

COntactancy for Archives Management System (AMS) (TAL-MTGS20180620-001)

Status
Open

Recruiter
Recruitment, MTHR

Status Details
Approved

Hiring Manager
Ivacs, Gabriella

Primary Location
Austria > Vienna > Vienna > IAEA
Headquarters

Requisition Type
Hourly

Hired Candidates
0 out of 1

Compensation

Grade/Level
C1

Daily Rate
150

Total Fee
39000

Duration in Working Days
260

Duration in Months
12

Contract Type
Special Service Agreement - SSA

End Date
2019-07-31

External Description

Description - External

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 Complex Management Section (SCMS).

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: Mail, Records and the Archives Unit.

Main Purpose

The consultant reports to the AMS project manager under the supervision of the AMS project board and contributes to the implementation of a new Archives Management System (AMS) in line with work packages prepared by the project manager and approved by the AMS project board, specifically analyses data sets, map data against the defined future data model and assist data migration from external sources into the AMS.

Functions / Key Results Expected

Analyse data quality of data sources eligible for integration/migration into the AMS;
Transform data into structured formats according to pre-defined standards and guidelines;
Perform clean-up activities, quality checks ensuring data consistency as part of the process of migration of data into the Archives Management System;
Contribute to the design of standardised data input protocols and apply pre-defined naming convention.

Knowledge, Skills and Abilities

Required -

Core Competencies

Functional

Skills and Expertise

- MS Office (Word, Excel, Outlook, PowerPoint)

- Database Management

- Archives Management

Language

- English

Assets -

Functional

Skills and Expertise

Qualifications and Experience

University degree or equivalent training in archival studies, records & information management.

Knowledge of archives business operations, specifically in best practises and modern concepts of metadata standards and taxonomies.

Minimum of two years of working experience supporting analysis processes, including the collection, processing and assessment of complex information sources.

At least one year of practical experience in archives operations, preferably in an international environment.

Proven practical experience in database management: information and data analysis, data clean-up, and application of naming convention by using standard functionalities (filtering, identification of duplicates, defining and execute update queries).

Proficiency MS Access and Excel.

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

Remuneration

The remuneration for this consultancy is a daily fee of up to a maximum of € 150, based on qualifications and experience.

In case duty travel is required within the assignment, a daily subsistence allowance (DSA) and travel costs are provided.

Health coverage and pension fund are the responsibility of the incumbent.

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