

Posting Title:	Library Assistant, G6
Department/Office:	Department of Public Information
Location:	DHAKA
Posting Period:	18 July – 16 August 2017
Job Opening Number:	UNIC-2017-017
Contract:	Fixed-Term
Duration:	One year, with the possibility of an extension

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

Special Notices

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. It is the responsibility of the successful candidate to ensure they have the required documentation (work permit, visa, etc) to work in the duty station.

Organizational Setting and Reporting

This position is located in the United Nations Information Centre (UNIC) in Dhaka, within the Information Centres Service (ICS), Strategic Communications Division (SCD), Department of Public Information (DPI). The UNIC Dhaka is part of the global network of United Nations Information Centres (UNICs), which are the principal sources of information about the United Nations system in Bangladesh. Overall, UNICs are 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 in local language; 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 the Chief of the Information Management Unit in ICS and direct supervision of the National Information Officer.

Responsibilities

Within delegated authority, the incumbent is responsible for the following duties:

- Assists in the review of sources to identify appropriate materials that meet the information needs of the UN Information Centre and its information clientele.

- Assists in cataloguing operations, in particular, performing copy-cataloguing functions and maintaining the audio-visual library; assists in development and maintenance of relevant databases, keeping data accurate and current, and preparing new material as needed; initiates claims and obtains updated materials, in connection with research requests by library patrons.
- Provides statistical data for assessing usefulness and relevance of posted materials; provides technical support and instruction to library patrons in using electronic resources and reference tools; submits regular backup jobs for library databases on various platforms and performs other routine maintenance procedures that ensure the integrity of library data; provides technical support for library digitization operations.
- Provides visitors with information on the UN and specialized agencies and 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 Dag Hammarskjöld Library in UNHQs.
- Maintains and prepares content and new material for inclusion in appropriate web pages and other social media accounts; assists in publishing Centre's Bangla Newsletter and provides support to maintain the UN Library Network in Bangladesh.
- Provides support to organize Model United Nations and outreach activities; assists in various activities of UN Communication Group.
- Co-ordinates work and/or participates in training of junior support staff.
- Provides administrative support for the library and undertakes other duties as assigned by NIO/OIC.

Competencies

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final

group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **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 experience in library work, archives, electronic record management, public information, journalism, information network administration or related field is required. Experience providing communications support to an international organization such as the United Nations or similar is required. Experience working with tools and technique utilized 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 Method

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

United Nations Considerations

Applications are screened according to the published evaluation criteria of the job opening on the basis of the information provided by applicants. Applications cannot be amended following submission and incomplete applications shall not be considered. The selected candidate will be subject to a reference checking process to verify the information provided in the application.

Applicants are urged to follow carefully all instructions available as explained in the documents linked from the “How to Apply” section below.

The United Nations shall place 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 (Charter

of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment. 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.

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

Visit <http://sites.unicnetwork.org/careers/how-to-apply/> for detailed application instructions.