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**VACANCY ANNOUNCEMENT**

**COMMUNICATIONS AND KNOWLEDGE MANAGEMENT SERVICES (CKMS) PROGRAMME**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 12/054/CKMS</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>28 June 2012</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>27 July 2012</b>
<b>TITLE AND GRADE:</b>	<b>Records Management Assistant (G-5)</b>
<b>POST NUMBER:</b>	<b>FCA-2943-G5-006</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>EUR 35,195 plus other UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

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**Background**

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 Communications and Knowledge Management Services programme manages and facilitates work related to external communications, on-line public information, media relations and services, and internal knowledge management services to support the UNFCCC and the Kyoto Protocol processes.

**Responsibilities**

Under the general guidance of the Chief, Knowledge Management and the direct supervision of the Records Management Officer the incumbent is responsible for supporting the records management programme across the Climate Change Secretariat - in terms of developing policy, procedures and practice, defining functional requirements for recordkeeping system, managing the operation of an inactive physical records center. In particular the incumbent:

1. Conducts surveys, interviews and researches for the development of records management functional toolkits, maintains and updates the toolkits to reflect the current secretariat functions and activities, coordinates their review and approval. Provides user support on application of the records management toolkits and recordkeeping system.
2. Assists in raising awareness for record keeping management by drafting articles or other documents for internal publication; updates the Intranet records management section. Conducts staff training on basic records management principles.
3. Assists programmes in appropriate handling of sensitive information, coordinates access and declassification reviews by screening records for security-classified materials, preparing declassification review requests and updating database.
4. Facilitates the periodic transfer of inactive records into the KM records center by liaising with Secretariat offices; reviews and ensures the completeness and accuracy of transfer documentation; and provides advice to Secretariat staff in transfer preparations. Oversees records center operations by overseeing space allocations and associated accessions and database updating.

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5. Oversees disposals by liaising with relevant Secretariat staff and paper recycling companies; prepares background information for the review of records management officer and implementing retention schedules; supervises the staging of records for disposal; and updates the recordkeeping database.

### Requirements

- Completed secondary education and secretarial/commercial training or equivalent. Specialized training in information science, records, archives and library management, and knowledge about electronic recordkeeping system is an asset.
- At least five years of relevant experience in documents registration, modern archives management, record keeping, information management or related area.
- Proficiency in MS Office: Word, Excel, Access and PowerPoint. Practical experience in maintaining electronic records for public institutions and in an office support function using databases is desirable.
- The incumbent must be flexible and well organized.
- Fluency in written and spoken English. Working knowledge of other United Nations languages and/or German is an asset.

### Evaluation criteria

**Professionalism:** Very good understanding of the functions of the post.

**Communication:** Very good communication skills (spoken and written) including ability to draft and edit standard correspondence.

**Planning & Organizing:** Very good organizational skills and ability to handle work in an efficient and timely manner. Ability to set and meet priorities.

**Client (service) oriented:** Proven service-oriented approach to tasks.

**Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment.

**Technological awareness:** Fully proficient computer skills including the use of software packages such as Word (including document formatting), Excel, Power Point, internal databases and other relevant software applications.

**Commitment to Continuous learning:** Proactive and mature attitude towards self-development.

### To apply

Candidates whose qualifications and experience match the requirements for this position, please 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.