OVERVIEW OF THE FUNCTIONS OF THE POST

The incumbent, under the overall authority of the IBE Director, and direct supervision of Simona Popa, Program Specialist, Knowledge Creation and Management, and Head of the IBE Documentation Center, will provide assistance and support in the following:

- Development, implementation, and evaluation of the digitization project; monitorization and analysis of project development and implementation; analysis and establishment of project workflows, processes, and tasks for post-digitization process;
- Day-to-day help with the digitization project of the IBE historical archives and textbook collection, including assisting in the design of and supervision of the workflow, ensuring smooth processes and materials preparations; reviewing files and metadata, analyzing content of documents to be described, extracting information useful for historic research; ensuring that correct international archiving standards are adhered to; entering data into the archives management system according to the archival description standard, preparing database to go live, etc.;
- Development of programmes of outreach; development of presentations appropriate to various client audience; development of publicity materials to facilitate outreach; preparation of an on-site exhibition;
- Providing editorial support for publications, articles, reports, and documents;
- Maintaining and developing information products (alerts, digests, etc.), supervising junior consultants and overseeing the quality control process of digitized textbooks and archives.
- Enrichment of the online IBE Collection of Curricular Resources;
- General administrative work and other tasks, as required.

REQUIRED QUALIFICATIONS

EDUCATION
Advanced university degree (Master’s degree or equivalent) in archival, information science, information systems, social science or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- At least two years demonstrated experience in digitisation project work
- Experience of working with delicate and historical materials
- Experience of working and coordinating with external service providers.

Desirable: A minimum of five years of progressively responsible experience in modern archives management, record keeping, library, information management or related area, preferably including at least 3 years of experience at the international level. Experience with historical archives digitization projects, including digitization workflows and archival indexing and description standards, such as ISAD(G) and ISAAR(CPF) is desirable. Experience in the administration of an Archives Management System is also desirable.

SKILLS/COMPETENCIES

- Excellent communication, IT and team-working skills and excellent computer skills
- Meticulous attention to detail and accuracy over prolonged periods of time
- Capacity to work effectively in teams and in a multicultural working environment.
- Ability to lift boxes that weigh around 15 kilograms
• Ability to set priorities under pressure
• Flexible, upbeat attitude to the job, willingness to learn and enjoying working with a like-minded team

**Languages**
Excellent command of English and/or French and working knowledge of the other language. Knowledge of another UN official language would be an asset.

**Desirable Qualifications**
Good understanding of IBE main priorities and strategic vision.

**Benefits and Entitlements**
Lump sum all inclusive (fees, accommodation) which is not tax free, amounting to CHF 6'000 per month. In addition, IBE will cover the costs of travel to Geneva and from Geneva to home country (economy class and direct route). IBE will provide an office space, email address and a PC. If the consultant has to participate to field missions, IBE will cover travel costs (economy class and direct route) and 75% DSA & TA. The Consultant has to provide a proof of the health insurance coverage before starting the contract with IBE. Please note that UNESCO is a non-smoking Organization.

**How to Apply**
To apply, please send a motivation letter and your updated CV in UNESCO’s format, in English, to the International Bureau of Education (IBE), at ibe.info@unesco.org. Application files should reach the IBE before 18:00 (Geneva time) on 3 January 2021.