



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS
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Mission Circular No. / 2022-0821

9 November 2022

To: All UNFICYP, OSASG-Cyprus and CMP Personnel

From: Joel Cohen
Chief of Mission Support

Subject: **Vacancy # 1/2022 – Document Management Assistant**

1. Please find herewith, the details for the following vacancy, for the services of an Individual Contractor:

Post Title

Document Management Assistant

Office/ Section

Field Technology Section

2. Eligible candidates are required to submit their completed Personal History form (P11) electronically to the email address unficyp-recruitment@un.org no later than **COB 18 November 2022.**

The United Nations Peacekeeping Force in Cyprus (UNFICYP) is recruiting three (03) Individual Contractors to serve as Document Management Assistants.

The candidate should not be the relative of a UN staff member (i.e. parent, brother, sister, etc.).

Work Assignment Overview:

The Individual contractor (IC) will perform administrative and logistics tasks related to the digitization of UNFICYP historical paper archives. The position is located at the United Nations Peacekeeping Mission in Cyprus, Nicosia. The Individual Contractor (IC) reports to the Chief, Information Systems Unit and to the Information Systems Assistant.

Duration of the assignment: **9 months** (full-time, office based)

Responsibilities

Under the overall supervision of the Chief, Information Systems Unit, the IC is responsible of the following duties:

- Receives documents from the Information Systems Assistant, checks their completeness before processing (metadata preparation, capturing, indexing, quality control and searching retrieving output);
- Processes substantive and administrative documents for scanning, data entry, optical character recognition (OCR) for long-term storage;
- Liaises with both relevant substantive and administrative staff, responds and follows up on queries regarding documents;
- Monitors and acts daily on incoming electronic mails in the personal and group email boxes;
- Maintains the relevant electronic central file system and updates document submission status tables;
- Checks the status of documentation on SharePoint as required and liaises with the relevant staff concerning the posting of documents on SharePoint;
- Generates a variety of statistical and other reports from various sources and databases and prepares other relevant materials, as required;
- Provides backstopping to the documents assistants as planned or required; and
- Performs any other functions as deemed necessary.

Summary of Key Functions/Results Expected:

- Scanning, photocopying and storing digital documents.
- Indexing and tracking of retrieval system of electronic documents.
- Ensure document security in archiving.

Competencies

PROFESSIONALISM: Knowledge of UN structure, functioning of UN bodies, UN documentation rules and document formatting. 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. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

PLANNING AND ORGANIZING: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments. Adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

CLIENT ORIENTATION: Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

Education

High school diploma or equivalent.

Work Experience

- A minimum of three (3) years of secretarial or administrative experience is required.
- Working experience with documents management systems and/or with maintaining and utilizing databases and application is desirable.
- Experience working with IT applications for file manipulation (e.g. MS Word and Excel, graphics software, Adobe Acrobat, etc.) is desirable.

Language

For the position advertised, fluency in English is required. Knowledge of other official United Nations language is an advantage.

Interested and qualified candidates are encouraged to apply by **specifying Job Opening # 1/2022. Candidates must complete the United Nations Personnel History form (P11) in English.** Submit applications attention Chief, Human Resources Section to email:
unficyp-recruitment@un.org

*Deadline for receipt of applications is 18 November 2022
Preference will be given to equally qualified women candidates.
Only shortlisted candidates shall be contacted by the UNFICYP Human Resources Section
Please visit UNFICYP website for full details of the post.*

