



VACANCY ANNOUNCEMENT: UNOWA/HRS/VA/ 009/14

The United Nations Office for West Africa / Cameroon Nigeria Mixed Commission (UNOWA/CNMC) is looking for a highly motivated, team player and result oriented person

To serve as: Archivist & Research Consultant

Title Consultant	Archivist & Research Consultant
Number of posts	01
Type of contract	Consultant
Category	National Consultant (open to Senegalese Nationals and those with a valid work authorization only)
Duration	01/07/2014 – 31/12/2014
Monthly payment	US\$ 2180 (amount to be converted and paid in CFA Francs and will be subject to exchange rate variation)
Duty station	Dakar
Unit/Section	CNMC
Issuing date	16/06//2014
Closing date	23/06/2014

Duties and Terms of Reference

The mandate of the Mixed Commission on Cameroon and Nigeria is to ensure the peaceful implementation of the judgment of the ICJ and to prevent related tension between Cameroon and Nigeria from escalating into conflict. Under the direct supervision of the Program manager of the CNMC the consultant will be responsible for the following duties:

1. Press information

- Visit local and international newspaper web sites on a daily basis and select information pertaining to:
 - Activities of the Cameroon-Nigeria Mixed Commission;
 - The political situation in Cameroon and Nigeria, as well as anything which may affect the course of negotiation, including activities of the Lake Chad Basin Commission.
- Make relevant information available to colleagues;
- Organize relevant thematic researches with a view to assist colleagues, including activities related to border demarcation and matters affecting the local population;

2. Research follow-up and update

To support the technical team attached to the CNMC, assemble relevant data and information available on web sites, such as oil and gas interests in the Gulf of Guinea, offshore incidents, activities related to the Lake Chad Basin Commission, legal and constitutional issues



affecting the Parties, as well as other issues related to electoral processes, human rights and the rule of law.

3. **Manage the CNMC-doc Intranet**

Hundreds of documents (administrative, surveying, cartographic and others) have been produced on a range of CNMC activities and meetings. This material requires regular careful filing and follow-up. To that end, the responsibility of the consultant includes the following:

- Ensure quick and convivial access for consulting from the share drive;
- Incremental filing of whatever relevant additional document and ensure consistency in the filing;
- Ascertain quick access, using adequate system.

4. **Assistance to the MC meetings**

- Disseminate Communiqués of the MC within the diplomatic community;
- Monitor consistency in verbatim documents;
- Contribute to the logistics related to field visits.

5. **CNMC Web site**

Under the supervision of the CNMC Programme Manager, manage and update the CNMC web site.

Expected results:

Archiving for CNMC and UNOWA:

- 1) Historical documents and archival materials are authenticated and appraised.
- 2) Creation and maintenance of accessible and retrievable computer archives and databases, incorporating current advances in electric information storage technology.
- 3) Direct activities of workers who assist in arranging, cataloguing, exhibiting and maintaining collections of valuable materials.
- 4) New materials are located and their acquisition are directed and displayed.
- 5) Archival records are organized and classification systems are developed to facilitate access to archival materials.
- 6) Archival records, such as document descriptions, are prepared to allow easy access to information. (Metadata)
- 7) Records, documents, and objects, are preserved, copying records to film, videotape, audiotape, disk, or computer formats as necessary using UN archiving technical standards



8) The origins and historical significance of archival materials are researched and recorded.

9) Reference services for users needing archival materials are provided

Competencies:

- **Professionalism** – Shows ability to complete in-depth studies and reach conclusions on possible causes and solutions to political problems in specific areas and/or countries. Shows ability to relate to various issues and perspectives to political, social, economic and humanitarian program in affected countries and areas. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Planning & 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.

Qualifications:

Education: The Consultant should have the following skills and competencies:

- An advanced university degree (Master or equivalent) in archiving, information management, information systems, social science or related field.
- Good knowledge of Management documents software

Experience: A minimum of five years of Professional experience in modern archives management, record keeping, library, information management or related area..

Language: French and English are the working languages of the UN Secretariat. For this position advertised, Fluency in French, (both oral and written) and working knowledge of English are required.

APPLICATION:

This announcement is available on UNOWA: Website: www.unowa.unmissions.org



United Nations Office
for West Africa

Bureau des Nations Unies
pour l'Afrique de l'Ouest

UNOWA
Dakar / Sénégal

Applicants meeting the above qualifications are requested to submit the following only:

- Motivation letter
- Completed P-11 form (please note that the P11- Form is available on UNOWA Website)
- Copy of Diplomas and Degrees
- Certificate of National Identity or work authorization from Senegalese authorities

You can send your application by e-mail at unowa-cnmc-hr@un.org or via postal mail at the following address: United Nations Office for West Africa - UNOWA - 23851 Dakar Ponty Senegal by indicating clearly the vacancy number and title of post.

Please note that only short-listed candidates will be contacted.