Job Description for Professional Posts

Reference: MT2024/01

Position and Grade:	Digital Archives Associate, P2
Organizational Unit:	Archives and Records Management Section Division of General Services
Duty Station:	Vienna
Type/Duration of Appointment:	FT – JPO, 2 years

Organizational Setting

The Department of Management's Division of General Services (MTGS) provides support functions to the IAEA through its five Sections, namely the Archives and Records Section (ARMS), the Commissary Management Section (CMS), the Facilities Management Section (FMS), the Transport and General Support Section (TGSS), and the Seibersdorf Laboratories Services Section (SLSS).

The Archives and Records Management Section establishes a framework for the creation and management of authentic, reliable, and usable records, capable of supporting IAEA business functions and activities for as long as they are required. The Section is divided into three Units: Digital and Mail Services, Records, and the Archives Unit.

Main Purpose

Under the supervision of the Unit Head, Archives Unit, the Digital Archives Associate supports MTGS-ARMS deliver on its mission to keep the IAEA's archives in all forms, digital and physical, by processing and preserving digital archives and by contributing to the implementation of a digital archive solution. This entails extracting archives from physical media, assessing and treating digital preservation risks, and transforming and applying technical and descriptive metadata. It also involves working with colleagues and stakeholders to formalize requirements for a digital archive solution; undertaking analysis of potential solutions; and drafting proposals and other documentation.

Role

The Digital Archives Associate is: (i) a digital preservation expert with an up-to-date knowledge of best practices, metadata standards, and digital preservation systems and tools; (ii) a practitioner who can perform digital preservation tasks such as disk imaging and who is experienced in assessing and treating digital preservation risks; (iii) a collaborator who can work with colleagues within the Section and across the Agency to develop requirements for a digital archives solution and assist with implementation.

Partnerships

The Digital Archives Associate reports to the Unit Head, Archives Unit, and works closely with members of MTGS-ARMS. S/he collaborates with colleagues throughout the Department, works with partners in MTIT, supports and consults colleagues in other departments, and liaises externally with other UN organisations with experience in digital archives solutions.

Functions / Key Results Expected

- Defines, documents and implements digital preservation workflows
- Processes digital archives transferred to MTGS-ARMS;
- Provides expert input towards the development of an RFP for a digital archive solution.

Competencies and Expertise (do not revise or edit)

Core Competencies		
Competence	**Occupational Role**	**Behavioural Indicator**
Communication	Individual Contributor	Communicates orally and in writing in a clear, concise and impartial manner. Takes time to listen and understand the perspective of others and proposes solutions.
Achieving Results	Individual Contributor	Takes initiative in defining realistic outputs and clarifying roles, responsibilities and expected results in the context of the Department/Division's programme. Evaluates his/her results realistically, drawing conclusions from lessons learned.
Teamwork	Individual Contributor	Actively contributes to achieving team results. Supports team decisions.
Planning and Organizing	Individual Contributor	Plans and organizes his/her own work in support of achieving the team or Section's priorities. Considers potential changes and proposes contingency plans.

Functional Competencies		
Competence	**Occupational Role**	**Behavioural Indicator**
Analytical Thinking	Associate	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions.
Change Management	Associate	Demonstrates openness to new situations. Contributes with ideas and innovative approaches to enhance work processes and procedures.
Partnership Building	Associate	Develops and maintains partnerships needed for his/her work. Establishes and nurtures positive relations with partners and stakeholders.
Commitment to Continuous Process Improvement	Associate	Identifies opportunities for process, system and structural improvement as well as improving current practices, increasing effectiveness and achieving efficiency gains. Actively supports the application of sound quality management standards and process improvement

Expertise	
Expertise	**Description**
Information Management/Analysis	Ability to collect, retrieve and analyse large volumes of information.
Management and Programme Analysis/Project Management	Knowledge of project design, monitoring and evaluation.

Education, Experience and Language Skills

- University degree in Computer Science, Data Science or related field, and minimum two years in digital preservation function in Archives, Libraries, Records Management. Knowledge of digital preservation standards, professional best practices from the LAM (Libraries, Archives, Museums) domain would be an asset.
- Formal qualifications in project management would be an asset.

- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.