

Posting Title : DOCUMENTS MANAGEMENT OFFICER, P4  
Job Code Title : DOCUMENTS MANAGEMENT OFFICER  
Department/ Office : Department for General Assembly and Conference Management  
Location : NEW YORK  
Posting Period : 13 January 2017-26 February 2017  
Job Opening number : 17-Conference Services-DGACM-72619-R-NEW YORK (G)  
Staffing Exercise : N/A

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

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### **Special Notice**

- Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

### **Org .Setting And Reporting**

This position is located in the Documents Management Section (DMS), Central Planning and Coordination Division, Department for General Assembly and Conference Management. DMS is responsible for the upstream and downstream planning of documents to be considered by the General Assembly, the Security Council and the Economic and Social Council and their subsidiary bodies in New York. It interacts with all author departments within the Secretariat, the conference management teams of intergovernmental bodies, and the Permanent Missions to the United Nations to coordinate the submission of manuscripts predictably. It also prepares workload forecasts for processing units within the Department to ensure the most efficient use of resources. The incumbent reports to the Chief of Section.

### **Responsibilities**

Under the broad supervision of the Chief of the Section, the incumbent is responsible for: 1. Assisting the Chief in consultation with substantive offices in order to assess and evaluate documentation requirements, consulting with Committee Secretaries in order to assist in the system-wide programming and monitoring of document schedules for the General Assembly, the Economic and Social Council and its subsidiary bodies, United Nations Funds and Programmes, and other organs within the purview of the Unit, for the purpose of advance planning of pre-session documentation. 2. Reviewing and analyzing General Assembly and Economic and Social Council resolutions and decisions, in order to compile agenda- and document-related mandates, providing information to Committee Secretaries in a timely

manner to facilitate their preparation of draft programmes of work; also responsible for reviewing and analyzing all other legislative mandates within the purview of the Unit, compiling pre-session document lists, and assigning drafting responsibilities to substantive departments. 3. Reviewing, scheduling and evaluating all pre- and in- and post session documentation needed by the General Assembly, including reports of, and notes by, the Secretary-General to the Assembly and reports of the Main Committees of the Assembly, as well as reports of the Economic and Social Council and of other intergovernmental bodies; verifying legislative mandates and necessary clearances (political, legal, budgetary or conference services); evaluating all reports to ensure that standards of control and limitation of documentation set by General Assembly resolutions are met; recommending revisions to draft manuscripts to authors if reports do not meet certain standards of substance and presentation; drafting cover pages for notes by the Secretary-General which transmit reports prepared by intergovernmental bodies; responding to queries of editors and translators; determining dates of issuance of reports in accordance with the work programmes of the General Assembly, Economic and Social Council, and their subsidiary bodies, as well as Main Committees of the General Assembly; negotiating issuance dates with the Documentation Division. 4. Assessing communications addressed by Heads of Permanent Missions to the Secretary-General and/or to the Presidents of the General Assembly or Economic and Social Council, for issuance as documents of the General Assembly or Economic and Social Council; consulting with Permanent Missions, up to ambassadorial level, on matters relating to their communications; holding consultations on the appropriate agenda items under which communications should be issued; deciding on dates of issuance of communications depending on the urgency of the subject matter which is determined by the prevailing political situation or schedule of meetings or sessions. Sensitivity must be shown for the political implications of each communication. 5. Preparing for circulation to the author departments/offices concerned a schedule for the submission of pre-session documents to intergovernmental bodies at their forthcoming sessions, taking into consideration the periodicity of their reporting cycles. 6. Assisting in coordinating global workload sharing with other Duty Stations; participating in developing workload forecasts to facilitate capacity planning in downstream processing units. 7. Carrying out policy researches and proposing policy guidelines. 8. Acting as Officer-in-Charge of DMS and other responsibilities assigned by Chief.

## **Competencies**

**Professionalism:** Knowledge of the proceedings and documentation of intergovernmental bodies; rules, regulations and standards governing the advance planning and control and limitation of official documents; knowledge of documentation workflows, including advance upstream planning and downstream processing. Knowledge of the work of the UN system or similar international organizations and their subsidiary bodies. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Ability to provide stand-by services during the week-end, holidays and outside normal working hours. Shows pride in work and in achievements; 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. **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. Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable

### **Education**

Advanced university degree (Master's degree or equivalent degree) in business or public administration or related area. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of seven years of progressively responsible experience in administration or related areas, two years of which must be in an international organization. Experience in conference management and or document management in a large international organization is desirable. Experience in project management is desirable.

### **Languages**

English and French are the two working languages of the United Nations Secretariat. For this post, fluency in English is required. Knowledge of another UN official language is desirable.

### **Assessment**

Evaluation of qualified applicants 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.