



VACANCY ANNOUNCEMENT
INFORMATION TECHNOLOGY SERVICES (ITS) PROGRAMME
IT Management and Monitoring (IMM) Sub-programme

ANNOUNCEMENT NO:	VA 14/036/ITS
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DEADLINE FOR APPLICATION:	10 May 2014
TITLE AND GRADE:	Associate Network Officer, P-2
POST NUMBER:	ZHF-V180-2945-P2-001
DURATION OF APPOINTMENT:	One and a half years with possibility of extension
DUTY STATION:	Bonn, Germany

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 Associate Network Officer post is located in the Network operations team of IMM sub programme, in ITS. The unit is responsible for maintenance of conference IT services and key secretariat network infrastructure components and related services which include network switches/switching, routers/routing, storage/network drives, eMail, eFax, VoIP telephony, network and Internet security, among others. The team is accountable for the high availability of secretariat network services and a reliable network backbone upon which the secretariat can deploy beneficial innovative technologies.

The incumbent will be responsible for the deployment, management and maintenance of secretariat firewall security infrastructure at each of the secretariat's three headquarters locations and conferences locations, including the Network Operations Point located on UNFCCC headquarters premises for the network for meetings convened at the neighbouring Bonn conference centre. He/she will report to the Chief of Network operations unit.

The key results expected include:

- Continued monitoring to ensure a secure and stable network environment
 - Security for IT applications and mandated systems in the intergovernmental processes
 - Maintenance of secure office and remote environment
1. Monitoring secretariat operations and network environment
 - a. Manages the secretariat security infrastructure systems at Headquarters; ensures that secretariat security infrastructure is always up to date and maintained in line with best practice.
 - b. Reviews and consistently enhances the monitoring and alert mechanism on the secretariat security systems; proposes improvements for higher resilience and more efficient notification of changes; explores ways to improve security configurations in line with secretariat security policy.
 - c. Prepares technical input for host country agreements and/or Memorandum of Understanding or similar documents.
 - d. Provides technical specifications for relevant procurement and participates in evaluation of related bids.

2. Ensuring security for secretariat IT applications and mandated systems
 - a. Provides support in the deployment of new applications and software technologies while providing recommendation for improving security on existing systems; reviews technical documents and provides input on security issues when needed.
 - b. Conducts regular security configuration reviews; plans systematic migrations or upgrades of security systems as required; provides input on the network architecture/design based on technical developments in the industry and best practice.
 - c. Develops business continuity and disaster recovery plans for the secretariat security systems; maintains current knowledge of execution plans; assesses security configuration implications of new systems planned for deployment; plans new system roll-outs to better interpret the security monitors/logs; closely monitors the current Request for Change processes; responds to emergency network outages in accordance with established business continuity and disaster recovery plans; ensures that system is regularly backed up, tested and relocated off-site for disaster recovery scenarios.

3. Maintaining secure and connected office and remote environments and related security technical documents
 - a. Ensures that Parties are effectively supported in negotiations to achieve their desired outcomes by providing a secure IT environment; manages the conference security infrastructure and mobile systems.
 - b. Facilitates telecommuting by supporting secure remote access for staff; manages secure remote access configurations for staff.
 - c. Provides secure connection to secretariat remote offices locations, conference sites, remote data centres, and other UN organizations globally through Virtual Private Networks.
 - d. Maintains all technical documents related to the secretariat security infrastructure and ensures that relevant material is secure, accessible and regularly updated.
 - e. Provides systematic and regular system status and usage reports; participates in troubleshooting and problem resolution when required and provides input on security operations issues when needed. Proactively anticipates networking and/or security needs for planning and budgeting through regular reviews of the system performance.

4. Contributing to the team operational and planning activities by providing technical input in team work-plan and budget planning activities
 - a. Participates in performance evaluation exercise and day-to-day team activities.
 - b. Undertakes other tasks as requested by the supervisor.

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, Information Systems or related field

Experience: At least three (3) years of progressively responsible experience in the area of Network Administration and Security Infrastructure Administration

Specific professional knowledge:

- Strong Security administration skills with at least one deployment of checkpoint or ASA Firewall systems in a complex network environment.
- Thorough knowledge of security systems architecture with proven experience in related security systems maintenance, optimization and troubleshooting.
- Good working knowledge of the principles and operations of PCs, network hardware, and PC software, its use and business applications and file and data management.
- Checkpoint or Cisco security certification a must.
- Knowledge of Cisco IronPort or similar proxy software or appliances.
- Hands on experience working with Windows, UNIX and other firewall specific operating systems including their command line operations a must.
- Knowledge of IT networking and in particular: routing, switching, subnetting, wireless networking, Virtual LANS, DNS administration and a good understanding of the OSI model and its applicability in troubleshooting.
- Good knowledge in security incident investigation, monitoring, resolving, reporting and escalation.
- Familiarity with network security analytic tools and Intrusion detection and prevention concepts and systems.

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- Familiarity with NetApp and VMWare technologies is an advantage.

Job-related skills:

- Ability to plan projects and to apply analytical and product evaluation techniques.
- Ability to apply troubleshooting techniques and to analyze and resolve network security issues, local area network and workstation operating system problems.
- Strong ability to recognize, mitigate and troubleshoot DDOS and similar attacks.
- Strong ability to recognize and remediate network and security issues up to and including the server OS level (Linux or Windows).
- Ability to research, read and interpret technical network data.
- Ability to work closely with business and other diversely talented technologists with a high degree of accuracy and detail.
- Ability to working independently as well as in a diverse team.
- Excellent written and verbal communication skills and ability to communicate technical issues to technical and non-technical audiences.
- Ability to prepare technical documents.

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.
4. Salary and Allowances:

USD 46,819 to 52,745 net (without dependents)
USD 49,916 to 56,454 net (with dependants)
(plus variable post adjustment, currently 53.9% of net salary), plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>