



TEMPORARY VACANCY ANNOUNCEMENT
KNOWLEDGE MANAGEMENT ASSISTANT (G-6)
UN Information Centre, Buenos Aires, Argentina

Responsibilities:

Under the guidance of the Director of the UN Information Centre (UNIC), the Knowledge Management Assistant will be responsible for the following duties:

- Registers, classifies, catalogues and organizes all reference materials, documents, publications, press releases, etc.; assists in cataloguing operations, in particular, performing copy-cataloguing functions.
- Responsible for cataloguing and maintaining the audio-visual library - videos, DVDs, CDs.
- Responsible for loans and returns of library material, such as documents, publications, audio-visual.
- Develops and maintains relevant databases, keeping data accurate and current; and prepares new material as needed.
- Reviews sources to identify appropriate reference materials that meet the information needs of the UN Information Centre and its clientele; conducts periodic inventory and evaluates the information needs of the Library's clientele; orders publications and information materials from UN Headquarters (UNHQ) as needed.
- Provides technical support and instruction to library patrons in using electronic resources and reference tools to obtain information; provides visitors with information on the UN and specialized agencies; responds to queries on and requests for UN reference materials; conducts briefings on related subjects to individuals and groups; liaises and coordinates with local libraries and with the Dag Hammarskjöld Library in UNHQ.
- Responds to email and phone enquiries about the work of the UN and its Agencies.
- Maintains UNIC webpage, editing content for posting as appropriate and disseminating information on UNIC activities as appropriate; deals with IT equipment in the Centre and provides technical support for the library's electronic resources and operations.
- Performs research and document delivery services using a range of specialized commercial databases in addition to standard sources and databases.
- Conducts regular backup jobs for library databases on various platforms and perform other routine maintenance procedures that ensure the integrity of library data.
- Orders and ensures shipment of documents, reference materials and necessary equipment for the Library and the UNIC.
- Maintains statistics on the number of visitors, service provided and workload indicators; and provides statistical data to UNHQ for assessing usefulness and relevance of posted materials.
- Co-ordinates work and/or participates in training of interns and junior support staff, as needed; provides administrative support for the Library; and assists in the management of library accounts.
- Works in concert with other UNIC staff on various information-related projects; assists with special projects and programmes of the Director and/or National Information Officer
- Undertakes other duties as assigned.

Competencies:

* **Professionalism** – Knowledge of editorial standards and library guidelines. Ability to undertake independent research, identify and assess issues and develop accurate retrieval tools for relevant materials.



- * **Planning and Organising** – Sound organisational skills and ability to establish priorities and to plan, coordinate and monitor own work plan.
- * **Commitment to continuous learning** – Initiative and willingness to learn new skills and flexibility to changes in assignment.
- * **Technological Awareness** – Solid computer skills, particularly in using relevant information databases, internet services and library sources.
- * **Communication** - Ability to write in a clear and concise manner and to communicate effectively orally.
- * **Teamwork** – Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications:**Education:**

High school or equivalent diploma.

Experience:

Several years of progressively responsible experience, preferably within the UN system, including a minimum of four years in the field of library work or information network administration or related field. Experience in content management of web sites highly desirable.

Language:

Fluency in oral and written Spanish and English required. Knowledge of third official UN language would be an asset.

Other Skills:

Training in library science, information sciences or a related field is highly desirable. Knowledge of automated information systems as applied to libraries and/or information networks, including web-related skills, are highly desirable.

Disclaimer:

The level of this post is subject to classification. If selected, external candidates will be graded according to established recruitment guidelines and not necessarily at the level indicated.

Applications:

Please send your curriculum vitae, signed UN P-11 form and relevant certificates to UN Information Centre at:

Junin 1940, Piso1
1113 Capital Federal
Buenos Aires, Argentina

Date posted: 19 February 2010

Deadline for applications: 26 February 2010