

ECHA/TRN/2022/027 – Business Information Systems (I2)

The Business Information Systems Unit is responsible for the regulatory and scientific software applications required to meet the Agency's obligations under chemicals legislation: REACH, CLP, PIC, POPs, the Biocidal Products Regulation and the Waste Framework Directive.

Assignment

The Information management trainee will assist the information management assistant with projects and operational work to support the archiving and records management business needs. He/she will be mostly involved in the preparation of data which will enable the migration of pre-ECHA archives to the relevant IT system. Main duties of the role shall cover, among others:

- Coordinating requests from the units regarding physical archiving and digital archives (e.g. request for documents)
- Coordinate the final destruction of physical archives in coordination with the Corporate Services Unit
- Explore possible solutions for storing confidential documents in the physical archives in coordination with the Corporate Services Unit
- Create a list with possible physical files for destruction stored in the physical archives
- Support the migration of digital records to the Records Management IT System

The duties above are done under the supervision of the information management assistant, who also acts as the main subject-matter contact point for the trainee during the assignment.

Profile

- Completed university studies at least to bachelor degree level in Information Management, Archives or relevant studies.
- Experience in using DMS or EDRMS IT Systems
- Theoretical and/or practical experience with archives and records management
- Experience in an international/multicultural environment.
- Good communication and interpersonal skills.
- Aptitude for team work.
- Excellent command of written and spoken English.

Starting Date: 01 September 2022

Duration: 6 months

Deadline for applications: 25 April 2022 at noon 12:00 Helsinki time (11:00 a.m. CET)