Temporary Job Opening

Job Title, Level: Library Assistant, G-6
Office: ESCAP Library
Strategic Publications, Communications and Advocacy (SPCA)
Location: BANGKOK
Posting Period: 24 – 30 March 2015
Duration: Starting as soon as possible until 30 September, with possibility of extension, subject to performance and the availability of the funds
TJO number: 15-G-06-LIB-TEMP-G-6-BANGKOK

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

Org. Setting and Reporting

The mandate of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is to promote regional cooperation for inclusive economic and social development in the Asian and Pacific region. ESCAP’s role as a regional development arm of the United Nations Secretariat is to support its membership, through its analytical, normative and technical cooperation, to respond to the development priorities and changing needs of the Asian and Pacific region.

United Nations ESCAP Library is a specialized collection of United Nations and ESCAP official documents and publications, as well as books, journals and audio visual materials related to economic and social development in Asia and the Pacific. We serve ESCAP staff members and both UN agency and diplomatic staff based in Bangkok.

This position is located in the United Nations ESCAP Library, Strategic Publications, Communications and Advocacy (SPCA). The incumbent reports to the Librarian.

Responsibilities

Under the direct supervision of the Librarian, the incumbent is required to perform the following functions:

- Maintains the physical ESCAP and United Nations Collections;
- Assists in cataloguing operations, in particular, indexing ESCAP Official Documents and uploading them to the Official Document System of the United Nations (ODS);
- Provides technical support and instruction to library patrons using electronic resources and reference tools;
- Assists in the development of annual library publications;
- Provides technical support for library digitization operations;
- Co-ordinates work and participates in training of junior support staff.

Competencies

Professionalism: Knowledge of library operations, including editorial standards and cataloguing; ability to undertake relevant research, maintain records in a systematic fashion and 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.
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.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions.

Education

High school diploma or equivalent. Degree in library science, information science or related fields is an advantage.

Work Experience

A minimum of seven years of progressively responsible experience in library work, archives, information network administration or related field. Experience within the UN system and/or knowledge of the structure and retrieval tools of UN documentation (ODS, UNBISnet, UN-I-QUE, the ESCAP Library catalogues, UN and Specialized Agencies websites and institutional repositories, iSeek) is an advantage.

Languages

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

Assessment Method

Qualified applicants may be evaluated through a competency-based interview and/or other assessment methods.

Special Notice

This Temporary Job Opening (TJO) is open for internal staff members at the respective duty station holding a Fixed Term Appointment, Continuing Appointment or Permanent Appointment only. External candidates may be considered if no qualified internal candidate is identified.

Appointment against this post is on a local basis; candidates shall be recruited in the country or within commuting distance of the ESCAP office, irrespective of nationality and length of time the candidate may have been in the country. If no suitable local candidate is identified, candidates residing abroad may be considered. The candidate is responsible for any expenses incurred in taking the relevant examinations at the duty station, and of any costs related to traveling and relocating to the duty station in the event of an employment offer.

Must have passed the United Nations Administrative Support Assessment Test (ASAT) at Headquarters or an equivalent locally-administered test at Offices Away from Headquarters.

United Nations Considerations

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.

No Fee

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

Applicants are requested to complete a Personal History Profile (PHP) on careers.un.org and submit it electronically to: escap-application@un.org with the subject “Application for TJO No. 15-G-06-LIB-TEMP-G-6-BANGKOK” and received no later than the deadline indicated above.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

Due to the volume of applications, only candidates under positive consideration will be contacted.