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# UNITED NATIONS VERIFICATION MISSION IN COLOMBIA (UNVMC)

## JOB OPENING

### Internal / External

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Job Title & Level:	<b>Associate Information Management Officer, NO-B</b>
Department/Office:	<b>United Nations Verification Mission in Colombia (UNVMC)/ Information Management Unit</b>
Location:	<b>Bogota, COLOMBIA</b>
Posting Period:	<b>30 September to 20 October, 2021</b>
Job Opening Number:	<b>UNVMC-NJO-2021-020 – Temporary Appointment for 6 months with the possibility of extension according to availability of funds.</b>

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#### **IMPORTANT NOTE:**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) (**CVs will NOT be accepted**). Please review that your application, either P-11 or PHP is properly signed and has information on your contact details: email address and telephone numbers. You may send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

If you are employed by an entity of the United Nations Common System, please indicate your category and level.

#### **Only Colombian Nationals are eligible to apply for this National Job Opening.**

As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.

# United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia.: <https://www.youtube.com/playlist?list=PL-8SCKVjg-e3073SwTDG1VQf1oLTWfUQ4>

## **Organizational Setting and Reporting**

This position is located in the Information Management Unit (IMU) of the United Nations Verification Mission in Colombia (UNVMC). The Associate Information Management Officer will report to the Chief IMU/UNVMC.

## **Responsibilities**

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

- Establishes a close working relationship with key clients to leverage the use of data and information management to support their programmatic areas with solutions that assist them in accomplishing their mandates.
- Assists in the exploration, identification, and acquisition of data sources to determine their suitability for use in decision making and advancing the goals of the organization. Enables broader use of data sources by applying quality methods to structure, clean, format, parse, and standardize for analytical use.
- Contributes to the design and develops customized visualization and presentation products to reveal the findings of analysis for clients, suitable for all forms of production to include briefings, reports, documentation to oversight bodies, interactive interfaces, and publication quality outputs. Ensure adequate inclusion of a gender perspective and other cross-cutting issues on all data collection and analysis.
- Develops processes and tools to monitor and analyse model performance and data accuracy.
- Advises the proper implementation of information management policies, procedures, protocols, methodologies, guidelines and tools.
- Provides electronic record keeping support and advice to records-creating offices by advising on electronic record keeping system standards and compliance; oversees the digital records accessioning process; provides training in the use of metadata standards for the capture, maintenance and accessioning of digital archives; and manages system upgrades and migration for digital archives and databases.
- Supervises and undertakes records accession and disposition functions, including records appraisal, by liaising with records-creating offices on the transfer and/or disposal of records and analysing and evaluating records for evidential and informational value in support of records appraisal.
- Supervises and undertakes archival processing activities by producing descriptive inventories; prepares mark-up of inventories for electronic dissemination; and monitors adherence to description, database and preservation standards.
- Performs and supervises reference functions by advising internal and external users on holdings and accessibility and assisting in the administration of access and declassification activities.
- Performs other related duties, as required.

## **Core Values:**

**Professionalism:** Knowledge of information management and records management with a substantive and thematic understanding of its impact on the mandate and operations. Ability to conduct research and provide recommendations on information management trends. Ability to demonstrate conceptual, analytical and evaluative skills and conduct independent research and analysis, identifying and assessing issues, formulating options and making conclusions and recommendations. Ability to provide maintenance and disposition of records, including appraisal and migration management, records preservation and description, as well as

databases and research practices. 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; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

**Respect for diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

### **Competencies:**

**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 people 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:**

Advance university degree (Master's degree or equivalent) in information management, information science, information systems, data science, analytics, archival, social sciences or related field. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advance university degree.

### **Experience:**

- A minimum of two (2) years of progressively responsible experience in modern archives management, information management, data management, data analysis, data science, databases, artificial intelligence, machine learning, recordkeeping, library or related area.
- A minimum of two years working experience providing reporting and analysis to a variety of audiences is desirable.

### **Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, Fluency in English and Spanish (both oral and written) is required.

### **United Nations Considerations:**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence, and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (charter of the united nations - chapter 3, article 8). the United Nations secretariat is a non-smoking environment.

#### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.