



VACANCY ANNOUNCEMENT

INFORMATION TECHNOLOGY SERVICES (ITS)

Information Systems Delivery (ISD) Sub-programme

VACANCY ANNOUNCEMENT NO:	VA 10/092/ITS
PUBLICATION/TRANSMISSION DATE:	29 October 2010
DEADLINE FOR APPLICATION	27 November 2010
TITLE AND GRADE:	Associate Information Systems Officer, P-2
POST NUMBER:	CDM-2933-V528-P2-001
INDICATIVE ANNUAL SALARY:	US\$ 46,037 to 51,864 net (without dependents) US\$ 49,082 to 55,512 net (with dependents) (plus variable post adjustment, currently 53.8% 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 is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The ITS 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

Under the general supervision of the Manager of Information Systems Delivery (ISD) and the direct supervision of an Information Systems Project Officer, the incumbent participates in the implementation of activities related to the information process, management and electronic work flow system, data retention policy, the organization of a web presence and IT procedures involved in the realization of the project cycle of a programme activity. In particular the incumbent:

- a. Implements information and process management systems (electronic work flow, respective databases, information products) by drafting software and hardware specifications, writing the software programmes, protecting the systems by designing and maintaining an access system for internal and external users, identifying needs for external support to implementation, supervising consultants providing programming functions, and improving the software programmes on a continuous basis.
- b. Identifies options to implement information systems required by the programme (information technology, data retention and automation of procedures involving Secretariat and outside users, database characteristics and structure) by, *inter alia*, analyzing procedural documents, identifying needs of external and internal users through direct interaction, and recommending computer system applications, electronic workflow solutions and database structures.

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- c. Provides system resources by maintaining the library of system documentation and internal user manuals.
- d. Provides resources and services as second level help desk support. Maintains and updates the IT knowledge base to support internal and external users.
- e. Liaises with other programmes within the Secretariat on information technology and systems issues by representing the programme in committees, task forces and steering groups and by regularly meeting with peers.
- f. Performs other related duties.

Requirements

- First level university degree (Bachelor or equivalent) in Computer Science, Information Technology, Systems Analysis, Mathematics and engineering degrees with extensive representation of Computer Science in the curriculum.
- At least three (3) years of related experience. Proven experience automating business processes, programming in at least two programming languages, including desktop, client-server and web development is essential. Knowledge of Python and Zope2 platforms is a major plus.
- Fluency in English. Working knowledge of other UN languages is an asset.

Evaluation criteria

Professionalism:

Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; Ability to apply judgment in the work environment; the capacity to plan own work and manage conflicting priorities

Communication:

Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in a clear and concise style

Teamwork:

Good interpersonal skills; ability to establish and maintain effective working relations in a multi-cultural environment; ability to provide effective support in relation to work conducted by colleagues

Technological awareness:

Keeps abreast of available technology; ability to make effective use of required computer software and other equipment relevant to the post

Commitment to Continuous learning:

Willingness to keep abreast of new developments in the field of information technology

To apply

Candidates whose qualifications and experience match the requirements for this position, please only use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment> by clicking on the "apply" link next to the vacancy announcement.

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.**