

International Monetary Fund

Archives and Records Management Position:

Contractual Records Management Officer

Department: Technology and General Services Dept.

The International Monetary Fund (IMF) is seeking a records management professional to be part of a group of records managers responsible for the ongoing day-to-day administration of the records management program throughout the IMF. The goal of the records management program is to ensure the integrity and availability of IMF records, both paper and digital, throughout their lifecycle, from creation to disposition using internationally accepted standards and best practices. The position is located at IMF Headquarters in downtown Washington, D.C.

Duties and Responsibilities

Under the general supervision of an Archives and Records Management Senior Officer, the Records Officer will implement policies and procedures related to the management of IMF records and provide advice and support to IMF staff on the interpretation of, and compliance with, records policies. Specific responsibilities include:

- * Contributing to the development of policies, standards and procedures for the management of IMF records.
- * Developing and maintaining file plans, retention schedules, and guidance materials to support the effective management of IMF records.
- * Providing ongoing advice, assistance, training and outreach programs to staff in all departments and offices to ensure effective use of, and compliance with, agreed record keeping procedures and institutional records management policies.
- * Contributing to the development of policies and procedures for electronic record keeping
- * Participation in the implementation of enterprise-wide electronic records management software.
- * Coordinating periodic reviews and inventories of records in departments and offices.
- * Participating in enterprise-wide IT projects to ensure that institutional records management requirements are addressed.

Qualifications

- * Experience working in records management in a large organization
- * Familiarity with the technical guidelines contained in ISO 15489 - International Standard for Records Management
- * Strong analytical and problem-solving skills
- * Familiarity with electronic records management principles and systems
- * Excellent English written and verbal communication skills
- * Strong interpersonal skills and ability to work as a member of a team

* Ability to interact with staff from diverse cultures and backgrounds highly desirable

Educational Requirements

Educational development typically acquired by the completion of a relevant advanced university degree in Records Management, Archives Management, Library and Information Science, or related field, plus a minimum of two years relevant professional experience is required; or a bachelor degree in a related field together with professional certification in records management (CRM) plus a minimum of six years of relevant professional experience, is required.

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