

Posting Title : Library Assistant (Temporary), G6, G6
Job Code Title : LIBRARY ASSISTANT
Department/ Office : Department of Public Information
Location : DHAKA
Posting Period : 22 November 2016-23 December 2016
Job Opening number : 16-DOC-DPI-70278-J-DHAKA (R)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice

• This is a temporary job opening, open to internal and external candidates. Duration of need: six (6) months, with a possibility of extension. Estimated start date: as soon as possible. • This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment. • This temporary vacancy is subject to classification approval and availability of post. The selection and extension of appointment of the selected candidate will be contingent on the return of the incumbent who maintains a lien against this post. If the selected candidate is an internal staff member of the UN Secretariat, the selection will be recorded as a temporary assignment. • Passing the Global General Service Test (GGST) may be a prerequisite for recruitment consideration in the General Services and related categories in the United Nations Secretariat. Applicants who have not passed the GGST at the time of application may be invited for the test after submitting an application. Having passed the Administrative Support Assessment Test (ASAT) in English at the United Nations Headquarters, Economic Commission for Africa, Economic and Social Commission for Western Asia, United Nations Office at Geneva, United Nations Office at Vienna, International Criminal Tribunal for Rwanda or International Criminal Tribunal for the former Yugoslavia; or the United Nations Accounting or Statistical Assistant Examination at the United Nations Headquarters may be accepted in lieu of the GGST. • A current staff member who holds a fixed-term, permanent or continuing appointment may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all

eligibility and other requirements for the position. A staff member holding a temporary appointment shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to section 5.7 below and staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of ST/AI/2010/4Rev.1 on Temporary Appointments. In its resolution 66/234, the General Assembly further "stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013..." Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.

- Upon separation from service, including, but not limited to, expiration or termination of, or resignation from, a fixed-term, continuing or permanent appointment, a former staff member will be ineligible for re-employment on the basis of a temporary appointment for a period of 31 days following the separation. In the case of separation from service on retirement, a former staff member will be ineligible for re-employment for a period of three months following the separation. This equally applies, *mutatis mutandis*, with respect to a former or current staff member who has held or holds an appointment in another entity applying the United Nations Staff Regulations and Rules and who applies for a temporary position with the Secretariat.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under ST/AI/2010/3, as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression "Internal candidates", shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.
- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuance

governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English• Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply.

Org .Setting And Reporting

This position is located in the United Nations Information Centre in Dhaka (UNIC Dhaka), within the Information Centres Service (ICS), Strategic Communications Division, Department of Public Information. The UNIC Dhaka is the principal source of information about the United Nations system in Bangladesh. The information centre is responsible for promoting public understanding and support for the aims and activities of the United Nations by disseminating UN information materials to a local audience; engaging local and regional partners; and, overall, bringing the United Nations closer to the people it serves. The incumbent is under the overall supervision of a Chief of Unit at UN Headquarters and reports directly to a National Information Officer (NIO).

Responsibilities

Within delegated authority, the incumbent is responsible for the following duties:• Registers, classifies, catalogues and organizes all reference materials, documents, publications, press releases, etc.; assists in cataloguing operations, in particular, performing copy-cataloguing functions; responsible for cataloguing and maintaining the audio-visual library; responsible for loans and returns of library material, such as documents, publications, audio-visual materials; develops and maintains relevant databases, keeping data accurate and current; and prepares new material as needed; • Reviews sources to identify appropriate reference materials that meet the information needs of the UN Information Centre and its clientele; conducts periodic inventory and evaluates the information needs of the Library's clientele; orders publications and information materials from the United Nations Headquarters (UNHQ) as needed; provides technical support and instruction to library patrons in using electronic resources and reference tools to obtain information; • Provides visitors with information on the UN and specialized agencies; responds to queries on and requests for UN reference materials; conducts briefings on related subjects to individuals and groups; liaises and coordinates with local libraries and with the Dag Hammarskjöld Library in UNHQ; • Assists in the planning, implementation and evaluation of public information activities promoting the work of the United Nations in Bangladesh in English and in Bengali, to include assisting with the maintenance of contents on official web pages and social media accounts administered by the UNIC Dhaka; supporting outreach activities and special events; preparing other information materials; responding to email and phone enquiries about the work of the UN and its Agencies; and providing technical support for the library's electronic resources and operations;• Performs research and document delivery services using a range of specialized commercial databases in addition to standard sources and databases; conducts regular backup jobs for library databases on various platforms and performs other routine maintenance procedures that ensure the integrity of library data; orders and ensures shipment of documents, reference materials and necessary equipment for the Library and UNIC Dhaka; • Maintains statistics on the number of visitors, service provided and workload indicators; and provides statistical data to UNHQ for assessing usefulness and relevance of posted materials.

Co-ordinates work and/or participates in training of interns and junior support staff, as needed; provides administrative support for the Library; and assists in the management of library accounts. • Works in concert with other UNIC staff on various information-related projects; assists with special projects and programmes assigned by the Director of UNIC Dhaka; • Perform other related duties as required.

Competencies

• **PROFESSIONALISM:** Knowledge of physical and electronic record keeping and relevant information systems and networks, including web content management systems and social media platforms. Knowledge of information management tools and techniques used in providing communications and public information support to the UN System or a comparable international organization. Ability to undertake independent research, maintain records in a systematic fashion and to retrieve necessary materials with maximum speed and accuracy. 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. 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. •

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.

Education

A High School Diploma or equivalent is required.

Work Experience

A minimum of seven years of progressively responsible experience in archives, electronic record management, public information, journalism or related area is required. Experience providing communications support to an international organization such as the United Nations or similar is required. Experience working with tools and techniques utilised in the production and editing of multimedia materials for broadcast, print, web and social media outlets is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in Bengali is desirable. Knowledge of another official United Nations language is an advantage.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment. Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage. The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills, according to the instructions provided on *inspira*. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

How to apply (Unregistered applicants are required to register at *Inspira*):

<https://inspira.un.org/psp/PUNA1J/?cmd=login&languageCd=ENG>