



Internal / External Job Opening

Date: 13 September 2016

Job Opening No. : **JO/2016/027**
Section : **Office of the Senior Administrative Officer / Information Management Unit**
Functional Title : **Information Management Assistant**
Post level : **GS-4 (One Post)**
Duty Station : **Naqoura**
Deadline for receiving applications: **12 October 2016**

Duties and Responsibilities:

Within the delegated authority, the Information Management Assistant will be responsible for the following duties:

- Supports the internal availability of information by maintaining Intranet/Web portals.
- Maintains central paper-based and electronic information management systems by managing users, creating new folders, applying disposition instructions and tracking file circulation.
- Manages the access to digital systems containing documents, data, or other information formats and promotes the release of unclassified information.
- Contributes to the management of data by collecting, organizing and synthesizing data and information for delivery in information management services, products and systems.
- Operationalizes document and data standards and promotes them within the mission.
- Supports the quality of documents and data by enforcing standards throughout a network of focal points.
- Provides timely uploading and maintenance of information in information systems.
- Registers Section's incoming and outgoing records in electronic record keeping system.
- Reviews material and determines appropriate document / file classification category.
- Maintains Section's paper-based and electronic central file system by creating new folders, applying disposition instructions and tracking file circulation.
- Assists in accessioning, disposition, description, and database maintenance activities as they relate to Section records-related projects by reviewing, verifying and processing documents and information in conformity to guidelines.
- Supports disposition operations by liaising with records-originating offices on transfer procedures and documentation.
- Creates and maintains manual accession records and provides information to other Section staff in support of reference and archival arrangement and description activities.
- Processes internal records retrieval, loan, reproduction and staff clearance operations.
- Drafts routine responses to enquiries, including records reproduction transmittals, for approval of Unit / Section Chief Documents.
- Liaises with document processing services with respect to preparation, reproduction and distribution of documents and publications.

- Follows-up on shipment of documents, reference materials, stationery and necessary equipment to various sites.
- Provides document delivery services as required.
- Conducts basic research as requested by more senior staff.
- Extracts key data and generates statistical and other reports from various databases.
- Provides general office support services.
- Performs other related duties as required.

Qualifications and Requirements:

- High school diploma or equivalent is required.
- Minimum of three (03) years of experience in information management, web publishing, archives, or record management is required.
- Fluency in oral and written English is required. Working knowledge of French is desirable.
- Good computer skills are required.
- Candidates must have passed the United Nations Administrative Support Assessment Test (ASAT) or an equivalent / appropriate locally-administered test at Offices Away from Headquarters.

Core Competencies:

Professionalism: Knowledge of general office and administrative support including administrative policies, processes and procedures. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.

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.

Instructions for Submission of Applications and Relevant Documents (choose only one):

Submit a **fully completed** and signed application form (P.11) in English.

Although in the P.11 form, it is indicated that you should not send or attach any documentary evidence at this stage, please do attach copies of High School degree and work certificates.

The P.11 and supporting documents should be sent to the Chief of Human Resources Management Section, UNIFIL, Naqoura:

- 1.) Via e-mail to unifil-recruitment@un.org or;
- 2.) Apply online through our WEBSITE: unifil.unmissions.org

Internal candidates should submit copies of their latest two e-performance documents.

Important notes:

- 1.) **Applications that do not include copies of high school certificate / work certificates will be considered incomplete and will not be taken into consideration.**
- 2.) Please ensure that the Job Opening Number is clearly indicated in your application;
- 3.) Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates for the test and/or an interview;
- 4.) Preference will be given to equally-qualified female candidates.