
MINUJUSTH JOB OPENING

Job Title & Level:	Records Management and Archiving Assistant (IC-3)
Department/Office:	Human Resources Unit
Location:	Port-au-Prince
Posting Period:	From 26 January to 1 February 2018
Job Opening Number:	MINUJUSTH-CIC-01-2018

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

Special Notice

The United Nations Mission for Justice Support in Haiti (MINUJUSTH) invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records to Recruitment & Career Development Unit (RCDU) via email at minujsth-ic-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUJUSTH Bulletin Board for Internal Candidates and at the MINUJUSTH website (<https://minujsth.unmissions.org/offres-demploi>) for external candidates.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail. Due to volume of applications being received, acknowledgment will be sent to short-listed candidates only.

Organizational Setting and Reporting Relationships:

This position is located in the Human Resources Unit. The incumbent reports to one or more officers.

Responsibilities:

Within limits of delegated authority, the Records Management and Archiving Assistant at this level may be responsible for the following duties:

- Creates and maintains up-to-date incoming and outgoing chronological files for all consultants and individual contractors (active and inactive);
- Records and files incoming filling documents in hard copy files and share drive as necessary.
- Participates in records management projects in the Mission for the final closure of MINUSTAH, assembles records and creates electronic file lists in preparation for records transfer and arranges for their transportation from offices to archive storage;
- Assist in the review of submitted documents i.e. PHPs, Birth Certificate, Diplomas, Certificate of Good Health, proof of insurance and Employment Letters and preparation of evaluations for recruitment of Consultants and ICs;
- Provides general office support services; drafts and/or processes a variety of correspondence and other communications;
- Schedules appointments/meetings, monitors deadlines, etc.
- Maintains and updates the Consultants and IC database, reconciliation of data and prepares reports as and when required;

- Assists in the preparation of necessary documentation for distribution to various offices, departments and inside and outside of the mission area.
- Perform other related duties as required.

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.

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 audience; demonstrates openness in sharing information and keeping other informed.

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.

Education

High School diploma or equivalent required. Training in Human Resources management and/or administration is desirable.

Work Experience

At least four (4) years of progressively responsible experience in human resources management, administrative services or related area is required. Experience in records management is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position advertised, fluency in oral and written English and French is required.