

**No:** 410152  
**Post Date:** 11/04/2006  
**Expiration Date:**  
**Title:** Information Management Officer  
**Grade:** P-3  
**Organization:** Field Missions Administered by DPKO

**Accountability:** Provide advisory services on recordkeeping practices including needs and business process analysis; organization and maintenance of UN information assets; records preservation and disposition; and information management policies and procedures, with an emphasis on technological application. Research, analyse and evaluate new applications of information technology to archives and records management and make recommendations for their deployment. Participate in record-keeping improvement projects, contributing to feasibility studies, systems analysis, design, development and implementation and in the evaluation and testing of record-keeping application improvements and new systems; provide user support. Develop detailed system and other functional specifications and standards from the recordkeeping perspective and user documentation for new systems. Develop training materials and user manuals; trains staff in use of the recordkeeping system assigned. Manage records accession and disposition functions by applying the life-cycle concept to information assets, including appraisal by liaising with records-origination offices regarding the transfer and/or disposal of their records; assuring that retention schedules, registration and physical aspects of records transfers meet established standards. Understand, keep current with and apply preservation techniques and strategies for records in all media. Ensure that the Section's storage facilities meet environmental standards. Manage archival processing activities by overseeing adherence to preservation, international bibliographic, description and database standards; producing descriptive inventories; preparing mark-up of descriptive inventories for electronic dissemination; and making recommendations regarding the planning and prioritization of preservation and description programme requirements. Perform and supervise reference functions by advising internal and external users about records holdings and accessibility; maintaining communications with other information management networks and records and archives specialists. Evaluate adequacy of existing records management and reference tools. Implement new technologies in information management to ensure that tools developed for efficient access to information are accessible to staff throughout the Organization. Maintain access and declassification standards by liaising with records-originating office/offices of interest regarding access to security-classified materials and implement access and declassification determinations. Participate in developing client outreach strategies and in their implementation. Conduct programmes of outreach and user education to improve client use of desktop information resources; use judgement of relevant institutional needs to develop presentations appropriate to client audience; develop publicity materials to facilitate outreach. Perform other related duties, as required.

**Competence:** Professionalism - Knowledge of information management and/or technology, with specialization and experience in archival or information science. Domains of professional knowledge include the following: the nature of records and recordkeeping, including records in electronic media; maintenance and disposition of records, including appraisal, conservation and migration management; records preservation and description; and knowledge of research practices and trends. Demonstrable conceptual, analytical and evaluative skills and ability to conduct independent research and analysis, identifying and assessing issues, formulating options and making conclusions and recommendations; Planning and Organising - Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision; Technological Awareness - In-depth knowledge and experience of relevant technology and its application to archives and recordkeeping; Commitment to Continuous Learning - Willingness to keep abreast of new developments in the field; Communication - Demonstrable ability to write in a clear and concise manner and to communicate effectively orally. Ability to prepare reports, formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations. Demonstrated ability to develop and maintain effective work relationships with client groups; Teamwork - Demonstrated interpersonal skills and ability to establish and maintain effective working relations.

**Education:** Advanced university degree (Masters Degree) with a specialization in archival or information science, information systems, social science, or related field. A relevant combination of academic qualification and extensive experience in information management would also be considered.

**Experience:** At least five years of progressively responsible professional experience in modern archives, recordkeeping and/or information management functions. Experience at the national or international level preferred.

**Language:** Excellent command of oral and written English is essential; knowledge of a second UN language is an advantage.

**Miscellaneous:**