
UNITED NATIONS MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Assistant Information Management Officer, NO-A
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA (UNVMC)
Location:	BOGOTA, COLOMBIA
Posting Period:	23 September – 15 October 2017
Job Opening Number:	MC-NJO-2017-028

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

RECRUITMENT FOR THIS POSITION IS SUBJECT TO FUNDING AND MANDATE APPROVAL.

The Human Resources Unit invites all interested and qualified candidates to apply for the advertised position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to the Recruitment Unit via the email: MCrecruitment@un.org.

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

Organizational Setting and Reporting

This position is located in the UNVMC Information Management Unit. The Assistant 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 Assistant Information Management Officer will be responsible for the following duties:

- Provides support to information management initiatives of significant importance to the Mission, including documents, data, web content and records management services and tools, training programmes for information management, business intelligence dashboards, cross-cutting monitoring tools, and staff intranet/web portals.
- Assists in the identification and collection of data and information elements to produce standardized products and services, implements data collection plans, as directed by the supervisor, to regularize collection and production as necessary, supports the analysis of data through visualizations and data services.
- Supports the adoption of data and information exchange standards and promotes data and information sharing within the parameters of security protocols.
- Implements dissemination and access plans for information products and services as appropriate (e.g. web portal, mailing list, fact sheets, data visualizations) including the definition of standard operating procedures for clearance for dissemination.

- Researches, analyses and supports the development of new information management services and the evaluation of new applications of information technology to information management, data management, web publishing, archives and records management, and makes recommendations for their deployment.
- Implements information management and record-keeping improvement projects and services, as directed by the supervisor, contributing to feasibility studies, systems analysis, design, implementation, evaluation and testing of information management system improvements.
- Provides electronic record keeping support and advice, to records-creating offices by advising on electronic record keeping system standards and compliance; oversees the digital records accessioning of digital archives.
- Researches and undertakes records accession and disposition functions, including records appraisal, by liaising with records-creating offices on the transfer and/or disposal of records and analysing and evaluating records for evidential and informational value in support of records appraisal.
- Researches and undertakes archival processing activities by producing descriptive inventories; provides support in monitoring adherence to description, database and preservation standards.
- Advises internal and external users on holdings and accessibility and assisting in the administration of access and declassification activities.
- Supervises General Service staff in relation to functions cited above.
- Performs other related duties, as required.

Competencies

Professionalism:

- Knowledge of information management, records management and record keeping in electronic media
- Ability to provide maintenance, preservation and disposition of records
- Capacity to implement records management programmes according to UN standards
- 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.

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 the audience
- Demonstrates openness in sharing information and keeping people informed

Technological Awareness:

- Keeps abreast of available technology
- Understands applicability and limitations of technology to the work of the office

- Actively seeks to apply technology to appropriate tasks
- Shows willingness to learn new technology

Education

A first-level university degree in information management, information science, information systems, social science or a related field is required.

Work Experience

A minimum of 2 years of progressively responsible experience in modern archives management, records keeping, library, information management or a related area is required. Experience in managing sensitive information and official archives according to institutional rules, policies and procedures is required. Experience in managing workflows focused on trouble-shooting information gaps is desirable. Experience in working with the UN common system is desirable.

Languages

English and French are the working languages of the UN Secretariat. For this position, fluency in English and Spanish (both oral and written) 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.