**IT Analyst, Information Management Services (Archives and Records Management)**

|  |  |
| --- | --- |
| Job #: | tbc |
| Organization: | World Bank Group |
| Sector: | Information Technology |
| Grade: | GE |
| Term Duration: | 3 years 0 months |
| Recruitment Type: | International Recruitment |
| Location: | Washington, DC |
| Required Language(s): | English |
| Preferred Language(s): |  |
| Closing Date: | tbc |

**Description**

Are you an archivist, records manager, or information governance specialist who wants to build a career that is truly worthwhile? Working at the World Bank Group (WBG) provides an outstanding opportunity to help our clients solve their greatest development challenges. The WBG is the oldest and largest multilateral development bank in the world and was founded in 1945. It is one of the largest sources of funding and knowledge for developing countries; a unique global partnership of five institutions dedicated to ending extreme poverty, increasing shared prosperity, and promoting sustainable development. With 189 member countries and more than 12,000 staff worldwide, we work with public and private sector partners, investing in groundbreaking projects and using data, research, and technology to develop solutions to the most urgent global challenges.

Part of the Information & Technology Solutions Vice Presidency, the Archives and Records unit (ITSAR) is seeking a new team member to work in the archival appraisal and information governance functions. This is a 3-year term, but with ample opportunity for renewal. We invite candidates from around the globe to apply and we are proud to be an equal opportunity and inclusive employer.

**Information and Technology Solutions (ITS) Vice Presidency Context**

ITS enables the mission of the WBG by delivering information and technology to WBG staff in over 150 locations. ITS develops, implements, and maintains information and technology solutions to achieve three high-level outcomes: business enablement, by providing WBG units with innovative tools and technologies to transform how they deliver value for clients; empowerment & effectiveness, by ensuring all WBG staff are connected, able to find information, and are productive to accelerate the delivery of development solutions globally; and resilience, by equipping the WBG to provide risk-based cybersecurity, robust data protection, and information governance.

**World Bank Group Archives and Records (ITSAR) Context**

ITSAR protects the institutional memory of the WBG and provides staff and the global community with access to relevant information and services to foster transparency and accountability, and reflect history to enable effective delivery of development solutions. We aspire to transform information governance across the entire lifecycle of information and illuminate WBG history to enable effective and accountable operations. ITSAR is responsible for: Management of Records Policy (including advisory services, policy compliance outreach and training, appraisal / retention schedules, and requirements for systems); providing records management support to WBG Institutions and staff; off-site records center services; implementation of the World Bank Policy on Access to Information; crafting knowledge products that promote the history of the WBG and the archival holdings; and the preservation and intellectual control required to maintain access to archival records.

We are a diverse and inclusive team that solves challenges with creativity and curiosity, embraces technology to increase the impact our archival holdings can create, and brings effective information governance to the WBG’s current information assets. We provide meaningful work, an open and collaborative environment, innovative and interesting challenges to solve, and an opportunity to develop your skills while contributing to the mission of the WBG. We value collaboration, openness, curiosity, and perseverance! For more information about ITSAR, visit <https://www.worldbank.org/en/archive/aboutus>

**Duties and Accountabilities**

As part of the **ITSAR Information Policies & Records Lifecycle Governance Team**, the successful candidate will take part in in the following activities:

**Policy and Information Governance**

* Define and implement policies, procedures and guidelines pertaining to records management and information governance.

**Appraisal and Disposition**

* Deliver archival appraisal and transfer services such as writing records retention and disposition schedules, conducting appraisal interviews and on-site visits, and analyzing business functions and processes to determine the value of records.
* Implement records retention and disposition schedules.
* Guide clients on applying the appropriate disposition authorities to their records.
* Apply innovative artificial intelligence and machine learning technologies for the classification and appraisal of digital records.
* Participate in IT decommissioning projects.

**Application of Records Management Controls to WBG Applications**

* Manage the retention and disposition roles in the Microsoft Compliance Center to perform information governance tasks, including retention policy and label creation and administration, management of disposition reviews and legal holds, record destruction, reporting, creation of trainable classifiers, etc., and suggest improvements of the system.
* Take part in the “In-Place Records Management” project, which seeks to use an application’s existing functionality, or develop additional capabilities, to apply controls to the records in the same location where they are created, used, shared, and stored.
* Select records for ingestion into the WBG’s Digital Preservation System, based in Preservica.

**Governance of WBG Intranet sites and other M365 collaboration solutions**

* Support the IRC Governance Team in the governance of M365 applications via the Intranet Resource Center.
* Appraise the value of M365 applications at the beginning and end of their lifecycle and archive permanent applications in Preservica.

**Records Management Support and Outreach**

* Provide support, and direction on the management of records to WBG units, including, but not limited to, good records management practices, use of SharePoint Online capabilities, administration of folder structures in SharePoint and other M365 applications, transfer of analog records to the WBG Archives and destruction of expired records.
* Design, develop and deliver training on records management and records management systems.
* Be an active participant in the unit’s day to day projects and responsibilities.

**Required Skills and Abilities**

* MA/MS in Archives, Records Management, Information Science, or related field.
* A minimum of 2 years of relevant experience.
* In-depth understanding and practical experience with standards and good practices for records management, records appraisal, and records disposition.
* Ability to conduct independent research and functional analysis and to make judgments on the archival value of the variety of business records.
* Experience with the records management solution for the Microsoft 365 platform and/or with using other electronic records management systems.
* Ability to develop out-of-box solutions and customizations on Microsoft Office 365 platform and experience with Microsoft Power Automate would be an asset.
* Knowledge of Preservica would be desirable.
* Ability to communicate information graphically in an appealing way for reporting and other communication needs.
* Conceptual, analytic, and innovative problem-solving ability.
* Hands-on and results-oriented approach.
* Excellent oral and written communication skills in English; ability to write concise and accurate reports, and good public outreach skills.
* Ability to contribute to projects with minimum guidance; capacity to work both independently and in a team; willingness to seek advice and assistance.
* Ability to develop and maintain good working relationships with staff at various levels across the organization.
* Curiosity in the WBG’s work and familiarity with its mission and objectives.
* Flexibility towards work environment changes and emerging opportunities.

[**World Bank Group Core Competencies**](https://bit.ly/2kbIA7O)

The WBG offers comprehensive benefits, including a retirement plan; medical, life and disability insurance; and paid leave, including parental leave, as well as reasonable accommodations for individuals with disabilities.

We are proud to be an equal opportunity and inclusive employer with a dedicated and committed workforce, and do not discriminate based on gender, gender identity, religion, race, ethnicity, sexual orientation, or disability.

Learn more about working at the [***World Bank***](https://www.worldbank.org/en/about/careers) and [***IFC***](https://www.ifc.org/wps/wcm/connect/Careers_Ext_Content/IFC_External_Corporate_Site/IFC+Careers/Working+at+the+IFC/), including our values and inspiring stories.