accession and disposition functions, including records appraisal, by liaising with records-creating offices on the transfer and/or disposal of records.
- Analysing and evaluating records for evidential and informational value in support of verification reports
- Supervises and undertakes archival processing activities by producing descriptive inventories; prepares mark-up of inventories for electronic dissemination; and monitors adherence to description, database and preservation standards.
- Provides advice and support in the management of information related to verification mandate
- Performs other related duties, as required.

Work implies frequent interaction with the following:

- Information Management in NY (IM-PK), Archives and Records Management Section (ARMS-NY), Intranet Specialists, Business Intelligence Specialists and Information Technology Specialists throughout the Secretariat and other UN agencies.
- Managers and staff in records-originating and user offices and other user clients, including external stakeholders and users, e.g., OACP, ARN and other State institutions, international organizations, etc.
- Vendors and technical personnel and consultants

Competencies:

PROFESSIONALISM: Knowledge of analysis, use of information, information management and records management with a substantive and thematic understanding of its impact on the mandate and operations. Ability to conduct research and provide recommendations on information 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. Ability to provide maintenance and disposition of records, including appraisal and migration management, records preservation and description, as well as databases and research practices. 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 perspective and ensures the equal participation of women and men in all areas of work.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way

communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

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:

Advanced university degree (Master's degree or equivalent) in archival, information science, social science or related field. A first-level university degree in combination with qualifying experience may be accepted In lieu of the advanced university degree.

Work Experience:

A minimum of two to three years of progressively responsible experience in modern archives management, databases, recordkeeping, library, information management or related area.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Spanish (both oral and written) is required.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.