

CHIEF OF DOCUMENTS MANAGEMENT SECTION

Post Number : CLD 902

Grade : P-4

Parent Sector : Division for Conferences, Languages and Documents (CLD)

Duty Station: Paris

Job Family: Administration

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 21-OCT-2023

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

The Chief of the Documents Management Section reports to the Director of the Division of Conferences, Languages and Documents (ADM/CLD) and is responsible for supervising documents management and managing the production and distribution of documents in the framework of the mission of the Section (ADM/CLD/D).

He/she participates in decision-making, planning and strategy development related to the implementation of best practices in terms of quality, effectiveness, efficiency and innovation in all the activities of the Documents Management Section.

Accordingly, he/she is responsible for:

- Ensuring the smooth running of the Section in terms of documents management, human resources, equipment, budgets, re-invoicing transactions, workshops and offices, etc.
- Providing and improving quality services to the governing bodies, programme sectors and external clients.
- In general, advising the Director ADM/CLD on documents management and production policy as well as on new technical options in this area that might be adopted in the light of technological developments and best practices in the United Nations system.
- Identifying opportunities to improve the quality of services and taking all relevant initiatives to ensure that the services provided by the Section correspond to the needs of the Organization and lead to the improvement of the management of the service provided and its quality.
- Optimizing staff and equipment resources and developing strategies to integrate equipment and multifunctional devices into a paperless document-processing workflow.
- Ensuring the provision of quality services for the management of incoming and outgoing mail and exploring possible improvements for the efficient management of the distribution of documents , including official documents and reviewing distribution and storage requirements so as to improve documents inventory management.
- Organizing re-invoicing transactions for all the services of the Section, ensuring the proper management of receipts and income.

- Implementing environmentally sound technologies and/or approaches and environmentally responsible documents management as part of the Organization's environmental management system.

For detailed information, please consult the [UNESCO Competency Framework](#).

COMPETENCIES (Core / Managerial)

Communication (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (master's degree or equivalent) in the field of management and/or administration and/or management of information systems and/or graphic industries, or other related fields. A first level university degree, combined with additional 2 years of qualifying experience in fields relevant to the post, may be accepted in lieu of an advanced university degree.

Work Experience

- Minimum of seven (7) years of progressively responsible and relevant professional experience in the field of documents management and/or graphic industries in the public and/or private sector, of which preferably 3 years acquired at the international level.
- Experience in an international or multinational organization.
- Experience in managing projects in the area of documents management software/systems, including with vendors and other counterparts in the supply chain.
- Experience in the administration and management of financial and human resources.

Skills & Competencies

- Managerial skills in leadership, steering, planning, management, organization and change management.
- Managerial skills in Project Management.
- Technical skills in the field of documents flow management, printing and applications specific to the graphic and publishing industry, in a multilingual context.
- Ability to create partnerships and keep abreast with technology development in areas related to documents management.
- Ability to lead and motivate staff and teams in a multicultural environment.
- Ability to communicate and negotiate effectively and persuasively with a variety of stakeholders at all levels, both inside and outside the Organization.
- Ability to deliver on business needs and being mindful of the needs of clients.
- Excellent coordination and interpersonal skills.
- Excellent IT skills.

Languages

- Excellent knowledge (written and spoken) of English or French and good knowledge of the other.

DESIRABLE QUALIFICATIONS

Work experience

- Experience in digitalization projects.
- Experience in managing organizational change in the context of a documents management or digitalization projects.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian, Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 105 507 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts. UNESCO does not charge a fee at any stage of the recruitment process.