



JOB OPENING

Functional Title & Level:	Information Management Assistant (GS-5)
Section/Org. Unit:	Information Management Unit
Duty Station:	Port-au-Prince
Posting Period:	10 – 17 December 2018
Job Opening Number:	MINUJUSTH-TJO-2018-003

Special Notice

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit ONLY their Personal History Profile (PHP) via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUJUSTH website <https://minujsth.unmissions.org/offres-emploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Information Management Assistant (GS-5)** typically reports to the Chief of Section or, Chief of Unit, though this may vary depending on the mission structure and location of these post.

Responsibilities

Archives and Records Management

- Assists in the oversight of contractually stored records by facilitating the establishment of contracts and monitoring compliance; prepares and arranges records for transfer to commercial storage, applies retention schedules and initiates reappraisals and disposal in consultation with archivists, registers actions in the unit database, and provides reference service.
- Assists in the oversight of archival arrangement and description operation by identifying, planning and overseeing projects in consultation with Unit archivists and in liaison with contractual archivists.
- Undertakes archival arrangement and description projects by researching administrative histories and providing records and content analysis for purposes of series description preparation and appraisal determinations, arranges records and prepares series descriptions according to archival standards and database protocols.
- Participates in reference and research operations by servicing on-site and remote researchers, including the supervision of junior reference staff in records identification, retrieval and reproduction services.
- Provides curatorial and database management for artworks and archival photograph collections.
- Coordinates access and declassification reviews by screening records for security-classified materials, preparing declassification review requests and updating Unit database.

Documents

- Carries out research and document delivery services using a range of specialized commercial databases in addition to standard sources and databases
- Orders and ensures shipment of documents, reference materials, stationery and necessary equipment to various sites
- Liaises with document processing services with respect to preparation, reproduction and distribution of document and publications.
- Follows-up on shipment of documents, reference materials, stationery and necessary equipment to various sites.
- Provides document delivery services as required.

General

- Guides and supervises junior staff.
- Provides administrative support to unit chiefs and undertakes other duties as assigned.

Competencies

- **Professionalism:** Shows pride in work and 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.

- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Education

High school diploma or equivalent is required

Work Experience

A minimum of five years of relevant and/or progressively responsible experience in archives, electronic records management or related area.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English or French (oral and written) is required; Knowledge of the other is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.