



## VACANCY ANNOUNCEMENT

**Records Management Assistant, G-5**  
Administrative Services (AS) Programme  
Knowledge Management Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
31 July 2015	VA 15/024/AS	As soon as possible	One and half year with possibility of extension	Bonn, Germany

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**The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The mandate of the **Administrative Services Programme** is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of crosscutting common services and functions. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the UNFCCC secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

### **Where will you be working**

The Records Management Assistant post is located in the Records Management sub programme which is accountable for providing records management services throughout the secretariat.

### **What will you be doing**

Under the general guidance of the Chief, Knowledge Management and the direct supervision of the Records Management Officer, you will be responsible for the following functions:

- Provision of records management support and advice
- Managing the inactive record center
- User support and training
- Maintenance of existing record management databases

### **You will have the following responsibilities:**

1. You will provide record management support and advice to records-creating offices by:
  - advising on records management procedures in organizing and managing UNFCCC information assets, records preservation and disposition;
  - handling records transfer processes;
  - liaising with records-creating offices on the disposal of records;



- applying retention schedules so that registration and physical aspects of records transfers meet established standards.
2. You will maintain existing record management databases by:
    - providing reference services, including conducting complex searching;
    - supporting the review and analysis of business functions and activities;
    - maintaining a complete and updated business classification scheme (BCS) and related RM toolkits.
  3. You will manage the daily operation of the inactive records center by:
    - providing records retrieval services;
    - being responsible for the physical security and safety of the organization's records and ensuring the efficient and safe use of storage space;
    - coordinating with facility management for repository maintenance;
    - conducting environmental quality controls and arranging for the resolution of problems;
    - coordinating with staff in relevant administrative offices to procure archival supplies and services.
  4. You will provide user support and training by:
    - supporting users on the application of the records management toolkits and recordkeeping system;
    - delivering staff training on basic records management tools;
    - assisting in preparing training materials, user guides and searching aids.
  5. You will perform any other job related activity as required, including maintaining records management operational statistics.

### **What are we looking for**

#### **Educational background**

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Required: Completed secondary education.

Highly desirable: Specialized training in information science, records, archives and library management, and knowledge about electronic recordkeeping system.

#### **Experience**

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Required: At least five years of relevant experience at office support level in documents registration, modern archives management, record keeping, information management or related area.

#### **Language skills**

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Required: Fluency in written and spoken English.

Asset: Working knowledge of other United Nations languages and/or German.

#### **Specific professional knowledge**

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Required: Proficiency in MS Office (Word, Excel, Access, PowerPoint) as well as Sharepoint 2010 or 2013

Desirable: Practical experience in maintaining electronic records for public institutions using an electronic records management system is desirable.



### **Job related skills**

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Required:                    Good communications skills.  
                                  Ability to deliver basic records management presentation and training.  
                                  Ability to deal with highly sensitive information.  
                                  Good research and analytical skills.

### **What is the selection process**

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying Professional Expertise, communicating with impact, being responsive to clients and partners, working with teams

### **How to apply:**

Candidates, whose qualifications and experience match what we are looking for, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

### **Please note:**

1. This post is for local recruitment only. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
  2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
  3. Indicative net annual salary: Euro 36,584, plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>
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