

5. **Associate Information Management Officer**, Declarations
Branch, Verification Division (DEB/VER)

I. Position Information	
Division / Office: Verification	Grade Level: P-2
Branch / Section: DEB/DRA	Duration and Type of Appointment: One-year fixed-term appointment, possibility of renewal for an additional maximum period of one year, subject to satisfactory performance, recommendation by respective Division and donor state agreement
JPO functional title: Associate Information Management Officer	
Reports to: Head of DRA	

II. Job Purpose and Organisational Context
The Junior Professional Officer (JPO) Programme: <p>The JPO Programme equips outstanding young leaders with the skills and experience required to advance the Organisation's goals and objectives. As a pathway into the world of International Public Sector professional employment, the programme offers young professionals' excellent exposure to a multilateral organisation while providing a valuable entry point into the International Professional Environment.</p> <p>During their appointments, JPOs benefit from the guidance of experienced OPCW staff members and are actively involved in supporting Divisions with the attainment and progress of projects and initiatives aimed towards the achievement of the OPCWs overall goals.</p> Job Purpose: <p>To assist the Documents, Registration and Archiving (DRA) team with review of the secure archives in advance of the archives digitisation project which is planned for 2024 and to participate in the practical execution of the plan.</p> Reporting structure and partners: <p>Supervisory: Head, Documents, Registration and Archiving Section (DRA). Key working relationship: Information Management Officer in Documents, Registration and Archiving</p>

III. Supervision

Name of Supervisor: Ms. Anne Murphy

Title of Supervisor: Head, Documents, Registration and Archiving Section (DRA)

Content and methodology of supervision:

As part of the JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the appointment, with the purpose of gradually increasing the responsibilities of the JPO;
- Establishment of a work plan, with clear key performance indicators;
- Effective supervision through knowledge sharing and performance/development feedback throughout the appointment;
- Easy access to the supervisor;
- Participation in Division/Office/Branch/Section meetings to ensure integration and operational effectiveness;
- Guidance and advice in relation to learning and training opportunities within the field of expertise;
- Completion of the yearly OPCW Performance Management and Appraisal;

III. Duties, Responsibilities and Output expectations

In all activities in this project, it is important that the post-holder is fully aware of the classification and sensitivity of the material under review and always handles it in compliance with the OPCW Manual of Confidentiality and DRA policies and procedures.

1) Assess volume and type of archives to be digitised (in paper and old digital media formats) and prepare report using appropriate tool and which displays relevant attributes, including but not limited to the following – 40%

- In collaboration with the DRA Information Mgmt. Officer, design a process for the assessment of the volume and exact storage location of current stock of records (paper and electronic) in the custody of the DRA and which are not currently captured in existing electronic systems

<ul style="list-style-type: none"> • Identify document type for each record under review - e.g. mission-related, correspondence etc., • Specify metadata such as year and country for each reviewed record • Identify media type for each record under review – e.g. specific type of electronic media or paper etc.
<p>2) Participate in the work of proposing processes and applications/equipment required for the successful digitisation of the reviewed records – 30%</p> <ul style="list-style-type: none"> • Assist in the assessment of the current state of the reviewed electronic records and consider if any new applications are required to transform them to new media formats and/or transfer them to new storage devices. • Identify requirements in relation to appropriate new file formats that may be required • Assist in the selection of potential modern technology / applications that may be required to complete the digitisation of the records (e.g. applications to transform older electronic file types to newer types to ensure their long-term preservation) • Participate in any necessary work to transform files from outdated media formats and/or to transfer them to new electronic storage media devices. • Propose any necessary re-organisation of the physical records under review (paper and electronic storage devices) in the archive rooms • Become familiar with the functionality of the existing document management system (ECM) • Participate in the scanning of paper records and their importation to the appropriate location in the document management system
<p>3) Design a quality control process covering the entire project from review to final digitisation and/or transformation</p> <ul style="list-style-type: none"> • Design quality control process to ensure adherence to the methodology used in the review stage • In collaboration with the DRA Information Mgmt. Officer and other DRA team members, conduct quality reviews of all files newly digitized and imported to the

<p>document management system</p> <ul style="list-style-type: none"> • Perform quality checks on an on-going basis on any electronic files that are transformed new file types or transferred to new media types
<p>4) Assist in the documentation of the project progress and in the development of guidelines and instructions regarding the digitisation process as they pertain to the OPCW secure archive. – 30%</p> <ul style="list-style-type: none"> • Document the project activities undertaken and milestones achieved in weekly reports • Create guidelines and instructions that clearly describe the steps required for the successful digitisation of all record types identified in the initial assessment • Share knowledge with other DRA team members regarding the project and the steps undertaken in the digitisation process

IV. Values, Competencies and Selection Criteria	
Core Values	Description of Value / Competency
Integrity	<ul style="list-style-type: none"> • Demonstrates the values of the OPCW in daily activities and behaviours • Acts without consideration of personal gain • Resists undue political pressure in decision-making • Does not abuse power or authority • Stands by decisions that are in the Organisation's interest, even if they are unpopular • Takes prompt action in cases of unprofessional or unethical behaviour
Professionalism	<ul style="list-style-type: none"> • Shows pride in work and in achievements • Demonstrates professional competence and mastery of subject matter • Is conscientious and efficient in meeting commitments, observing deadlines and achieving results • Is motivated by professional rather than personal concerns • Shows persistence when faced with difficult problems or challenges • Remains calm in stressful situations
Respect for	<ul style="list-style-type: none"> • Works effectively with people from all backgrounds • Treats all people with dignity and respect

Diversity/Gender Equality	<ul style="list-style-type: none"> • Treats men and women equally • Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making • Examines own biases and behaviours to avoid stereotypical responses • Does not discriminate against any individual or group
Core Competencies	
Teamwork: Ability to focus, align and build effective groups. To be willing to share or partner with others and acknowledge the whole being greater than the sum of the parts.	
Planning and Organizing: Ability to plan ahead and work in a systematic and organised way. To support the Organisation in meeting its deliverables through its employees.	
Communication: Ability to listen, adapt, persuade and transform. To speak fluently; express opinions, information and key points of an argument clearly; to present information with skill and confidence. To possess knowledge of effective and appropriate communication and have the ability to use and adapt that knowledge in various contexts.	

V. Recruitment Qualifications	
Education:	<p>An advanced university degree in a related field.</p> <p>A first level university degree in a related field in combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree.</p>
Experience:	<ul style="list-style-type: none"> • A minimum of two years of working experience in a relevant field with an advanced university degree, or • A minimum of four years of working experience in a relevant field with a first level university degree; • Other specific experience requirements: <ul style="list-style-type: none"> o Knowledge of archiving practices and standards o Experience in drafting policies, procedures and guidelines o Practical knowledge of digital records management functionalities

Language Requirements:	<ul style="list-style-type: none"> • Excellent written and spoken English is required;
Other desirable education, languages and work experience:	<p>Required computer skills:</p> <ul style="list-style-type: none"> • Proficiency in MS Word, Excel and PowerPoint (required) • Proficiency in MS Visio (desirable) • Familiarity with use of SharePoint (desirable) <p>Any required certifications</p> <ul style="list-style-type: none"> • Qualification/certification in library science/archival management or related areas (desirable)

VI. Training and Learning

The JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office:

- Opportunity to gain practical experience in document and records management, including opportunity to use up-to-date technology and to be involved in the selection of modern technology for the capture/preservation of legacy records currently stored in outdated media formats.
- Opportunity to learn from a team of experienced document and records management specialists
- Opportunity to work on a project to preserve sensitive and important historical records relating to the destruction of chemical weapons under the terms of the Convention.

VII. Background Information

Information on the receiving Division/Office/Branch:

The Verification division (VER) is one of the largest in the OPCW, consisting of four branches – Declarations Branch (DEB), Industry Verification Branch (IVB), Chemical Demilitarisation Branch (CDB) and the OPCW Laboratory. The Verification Division is responsible for the planning, support, oversight, and finalisation of chemical weapons

inspections carried out under Articles IV and V of the Convention, as well as inspections under Article VI, which verify that relevant industry sites are not being used for purposes prohibited under the Convention.

The JPO role is in the Documents Registration and Archiving section (DRA) of the Declarations Branch. The DRA is responsible for the processing and management of documents and records (classified and unclassified) which are in the custody of the Verification division. The section has recently rolled out a new document and records management system and the digitisation project planned for 2024 will involve the migration of legacy records (physical and electronic) into the new system.