United Nations	Nations Unies
Climate Change Secretariat	Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT

INFORMATION TECHNOLOGY SERVICES (ITS) PROGRAMME

ANNOUNCEMENT NO:	VA 13/017/ITS
PUBLICATION/TRANSMISSION DATE:	22 February 2013
DEADLINE FOR APPLICATION:	23 March 2013
TITLE AND GRADE:	Associate Information Technology Officer, P-2 (Active Directories)
POST NUMBER:	FRA-2945-V999-P2-006
INDICATIVE NET ANNUAL SALARY:	USD 46,730 to 52,645 (without dependents) USD 49,821 to 56,347 (with dependants) (plus variable post adjustment, currently 52.3 of net salary), plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Information Technology Services programme is a central service provider for information and communication technology infrastructure and user support services, as well as for information systems development, maintenance and application support within the UNFCCC.

Responsibilities

The position is located in the Deployed Networks and Operations Team of the Information Systems Delivery sub-programme in ITS and is fully accountable for providing technical expertise in maintenance of the secretariat's Active Directory services and Data backup and management. The incumbent directly reports to the Chief Network Operations Officer. The key results expected are:

- Functioning Active Directory services secretariat-wide
- Data storage and back-up
- Regular maintenance and upgrade of the Active Directory infrastructure

1. **Management of Secretariat Active Directory services**

   a. Designs and deploys active directory infrastructure and client services at secretariat hosted locations including Disaster recovery sites as well as at climate change conference, meetings and workshop locations. For external conference locations, prepares related background material for host country and Memorandum of Understanding documents;

   b. Analyses, reviews and recommends an optimal structure for the secretariat Active Directory system and plans systematic migrations. Re-aligns the global policies to the organization structure accordingly;

   c. Maintains the secretariat Active Directory infrastructure, including planning and undertaking upgrades as necessary, reviewing and recommending changes to the structure based on technical developments in the IT field including but not limited to integration with Microsoft SharePoint and any other secretariat systems/applications towards a single sign-on solution;

d. Reviews the current monitoring and alert mechanism on Active Directory systems and proposes improvements and enhancements for higher resilience and more efficient notification. Explores ways to improve quota management and better client warning on disk threshold.

2. Data and backup management

a. Manages data storage including the synchronization of data between HQ and Conference and/or workshop locations globally;

b. Ensures data backup system and services are in place and functioning including regular complete secretariat data backup with periodic recovery testing exercises;

c. Responsible for maintenance and upkeep of IT Disaster recovery site and the secure movement and storage of data backup tapes including the periodic sanity check.

3. Operational and planning activities

a. Provides technical input in team work-plan and budget planning activities;

b. Actively participates and provides input in secretariat SharePoint and MS Exchange deployment and administration providing AD support and test environments as needed;

c. Performs any other job related activity required to achieve the goals and objectives of the team, the sub-Programme, the Programme or the Secretariat.

Essential Requirements
(Only candidates who meet the requirements stated below will be considered.)

Educational Background: First level university degree (Bachelor or equivalent) in Computer Science or equivalent.

Experience: At least three (3) years of progressively responsible experience in the area of Active Directory, Network Administration and Data management.

Specific Professional Knowledge:
- Strong Windows 2003/2008 server skills with at least one deployment of AD forest complete with sub-domains in a virtual environment;
- Thorough knowledge of Windows Active Directory architecture with proven experience in related security, maintenance, optimization and troubleshooting. MSCE certification an advantage. Hands on experience in working with global policies and other active directory services a must;
- IT networking and in particular: Routing, switching, Wireless networking and Virtual LANS among others;
- Good knowledge and hands on experience in at least one enterprise level heterogeneous data backup and recovery system including robot tape backup and on-disk backup technology;
- Thorough familiarity with NetApp storage architecture, design, maintenance, troubleshooting, and administration;
- Good understanding of MS SharePoint and its integration in a Windows architecture environment;
- Familiarity with windows infrastructure troubleshooting and monitoring tools.

Job-related skills:
- Project planning, analytical techniques and product evaluation techniques.
- Working knowledge of the principles and operations of PCs, network hardware, PC software; its use and business applications; and file and data management.
- Troubleshooting techniques. Analysing and resolving local area network and workstation operating system problems.
- Verbal and written communications and preparation of technical documents.
- Researching, reading, and interpreting technical network data.
- Ability to work closely with business and other diversely talented technologists with a high degree of accuracy and detail.
- Working independently as well as in a team.

Language requirements: Fluency in written and spoken English, working knowledge of other UN language is an asset.

To apply

Candidates, whose qualifications and experience match the requirements for this position, should use the on-line application system available at http://unfccc.int/secretariat/employment/recruitment.

Please note:

1. **Qualified women candidates and candidates from developing countries are especially encouraged to apply.**
2. **Service is limited to the UNFCCC secretariat.**
3. **We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**