

**ORGANISATION FOR ECONOMIC
CO-OPERATION AND DEVELOPMENT**

UNCLASSIFIED

Paris, 04-May-99

HUMAN RESOURCE MANAGEMENT

OLIS : 04-May-1999

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OFFICE CIRCULAR

ARCHIVIST ASSISTANT (GRADE B3), DOCUMENT RESOURCES DIVISION, OPERATIONS SERVICE

Closing date for applications: 3 June 1999

**The OECD is an equal opportunity employer
and encourages applications from female candidates**

Role

Under the general authority of the Head of the Archives and Records Management service (A2/A3), and the direct supervision of an Archivist B4, the main responsibilities of the post-holder will be to assist in the maintenance and updating of the archives and records management software, user training and to participate in the archiving of current and intermediate records of the Organisation and of the historical archives of the OEEC and the OECD.

Main Duties

1. Database maintenance: Assist in the daily maintenance activities of the archives and records management database. Install and participate in the testing of the new versions of the software. Review data conversions. Assist in the design of reports for printing a selection of records. Create and maintain user accounts. Install software on user workstations and ensure proper functioning. Train users in the use of the software and provide continued user support either over the phone or directly in the user's office.
2. Records Appraisal: Participate in office-by-office surveys of holdings in the custody of Directorates and Services to assist in determining the retention periods based on existing models and in collaboration with the originating service. Assist other Division staff in developing efficient and effective filing schemes for Directorates.

3. Records Transfer and Control: Move or have moved by Operations Services materials that are to be relocated in the Division's facilities. Enter data into the Archives and Records Management Database when new material is brought in or material is reorganised, returned to the originating service, reduced in bulk by archival processing, or otherwise affected.
4. Records Arrangement and Description and Documentary Publications: Participate in the arrangement and sorting of records of all physical types (e.g. paper, microfilm, electronic, etc.).
 - Identify and describe items and series within records of a Directorate or Service in terms of provenance, subject-matter content, arrangement, volume, and chronological span. Supply appropriate cross references to related materials. Transcribe data from filing units (folders or files) in a predetermined format for review by more senior staff. Identify appropriate data when the titles and classifying information on the binders may have been changed or carelessly overwritten.
 - Assist in developing finding aids for records: conduct research in the records and in secondary sources, prepare for review introductory narratives containing information concerning the administrative history of the creating entity.
 - Update information on committee structures, provenance and generic themes in the database.
5. Reference: Arrange for the return of archives to the originating services upon request under a schedule defined by the Head of the Archives and Records Management Service. Provide authorised access to the originating services to the Archiving Service's holding facility for consultation and assist in the retrieval of their archives. Record all access in the Log.
6. Historical records and archives held by the European University Institute in Florence: provide information on the nature and availability of the holdings, the finding aids available, and the procedures for use.
7. Preservation and Rehabilitation: Identify records in need of rehabilitation and recommend specific action to be taken to safeguard records.
8. Assist in the development and updating of the Archives and Records Management section's Internet and Intranet pages.
9. Carry out other related duties as assigned.

Principal Qualifications and Core Competences

1. Good secondary level of education rewarded by a diploma. Training and experience in the field of archives or documentation.
2. In-depth knowledge proven by a minimum of three years of experience in the maintenance and use of applications for the automated management of records and archives and proven knowledge of SQL servers and corresponding database language.
3. Knowledge of the functioning of applications under NT.

4. Knowledge and experience in archival principles and techniques and all available finding aids and research tools.
5. Several years' professional experience in an international organisation, national government, or large organisation.
6. Good ability to understand and follow sometimes complex filing systems. Ability to make judgements when the filing is obscure or anomalous.
7. Very good knowledge of both official languages of the Organisation (English and French).

N.B. The appointment may initially be made at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.

GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

Principal Qualifications and Core Competencies: The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

Closing date: Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

How to apply: (applications *must* include the vacancy reference number, nationality, sex, and date of birth)
Choose *one* of the following methods only:

1. Recruitment information and online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation*.

* E.g. list of publications where appropriate. NB. Copies of diplomas, qualifications etc are *not* required at this stage.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Candidates who are not native speakers of either of the two official languages, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

Not-shortlisted candidates: The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

Duration of appointment: All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the Vacancy Notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated the place of work is Paris. For some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.