



VACANCY ANNOUNCEMENT

Information Management Officer, P-3
Administration and Operations Division,
Archives & Records Management Team

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
17 May 2026 23:59 hrs CET	VA 26/027/A&O	As soon as possible	2 years with possibility of extension	Bonn, Germany

Publication date: 30 April 2026, Post number: 30517730 Funding:40FCA/16809

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address climate change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

Where you will be working

The position is located in the Archives & Records Management team, which is accountable for establishing policy, setting standards and leading the enterprise-wide information governance framework, including the design of integrated digital and physical record-keeping systems and procedures for the management of the records and archives of the secretariat, including their use, storage, retention, disposition and access. It oversees both physical and digital records repositories, including cloud-based platforms and digital preservation systems. It delivers records, archives and multimedia services to assist the operation of UNFCCC secretariat in an efficient and effective manner. It is to ensure end-to-end lifecycle management of information assets (creation, classification, storage, retention, disposition and preservation) throughout their lifespan and provide access to the records of UNFCCC.

Reporting to the Director, Administration and Operations Division, the incumbent is responsible for:

- advisory services on information governance and lifecycle management including needs and business process analysis;
- organization and maintenance of secretariat information assets across systems;
- developing information management policies, standards and procedures, with an emphasis on technological applications;
- preservation and disposition of records based on UN standards and recordkeeping perspective, including development and implementation of appropriate retention schedules,
- leading and managing the Archives and Records Management team.

Your responsibilities

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

- Develop policies, procedures and guidelines on managing the organization's official records, in compliance with relevant United Nations Secretariat policies, procedures and guidelines. Establish cataloguing and indexing standards for intellectual control and retrieval of records



created by all divisions in the secretariat.

- Ensure end-to-end lifecycle management of records, including classification, retention schedules, preservation and disposition. Provide advisory services to all divisions on governance, compliance and risk management of the organization's information assets.
- Lead the modernization and consolidation of records management systems.
- Oversee the administration of information management facilities and ensure alignment of ARM systems with ICT architecture and enterprise platforms. Formulate improvement projects and participate in broader information management projects, contributing to feasibility studies, systems analysis, design, development and implementation and in the evaluation and testing of facilities, applications and new systems. Develop detailed functional specifications and initiate their acquisition. Develop documentation for the new systems and facilities, training materials and user manuals; provide training in the use of new systems. Track requisitions and monitor expenditures; evaluate the performance of vendors and certify invoices.
- Understand, keep current with, and apply preservation techniques and strategies for records in all media. Ensure the secretariat storage facilities meet environmental standards.
- Manage records acquisition and disposition functions by applying the life-cycle concept to information assets, including records appraisal by liaising with records-originating offices regarding the transfer and/or disposal of their records; assuring that retention schedules, registration and both physical and digital aspects of records transfers meet established standards; guiding and training staff in records information management functions across all secretariat divisions.
- Lead and manage the Archives and Records Management team, including work planning, budgeting, human resources, staff performance and development, operational procedures, projects and deliverables.
- **Perform other duties** within the functional profile as assigned and deemed necessary for the efficient functioning of the office.

Competencies:

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.



Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Managing Self: Proactively seeks out upward feedback to adjust own behaviors to the needs of the team; Is predictive and consistent in behavior towards all team members; Seeks to become aware of unconscious bias, such as gender bias, and takes steps to mitigate possible consequences; Remains composed in all dealings with staff; Mediates in conflicts between staff members to find constructive outcomes.

Managerial Competencies:

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions, and analyses the different options and alternatives before reaching a sound conclusion.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in information science, knowledge management, library science, information systems or related field. Certified Records Manager (CRM) designation is an asset. A relevant bachelor's degree with additional two years of relevant experience could be accepted in lieu of an advanced university degree.

Experience:

Required: At least five (5) years of progressively responsible experience at the professional level in records management, digital information management or a related area. Supervisory experience is highly desirable.

Language skills:

Required: Fluency in written and spoken English and working knowledge of one other UN working language is an asset.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.



Page 4

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

1. Service is limited to the UNFCCC secretariat.
2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
3. Indicative net annual salary and allowances:
US\$ 71,335
(plus variable post adjustment, currently 38.3%% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.