OFFICE CIRCULAR

ARCHIVIST (DECLASSIFICATION)(GRADE B4), ARCHIVES AND EXTERNAL DOCUMENTATION SECTION, DOCUMENTATION RESOURCES DIVISION, OPERATIONS SERVICE

Closing date for applications: 23 April 1997

Role

Under the direct supervision of the A2/A3 Head of the Central Archives, the main responsibility of the post-holder will be to declassify historical archives, participate in records appraisal, records control and arrangement.

Main Duties

1. Declassification: Review and list, for possible declassification, historical archives 30 years old or older, in accordance with the relevant official guidelines of the Organisation and internal rules set up within the Division.

2. 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.

3. Records Control: Participate in overseeing the accuracy and completeness of data input to the Central Archives Information System. Oversee transfer of materials to the Division's holding areas.
4. Records Arrangement and Description and Documentary Publications: Analyse, develop, plan, and participate in difficult arrangement or rearrangement of records of all physical types (e.g. paper, microfilm, electronic, etc.). 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 formats for publications and plan individual projects.

Principal Qualifications

1. Good secondary level of education. Diploma in archival science or contemporary history, or equivalent experience.

2. Knowledge of contemporary history of international relations.

3. Thorough knowledge of archival principles and techniques and all available finding aids and research tools.

4. At least five years’ related experience in a university, international organisation, or national government.

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

6. Familiarity with automation in archives work.

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

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

N.B. The post may be filled at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.
GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be less than 65 years old at the time of appointment.

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: Unless otherwise mentioned in the Vacancy Notice, in the case of an established official being chosen for the post, an appointment of indefinite duration may be offered, and in all other cases, a fixed-term appointment will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Those who are not to be interviewed will be so informed. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for this post should do so on an application form obtainable from Human Resource Management. Applications should be sent to this service, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

January 1997