

TERMS OF REFERENCE

Assistant Preservation Officer

Records and Archives Section

UNHCR Geneva

Position Title:	Assistant Preservation Officer
Contract/Level:	International – Specialist ICA, Level IICA-1
Category:	UNOPS
Section/Unit:	Records and Archives Section
Duty Station:	Geneva, Switzerland
Duration:	1 st February – 31 st December 2017
Closing Date:	Tuesday 3 rd January 2017

Background Information:

UNHCR has 1 km of paper files in the archives which were received from the Field Offices in Croatia, Serbia and Bosnia and the HQ Special Operation for the Former Yugoslavia desk following the Balkans wars of 1991 to 1995. The collection is globally and historically unique in its scope and content – UNHCR was the lead agency of the United Nations throughout the crisis, coordinating much of the humanitarian response that was so badly needed during this time. In September 2015, UNHCR Archives started a project aiming to securing the integrity of the records for long-term preservation. 90 percent of the documents in the collection are still housed in their original binders, many of which are damaged and offer little protection to the documents inside. Furthermore, the Yugoslavia collection contains a significant volume of records printed on thermos-fax paper which is highly susceptible to degradation as a result of environmental factors. Following a successful repacking and rectification of the documents in the offices of Tuzla and Banja Luka, this project will now move on to rectifying preservation problems within remaining files in the collection, including the replacement of binders with acid free folders and boxes and the creation of preservation copies of fax papers.

Another collection that needs special attention is the Central Registry (1984-1995), which has similar problems of preservation and needs to be treated and packed.

Duties and Responsibilities

Under the overall supervision of the Archivist (Reference), the individual contractor will assist in the following:

- Survey material within specified collections in the archives to identify material in need of conservation and preservation action
- Devise working procedures for creating certified copies of fading fax papers, and apply them to at-risk records
- Manage the reconditioning process of archives held in packaging unsuitable for long term preservation, replacing original binders with acid free replacements
- Digitize materials on demand for access or preservation purposes
- Maintain preservation logs of all work undertaken
- Assist with reference desk supervision when required.
- Assist with repository management tasks when required.

Monitoring and progress Control

The incumbent will work under the direct supervision of a professional archivist. The incumbent will update spreadsheets to indicate which parts of the collection have been processed. Progress will be assessed in weekly project meetings.

Essential Minimum Qualifications and Professional Experience Required

Education

- Bachelor Degree

Work Experience

- At least two years' work experience, part of it working with physical collections is required
- Experience in arrangement of archival materials is required
- Experience in digitization of degraded archival materials is required
- Experience with other type of archival work, including special types of archives such as audio-visual materials, is an asset

Language

- Fluency in English is essential

Required and Desired Competencies

Required:

- Experience of using scanners to digitize and enhance original content
- Experience in previous archival preservation projects
- Ability to undertake manual handling work
- Capacity to work systematically and with great attention to detail

Desired

- Working experience in a UN or NGO in the humanitarian field is an asset

Location

UNHCR Geneva, Switzerland

Applications:

Interested applicants should submit their letter of motivation and Personal History Form (P11), including testimonials/degrees/certificates to HQRASJOB@unhcr.org indicating "Assistant Preservation Officer – UNOPS" in the subject of the email.

P11 forms are available on www.unhcr.org/recruit/p11new.doc

Closing date for receipt of applications: Tuesday 3rd January 2017