HEAD OF THE ARCHIVES AND EXTERNAL DOCUMENTATION MANAGEMENT SECTION (A4), DOCUMENTATION RESOURCES MANAGEMENT DIVISION, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 21 October 1992

Duties:

Under the guidance of the Head of Division, the holder of this post will be required to:

Develop and guide the activities of the Section: (I) the conservation, processing and use of the Organisation’s archives, (II) the acquisition, processing and management of documentation required by the Organisation.

This will in particular involve the following tasks:

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I. Archive organisation and management

1. Drawing up and implementing rules for the organisation and management of the Organisation’s archives, whatever their format or material composition.

2. Setting up and conducting courses to train the Organisation’s staff in rational management of the Organisation’s documentation resources.

3. In close co-operation with the DRMD’s Records Management Section and competent DCC services, participating in the development of computer systems to organise, supplement and manage the active files and records of the Organisation, including the electronic archives; devising rules applicable to these.

4. Preparing and submitting to the derestricion procedure the archives of the Organisation that may be of historic interest in order to make them available to the public.

5. Convening meetings and acting as secretary for an advisory committee on the Organisation’s archives.

6. Facilitating the use of archives and assisting with the publication of books and documents to enhance the value of the Organisation’s documentary heritage.

II. Acquisition and processing of external information

1. Supervising and developing the activities of the Organisation’s Central Library, including on-line access to information; negotiating and preparing service contracts; managing budget resources.

2. Participating actively in the co-ordination of the activities of the Organisation’s various documentation units.

3. Ensuring the completeness of series of publications, official documents and derestricted documents produced since the Organisation was set up.

4. Developing such contacts as may be necessary at national and international level in order to improve co-operation and exchanges of documentation in the interests of the Organisation and of its researchers.
Principal qualifications:

1. University diploma as an archivist or equivalent; a university diploma in history or international law would be an advantage.

2. Sound practical experience of archive management, including computerised archives. Very good knowledge of security in relation to classified information.

3. Very good knowledge of international standards, methods of sorting, classification and inventory, retention/disposition schedules and other managerial methods for active and inactive archives.

4. Knowledge of international relations, the functioning of international organisations and contemporary international economic history, evidenced by publication of articles or books, would be an advantage.

5. Good experience of communication and staff management.

6. Excellent knowledge of both official languages of the Organisation (English and French). Knowledge of other languages would be an advantage.