United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT

INFORMATION TECHNOLOGY SERVICES (ITS) PROGRAMME

VACANCY ANNOUNCEMENT NO:	**VA 12/095/ITS**
PUBLICATION/TRANSMISSION DATE:	**6 December 2012**
DEADLINE FOR APPLICATION	**4 January 2013**
TITLE AND GRADE:	**Information Systems Assistant**
POST NUMBER:	**FCA-2945-G6-001**
INDICATIVE ANNUAL SALARY:	**Euro 39,420 net, plus 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 (ITS) programme provides services in the area of Information Technology infrastructure, systems and support services, including administration of mission-critical systems such as the International Transaction Log. The programme ensures an integrated approach to IT systems support that delivers timely, high-quality and responsive IT services to Parties and the secretariat.

Responsibilities

The Information Systems Assistant position is located in the Information Systems Delivery sub-programme in ITS and reports to the Information Systems Programme Officer. The incumbent participates in software development, technical and testing support and in all phases and tools of the software development life cycle and contributes to sub-programme work planning activities. The Information Systems Assistant will:

1. Participate in developing, testing, debugging and implementation of new/existing information systems' modules and functionalities such as software, databases and collaboration sites using established processes, standards and IT platform according to functional and technical specifications; assist in the maintenance of websites by modifying existing and developing new CMS templates; develop and perform technically complex automated data input and extraction functions on database prototypes.

2. Provide support for software solutions and quality assurance by preparing test scenarios and testing of new software solutions, both manual and automated; maintain quality of data and functions available on the website; provide assistance to remote users on matters relating to the accessibility and availability of functions and information in the sites; assist in drafting of documentation relevant to software solutions and quality requirements and specifications and where necessary, coordinate support efforts and independently liaise with users to capture and elaborate requirements; provide additional support to identify and solve software defects.

3. Contribute to release and configuration of management processes, installs and rolls-out application components; provides end user training and supports programme officers in the use of technology at meetings; prepare presentations to ensure ideal information distribution; prepare and revise user and developer manuals and other documents.

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4. Provide support to deployed information systems and databases by acting as helpdesk, tracking problems, responding to user requests and generating inputs to continuous improvement of applications and processes; provide effective software defect reports to internal software users; provide input for the preparation of documentation outlining modifications and development processes for databases and software.

5. Serve as focal point for coordination, monitoring and expedition of information systems development projects, involving extensive liaison with diverse organizational units to initiate requests.

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

Education: Completed secondary education. Training in web development, programming, certification in areas related to application development field is desired.
Experience: At least seven (7) years of relevant and progressively responsible technical experience in software programming, testing and design, software development and technical writing is required.
Specific professional knowledge and job related skills:

- Good knowledge of software development cycle and of various software development models.
- Experience in managing source code, software testing and requirement analysis & management.
- Knowledge of general technology related to Business Intelligence, Source code control systems, and testing automation.
- Experience with various types of software technologies, VBA and macro development in Office 2010 is highly desirable.
- The following skills/knowledge are desirable: skills in programming using languages/technology such as Java, C, .Net, or PHP; in-depth knowledge of Microsoft technologies such as Visual Basic Word 2010 template management, SharePoint 2010 including solution packaging, SQL Server, Excel and MS Access; ability and experience in handling and validating large quantities of data and proven expertise in producing accurate reports on data quality and results of data manipulation.

Language requirements: Fluency in spoken and written English is required. Knowledge of other UN working languages is an asset.

Expected competencies

Professionalism: Very good understanding of the functions, organization and procedures of the secretariat and the post, especially related to computer application systems. Ability to demonstrate considerable initiative. Effective research and problem solving skills
Communication: Excellent communication skills (spoken and written) in English. Ability to draft detailed technical reports and specifications; to explain and present technical information
Planning and Organizing: Excellent organizational skills. Ability to prioritize own work programme. Ability to deliver assignments in a timely and efficient manner
Client (service) oriented: Ability to demonstrates a service-oriented approach to tasks
Teamwork: Very good interpersonal skills. Ability to establish and maintain effective working relations in a multi-cultural environment
Technological awareness: Fully proficient computer skills related to database administration and maintenance and other relevant software applications, as well as awareness of latest development office automation tools/major computer application systems.
Commitment to Continuous learning: Proactive and mature attitude towards self-development.

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. This post is for local recruitment only. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
2. We will confirm your application, however, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.