Information Resources and Services Administrator (Records and Archives)

IMPORTANT INFORMATION

Close relatives\(^1\) of ADB staff, except spouses of international staff, are not eligible for recruitment and appointment to staff positions. Applicants are expected to disclose if they have any relative/s by consanguinity/blood, by adoption and/or by affinity/marriage presently employed in ADB.

\(^1\) Close relatives refer to spouse, children, mother, father, brother and sister, niece, nephew, aunt and uncle

Staff on probation are not eligible to apply. Applicants for promotion must have served at their position for at least one year and must have normally served at their personal level for at least two years immediately preceding the date of the vacancy closing date. Applicants for lateral transfer must have served at their position and personal level for at least one year immediately preceding the date of the vacancy closing date (reference A.O. 2.03, paragraphs 5.8 and 5.9).

Overview

Asian Development Bank (ADB) is an international development finance institution headquartered in Manila, Philippines and is composed of 68 members, 49 of which are from the Asia and Pacific region. ADB is committed to achieving a prosperous, inclusive, resilient, and sustainable Asia and the Pacific, while sustaining its efforts to eradicate extreme poverty. ADB combines finance, knowledge, and partnerships to fulfill its expanded vision under its **Strategy 2030**.

ADB only hires nationals of its 68 members.

The position is assigned in the Information Resources and Services Unit (OAIS-IR) within the Office of Administrative Services (OAS).

OAS manages the building, office space facilities, and delivers over 70 diverse services essential for ADB's operation. It provides administrative support to ADB Management and staff and delivers quality products and services at an affordable cost. The office is headed by the Principal Director (PD) and supported by Division Directors who manage the respective business units.

OAIS-IR is composed of three teams: (i) Library Services, (ii) Information and Research Coordinators (IRC); and (iii) Records and Archives Services, which also manages the ADB History Gallery. The IRC provides specialized research on ADB's core areas of operations namely: (i) education and health, (ii) environment, (iii) finance, (iv) infrastructure, (v) regional cooperation and integration, and (vi) public-private partnerships.

To view ADB Organizational Chart, please click [here](#).

Job Purpose

The Information Resources & Services Administrator (Records & Archives) is responsible for administering ADB's policies, rules and activities on records and archives management, both in digital and physical forms, which are either stored on the content services platform or turned over to Records and Archives Center in physical form. The position works closely with
various departments for storage and retrieval services and with the IT department for the development and use of technology in managing content in a digital workplace. The incumbent will report to the designated International Staff and senior National Staff.

Responsibilities

- Implements ADB's policies, rules and activities on records and archives management, both in digital and physical forms in coordination with client departments and offices.
- Coordinates and provides support to the Office of Information Systems and Technology (OIST) in the installation, configuration and implementation of content services platform for digital records and archives.
- Initiates records management reviews and audits to ensure that records management standards are being maintained in all organizational units and through the content services dashboards for digital records.
- Maintains statistics of activities in all areas of responsibility for periodic reporting and trend analyses.
- Contributes to accurate disposition of records based on the Records Retention and Disposal Schedule and in consultations with Departments/Offices concerned.
- Provides research and reference services.
- Implements the Vital Records Protection Program by ensuring that protective measures (e.g. dispersal, fire-proof vault and/or microfilming) are employed for the pertinent record series.
- Supervises the service provider for document conversion, including microfilming, as back copies of vital and permanent records.
- Manages the contracts with off-site storage facilities, both in the country and abroad.
- Contributes to the implementation of the business continuity program and facility in safeguarding vital records and ensuring their recoverability in the event of a disaster or emergency case.
- Coordinates the provision of records management services to field offices (FOs).
- Manages the Archives Room and ensures that proper climatic, environmental and security controls are exercised in all storage areas.
- Manages, promotes and develops the ADB History Gallery.
- Organizes and serves as resource person for the records management workshops and training for ADB staff.
- Performs other duties as may be assigned by the immediate supervisor, unit head and/or Director.

Qualifications

Relevant Experience & Requirements

- Bachelor's degree in Information Technology, Information Systems, Computer Science or other Information Management discipline
- At least 5 years of progressively responsible experience in information management including experience in planning and administration
- Experience in change management for electronic filing system, or other IT project in relation to electronic records management system (ERMS)
- Extensive experience on electronic filing system
- Thorough knowledge of established information management principles, policies and procedures
- Basic computer skills with sound knowledge of common word-processing, spreadsheets and graphics software used in multilateral organizations
- Basic knowledge of ADB's standard software packages for microcomputers and the network, an advantage
- Able to liaise and work effectively with staff within own work location
- Able to work collaboratively with teams as a constructive team member
- Excellent interpersonal skills
- Excellent command of written and spoken English
- Please refer to the link for ADB Competency Framework for Administrative Staff Level 6-7
General Considerations

The selected candidate is appointed for an initial term of 3 years.

ADB offers competitive remuneration and a comprehensive benefits package. Actual appointment salary will be based on ADB’s standards and computation, taking into account the selected individual's qualifications and experience.

ADB seeks to ensure that everyone is treated with respect and given equal opportunities to work in an inclusive environment. ADB encourages all qualified candidates to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities. Women are highly encouraged to apply.

Please note that the actual level and salary will be based on qualifications of the selected candidate.