

JOB POSTING

International Council on Archives

Programme Officer

DEADLINE: 2 March 2022 23:59 CET

The International Council on Archives invites applications for the role of **Programme Officer**. Qualified applicants are invited to apply no matter their country of residence. The residence and work location of the successful candidate can be Paris or the successful candidate's current country.

This is an excellent career development opportunity for a motivated professional who believes in international cooperation.

Working for ICA offers an unrivalled vantage point from which to learn about the latest cutting-edge developments in the records and archives world, and to experience first-hand how international standards, best practices and professional tools are developed and applied in different cultures throughout the world. The individual appointed will have the opportunity to increase professional knowledge and improve communications skills. Through working in the ICA Secretariat, they will build up a large international network of contacts that will be of long-term benefit to them, to ICA, and to future employers.

The Role

The Programme Officer is responsible for the day-to-day management and strategic oversight of the activities of the ICA falling under the responsibility of the Vice President Programme and the ICA Programme Commission. ICA's Programme Commission (PCOM) has overall responsibility for the organization's professional activities, including the workplans of expert groups (such as the development of tools and standards, management of projects, etc.) and the programme for conferences and the Quadrennial Congress. It also oversees the professional activities of the sections and branches. Further, the Programme Commission offers strategic support to the Executive Director of ICA on professional matters and on the development of internal policy related to professional questions.

Duties

Programme Commission, under the direction of the VP Programme:

- Preparing the agenda, reports and documentation for PCOM meetings (at least twice annually); compiling and disseminating minutes
- Managing the PCOM budget and monitoring spending in coordination with the Vice President Programme and the ICA Administration and Financial Manager, including preparing financial reports for PCOM
- Administering the PCOM project application process from start to finish including calls for project proposals, administering e-votes by PCOM members, negotiation of project charters, and tracking and reporting on funded PCOM projects
- Reviewing text about programme activities for publication on the ICA website, blog, social media and in Flash
- Developing website and blog content in cooperation with the Programme Coordinators
- Maintaining and managing the online PCOM workspace
- Providing oversight and regular communication with the ICA Expert Groups
- Acting as coordinator with the regional branches, sections and expert groups in relation to professional activities, including soliciting and managing reports
- Support to PCOMs strategic programme area

Conferences

- Alongside the VP Programme, leading the development of the Programme content for annual conferences/congress including managing the programme development process, managing the Programme Committee and Review Committee, and acting as a member of other conference committees as needed

Secretariat

- Supporting the Executive Director, Elected Officers, ICA Training Officer, and other ICA Secretariat members in developing policy and delivering on strategic goals
- Contributing as a member of the Secretariat team to any other projects, programmes and activities that lead to the achievement of ICA strategic objectives, as and when required, including participating in missions

Essential qualifications and competencies

Qualifications

- Professional archivist or records manager with at least five years' experience
- Fluency in either French or English and a working knowledge of the other language. Additional language skills are also an advantage.
- Commitment to international cooperation in the field of archives and to the values of ICA

Capacities

- Self-starter, highly motivated, exercising initiative and able to work alone unsupervised for long periods
- Well organised
- Good project manager with demonstrated ability to achieve goals on time within an organization's policy and budget framework
- Flexible and responsive, contributing positively to the dynamic of a small team

Skills

- Oral and written communication in both French and English
- Interact with people from various cultural backgrounds
- Develop and execute annual plans including budget monitoring
- Organize and run meetings
- Well-developed skills in common ICT software packages, including email, word processing, spreadsheets, presentation, database and content management software
- Familiarity with social media platforms
- Experience managing volunteers
- Work independently and as part of a team
- Willingness to travel as needed

Desired Qualifications

- Professional qualification through post-secondary education or formal training as an archivist or records manager
- Experience in organizing events on a large scale
- International experience
- Experience in loading and managing content on websites
- Knowledge of ICA and its organization, strategic objectives and programme priorities

Conditions of Employment

The successful candidate will be offered a probationary period and then a contract of permanent employment after satisfactory completion of the probationary period.

The exact conditions of employment will depend on the residence and work location of the successful candidate.

The starting salary will be between 3 000 and 4 000 Euros based on qualification. The benefits will be discussed in relation to the residence and work location of the successful candidate.

The successful candidate, if he/she/they live outside of France will need to procure an independent contractor/business number and will have to manage the requirements of the fiscal authorities in his/her/their residence and work location.

Regardless of location, the 7,5 hours working day of the successful candidate must coincide as much as possible with the work day of the ICA Secretariat in Paris, no less than 4 hours a day.

The successful candidate is eligible for an annual leave entitlement of 25 days plus the statutory holidays in the country where he/she/they live. In addition, the ICA office is normally closed for a short period during the winter break.

Selection Process

To apply for this position, qualified applicants are invited to send a covering letter and a CV that together demonstrate the above capacities and requirements to phillips@ica.org by **2 March 2022 23:59 CET**

Selection will be by CV screening and interview, to take place in the Paris office of the ICA Secretariat or virtually during the week of 21 March 2022