



United Nations Office
for West Africa and the Sahel

Bureau des Nations Unies
pour l'Afrique de l'Ouest and du Sahel

UNOWAS
Dakar / Sénégal

VACANCY ANNOUNCEMENT: UNOWAS/HRS/VA/005/17

The United Nations Office for West Africa and the Sahel / Cameroon Nigeria Mixed Commission (UNOWAS/CNMC) is looking for a highly motivated, team player and result oriented person

To serve as: **Archive Record Management Analyst**

Title :	Archive Record Management Analyst
Number of posts	01
Type of contract	Service Contract
Grade	SB-4
Duration	12 months (renewable upon satisfactory performance and position availability)
Duty station	Dakar
Unit/Section	United Nations Office for West Africa and the Sahel
Issuing date	22/12/2017
Closing date	5/01/2018

Organizational Setting and Reporting Relationships: The position is located within the United Nations Office for West Africa and the Sahel. The Archive Record Management Analyst will report to the Chief of Communication and Information Technology Section (CITS)

Responsibilities: Under the guidance and supervision of Communication and Information Technology Section, the Archive Record Management Analyst will be responsible for the following duties:

- Provide support to UNOWAS/CNMC sections/units by advising on electronic record-keeping system standards and compliance and providing training in the use of metadata standards for the capture, maintenance, accessioning of digital archives;
- Oversee and manage digital records accession data in the mission Archive Record Management and electronic record-keeping system;
- Facilitate the appraisal of digital records with permanent archival value and makes recommendations for the storage, permanent preservation and future access of digital archive,
- Manage system upgrades and migration for digital archives databases;
- Assist UNOWAS/CNMC sections/units focal points in implementing the related tasks as well as other related duties, as required.
- Manage records accession and disposition functions, including records appraisal, by liaising with records-creating offices on the transfer and/or disposal of records and analyzing and evaluating records for evidential and informational value in support of records appraisal.



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- Administrate archival processing activities by producing descriptive inventories; prepares mark-up of inventories for electronic dissemination; and monitors adherence to description, database and preservation standards.
- Perform reference functions by advising internal and external users on holdings and accessibility and assisting in the administration of access and declassification activities.
- Draft meeting agenda & minutes, regular reports on project progress and presentations for project manager;

Work implies frequent interaction with the following:

- Senior Management, Team Leaders and Sections/Units Information Management Focal Points in records-originating offices;
- Information Management Team (for Information Systems Officer attached to records-creating offices).

Results Expected: Supports the implementation of Record and Archiving Project: preservation and servicing of records with continuing value in support of United Nations Office for West Africa and the Sahel and Cameroon-Nigeria Mixed Commission operational, informational, legal and audit needs; provides guidance to Missions sections/units on managing paper-based and electronic records.

Performs any other administrative and logistics related duties as required.

Competencies:

- **Professionalism:** Knowledge of information management and record keeping in electronic media. Ability to provide maintenance and disposition of records, including appraisal and migration management; records preservation and description; 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 perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.



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Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in administration, archiving, information science, information systems, 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.

Experience: A minimum of four (4) years of progressively responsible experience in in the field of administrative services, record-keeping, archiving, library, information management or related area. Experience with UN is desirable.

Language: English and French are the working languages of the United Nations Secretariat. Fluency in French, (both oral and written) is required; a working knowledge of English is required.

APPLICATION:

This announcement is available on UNOWAS Website: www.unowas.unmissions.org

Applicants meeting the above qualifications are requested to submit the following only:

- Motivation letter
- Completed P-11 form (please note that the P11- Form is available on UNOWAS Website)
- Copy of Diplomas and Degrees
- Certificate of National Identity or work authorization from Senegalese authorities

Please send your application by e-mail at unowas-cnmc-hr@un.org with reference to the title of the position: *Archive Record Management Analyst, VA#UNOWAS/HRS/VA/005/17* no later than 5 January 2018.

Please note that only short-listed candidates will be contacted.