



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands

V A C A N C Y N O T I C E

Post Title:	Information Management Officer	Date:	2 June 2017
Post Level:	P-3	Closing Date:	17 July 2017
Vacancy Ref:	E-VER/DEB /IMO/F0196/P-3/21/05-17	<p>This fixed-term appointment is for duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.</p>	
Division:	Verification Division		
Branch:	Declarations Branch		

Principal Functions	Requirements
<p>Under the direct supervision of the Head, Documents, Registration and Archiving and in accordance with the OPCW Core Values of <i>Integrity, Professionalism and Respect for Diversity/Gender Equality</i>, Information Management Officer will have the following responsibilities;</p> <p>Control registration and processing of all classified declarations and verification-related documents and their availability either within electronic systems or in hard-copy:</p> <ul style="list-style-type: none"> Control the quality of the information service, and of the information (including metadata) held in the information management systems, using available tools and procedures. Analyse requirements, develop, update metadata for the online documents registration system, to improve retrieval and ensure that documents registration meets established standards. Responsible for management of documentation arising from the information service, including requests, notifications and other correspondence, and for reporting on results. Ensure maintenance of confidentiality when making classified information available. Identifies and assists in resolving any procedural or technical impediment to prompt availability of information to users. Facilitates external translations and the electronic exchange of information with Member States. <p>Contribute to the design, implementation and support of an Electronic Content Management System (ECM) solutions for the management electronic records:</p> <ul style="list-style-type: none"> Research and evaluate enterprise content management systems on the market and advise on systems with information and records management functionalities. Map the user requirements to the implementation of content management solutions to align with organisational information architecture, records management policies and the OPCW Confidentiality regime. Provide end user training to support electronic records management throughout the Verification and Inspectorate Divisions. Develop migration strategies to ensure integrity of records and related metadata over the required lifetime of the records as information systems are upgraded or replaced. 	<p>Knowledge and skills:</p> <p><u>Education (Qualifications):</u> Essential: Advanced University degree in information management, archives or records management or a related field, with preferably a postgraduate specialisation. A relevant first-level university degree preferably in combination with training, and in addition qualifying experience (minimum seven years) may be accepted in lieu of the advance university degree. An equivalent or specialist training together with at least eleven years of relevant professional experience may be taken into consideration in lieu of a university degree.</p> <p>Desirable: Additional training in business analysis and project management. Required Certification (if applicable): N/A</p> <p>Skills and Abilities (key competencies):</p> <ul style="list-style-type: none"> Core professional skills related to information and records management; Strong analytical skills, particularly in the area of business process analysis; Ability to organise, plan and implement work assignments, as well as manage competing demands; Problem solving skills, including ability to identify and participate in the resolution of issues/problems; Appreciation of the need to observe confidentiality in a highly sensitive work area; Knowledge of statistical methods and tools; knowledge of workflow processes and document control practices in an enterprise content management (ECM) environment; Knowledge of and familiarity with the Verification Annex of the Chemical Weapons Convention; Flexibility, tact, discretion and the ability to work harmoniously in a multi-cultural environment; Proven communication (verbal and written) skills, including ability to prepare reports; Advanced computer skills, dealing with both structured and unstructured records; Commitment to continuous learning is essential. <p>Experience:</p> <p>Experience: Essential: At least five years of experience in the field of records and information management preferably in an international or public organisation. Experience in implementation and administration of Enterprise Content Management (ECM) solutions used in the management of information and records. Desirable: Experience in data quality assurance and data migration</p>

Contributes to the development of quality assurance controls for classified information provided to States Parties:

- Reviews the declarations, amendments and other incoming correspondence from States Parties and determines which documents have to be provided to other States Parties, in accordance with the provisions of the Convention.
- Reviews the metadata in the electronic document management systems for registered declarations and all incoming and outgoing correspondence.
- Develops the annual redacted declaration data report and reviews the information to be distributed to State Parties.
- Ensures that each requesting State Party receives the information it requires to be assured of the continued compliance with the Convention by other States Parties.
- Briefs new delegates of Member States on the procedure for transferring confidential information between the Secretariat and the Member State.

Manage and maintain good records and archives management practice:

- Design and carry out professional activities required to improve information management practice, including preparation for move to new, electronic environments or applications.
- Design, implement, manage a function-based classification scheme and file plan for records (paper, electronic, audio-visual) in order to ensure physical access to and intellectual control over records.
- Manage and secure records disposition by applying approved retention schedules to information assets whether digital-born, digitized or in hard-copy.
- Maintain and update records retention schedules and other documentation required for management of information.
- Propose initiatives to organise and maintain records in all formats for the duration of their use and retention.
- Research and propose best practice standards for the management of digital records and digital preservation strategies.

Prepare, review, update procedures, guidelines, and forms required for work processes:

- Review and analyse work flow and processes, and collaborate with DRA staff to make improvements in document handling practices.
- Draft, review and validate standard operating procedures (SOPs), working instructions (WIs), and guidelines.

Strategic Planning:

- Assist the Head of DRA in developing strategic plans for the section: annual work plans; staffing requirements; proposals for improvement and maintenance of optimum service levels.
- Assist the Head of DRA where required in any corporate-wide initiative related to the management of information, records and archives.
- Propose, manage and monitor projects and assist with training and guiding staff in a range of records and information functions.
- Stay current in new records management and archival developments by reviewing the literature, participating in best practice groups and dedicated international conferences.

projects as well as in managing digital records and archives. Experience with workflow management systems. Experience of working in highly confidential environments. Experience with international or national organisations and project management.

Languages:

Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.

Act as Head of DRA Section:

- As directed by the Branch Head, perform all the administrative, managerial and organisational duties in absence of the Head of DRA Section.
- Other duties, as required.

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the **June 2017 rate of 33.9%.**

	With Dependants	No Dependants
Annual Salary (US dollars)	\$ 62,098	\$ 58,583
Post Adjustment	\$ 21,051	\$ 19,860
Total Salary	\$ 83,149	\$ 78,443

CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM.

Interested applicants who are unable to submit an application online at www.opcw.org, due to technical problems, are requested to send an e- mail to Recruitment@opcw.org explaining the problem.

Only applications received before the closing date will be considered. Only applicants under serious consideration for a post will be contacted.

Applications from qualified female candidates are strongly encouraged.

There are job advertisements and offers that falsely state that they are from the OPCW.

May 2017/AA