ARCHIVIST (GRADE B4), MANAGEMENT ARCHIVES AND EXTERNAL DOCUMENTATION SECTION, DOCUMENTATION RESOURCES MANAGEMENT DIVISION, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 26 April 1994

The OECD is an equal opportunity employer and encourages applications from female candidates

Duties

Under the general guidance of the Section Head and the professional supervision of an Administrator, the post-holder will be required to:

1. Records Appraisal: Conduct surveys of holdings in the custody of the Division or of other Directorates and Services to determine the retention periods based on existing models and in collaboration with the originating service. Assist Directorates in developing efficient and effective filing schemes.
2. Records Control: Oversee and assume responsibility for the accuracy and completeness of data input to the Central Archives Facility Register. Oversee transfer of materials to the Division’s holding areas.

3. Records Arrangement and Description and Documentary Publications: For records of all physical types (e.g. paper, microfilm, electronic, etc.), analyse, develop, plan, and participate in difficult arrangement or rearrangement at all levels of records.

   Develop finding aids for records with complex subject matter, obscure administrative history, or complicated organisation. Conduct research in the records and in secondary sources. Prepare introductory narratives containing information concerning the administrative history of the creating entity. Identify and describe series and subgroups within records of a Directorate or Service in terms of subject-matter content, arrangement, volume, and chronological span, and supply appropriate cross-references to related materials.

   Propose records for microfilm, CD-ROM, or other format publications and plan individual projects.

4. Reference: For records in the European University Institute in Florence, provide general reference on the nature and availability of the holdings, the types of finding aids available, and the procedures for use.

   Provide reference and research service about records on specialised subjects or functions and, exceptionally, on archival records. When appropriate, apply existing restrictions on the availability of record or information contained therein and perform authorised downgrading of restricted documents and records.

5. Preservation and Rehabilitation: Identify records in need of rehabilitation and recommend specific action to be taken to safeguard records.

**Principal qualifications**

1. Good secondary level of education. Diploma in archival science or related field, or equivalent experience.

2. Thorough knowledge of archival principles and techniques and all available finding aids and research tools.
3. Several years’ related experience in a large organisation such as an international organisation, a national government or private enterprise.

4. Ability to make critical judgements in the analysis of collections of documents and dossiers.

5. Familiarity with automation in archives work.

6. Ability to establish and maintain continuing consultative relationships with professional colleagues both within and outside the Organisation.

7. Excellent knowledge of both official languages of the Organisation (English and French).