



The purpose of this Job Opening is to hire one Locally-Recruited Individual Contractor (IC) and also to establish a local Roster for this Functional Title with the United Nations Mission in Colombia

JOB OPENING NUMBER: CIC-11-2017-UNVMC
FUNCTIONAL TITLE AND LEVEL : RECORDS MANAGEMENT ASSISTANT (equal to GL-3)
CONTRACT TYPE: INDIVIDUAL CONTRACTOR (local)
DURATION OF CONTRACT: 3 MONTHS (with a possibility of extension up to 9 months maximum)
DUTY STATION: BOGOTA
DATE OF ISSUANCE: 26/10/2017
DEADLINE FOR SUBMISSION: 02/11/2017

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 5MB in size.

Please include the job opening number of the above posting in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Terms of Reference

Within the terms of organization's delegated authority and under the direct supervision of the Supervisor assigned and the CHRO the IC will undertake the following tasks:

- Registers Section's incoming and outgoing records in electronic and Hard copy record keeping systems.
- Maintains Section's paper-based and electronic central file system by creating new folders, applying disposition instructions and tracking file circulation.
- Participates in records management projects, assembles records and creates electronic file lists in preparation for records transfer and arranges for their transportation from offices to non-current storage.
- Assists in accessioning, disposition, description, and database updating activities as they relate to Section records-related projects.
- Supports disposition operations by liaising with records-originating offices on filing, transfer and disposing procedures of files and documents; and analyzes retention schedules and precedents in support of disposition decisions.
- Creates and maintains manual accession records and provides information to other Section 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 the supervisor in charge and the CHRO.
- Participates in maintaining the Section's reference database.
- Maintains Staff Members files, IC & Consultants and other relevant HR related files.
- Updates databases containing Records Management and HR related statistics and prepares periodic reports.

Documents

- Liaises with document processing services with respect to preparation, reproduction and distribution of files, folders and other documents.
- Orders and follows-up on shipment of documents, reference materials, stationery and necessary equipment to various sites.
- Provides document delivery services as required.

General

- Conducts research as requested by senior staff.
- Provides administrative support for the Unit and the CHRO and undertakes other related duties as assigned.
- Performs other related duties as required.

Qualifications required:

Education: The Records Management Assistant Individual Contractor will need to provide at least the High School diploma from a recognized and accredited institution. Also employment certificates or copy of contract with the last employer.

Work Experience: At least three (3) years of progressively responsible experience in Records Management, Human Resources or a related field is required.

Languages: English and French are the working languages of the United Nations Secretariat. For this posting, fluency in Spanish and knowledge of English is required.

Assessment Method: Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

The successfully hired IC will be fully responsible to arrange, at their own expense the health and other forms of insurance covering the period of the IC contract.

Special Note:

The above statements are intended to describe the general nature and level of work being performed by the individual contractor(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

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 is charged by the United Nations at any stage of the hiring process.