
MINUJUSTH JOB OPENING

Job Title & Level:	Records Management and Archiving Assistant (IC3)
Department/Office:	Medical Service Unit
Location:	Port-au-Prince
Posting Period:	From 5 June to 11 June 2018
Job Opening Number:	MINUJUSTH-CIC-016-2018

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 via email to 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 in the Medical Service Unit. The incumbent reports to a Supervisor and to the Chief of the Unit.

1. RESPONSIBILITIES

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

- Participates in records management projects in the Mission for the final closure of MINUSTAH. Assembles records and files in preparation for records transfer and arranges for their transportation from offices to archive storage;
- Sort and organizes the Medical and budget documents in archives in order of document numbers and dates;
- Collect, sort, prepare and scan documents; label and enter documents into the computer system; prepare files and forward documents for recycling and/or shredding.
- Prepares list of the documents, put them in boxes with proper labeling of the documents lists;
- Transfers the documents in the central archives as part of the MINUSTAH liquidation process;
- Performs all duties related to archives and documents management;

- Provides general office support services; drafts and/or processes a variety of correspondence and other communications;
- Performs other related duties as required by the unit.
- Ensure documents are archived and properly located; maintain confidentiality.

2. **COMPETENCIES**

Professionalism. - 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; Show persistence when faced with difficult problems and challenges; remains calm in stressful situation.

Communication. - Ability to speak and write clearly and effectively; Ability to listen to others, correctly interprets messages from others and respond appropriately; communication; Ability to demonstrate openness in sharing information and keeping people informed.

Teamwork - Work 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 accordance with final decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

3. **EDUCATION**

High school diploma or equivalent required. If not available, the Records Management Assistant will need to have a Certificate/Diploma or Vocational Training from a recognized and accredited institution.

4. **WORKEXPERIENCE**

At least three (3) years of progressively responsible experience of working in a complex records management environment. Experience of developing and/or implementing records management policies and procedures.

5. **LANGUAGE**

Fluency in spoken and written English, French and Creole. Knowledge of another official UN language is an advantage.

6. **Special Note:** The above statements are intended to describe the general nature and level of work being performed by the contractor(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.