



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

ANNOUNCEMENT NO:	VA 14/037/ITS
PUBLICATION/TRANSMISSION DATE:	10 April 2014
DEADLINE FOR APPLICATION:	09 May 2014
TITLE AND GRADE:	Information Systems Project Officer, P-3
POST NUMBER:	TLI-2945-P3-004
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.

The International Transaction Log (ITL) is the central hub for tracking transactions of Kyoto Protocol units under the emissions trading and accounting provisions of the Kyoto Protocol. The Information Technology Services programme is responsible for a continued and reliable operation of the ITL.

Responsibilities

This position is located in the IT Management and Monitoring (IMM) sub-programme under the overall supervision of the Manager of the IMM sub-programme and the direct supervision of the Team Lead of the ITL unit. The incumbent performs requirements analysis, technical specification, and change and release management activities.

The key results are:

- Support to the implementation of ITL
 - Analysis and specification of the business requirements
 - Change and release management activities
1. Elicits, analyzes and develops detailed functional and technical requirements for the enhancement and the new releases of the ITL, national registries and dependent systems; captures, documents and reviews the functional and technical requirements and defines timeframes and priorities of implementation of the requirements; maintains necessary consultations and serves as a liaison between internal and external stakeholders to ensure that the requirements are correctly transposed into analysis and design specifications.
 2. Assesses the impact of changes to the ITL and its related services; performs feasibility analysis and recommends a strategy for the implementation of these changes; analyzes business data requests and inquiries, prepares and delivers reports and statistics using data from the ITL, national registries and dependent systems.
 3. Proactively communicates, collaborates and coordinates activities with the ITL development and testing teams to validate requirements and deliverables; plans, develops and executes test cases

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and manages integrated and user acceptance testing (UAT) for the new application releases; establishes mature processes of risk and quality management for the ITL system.

4. Prepares and is responsible for the implementation of change requests for the ITL and related services, including changes to the technical standards for data exchange (DES) and the common operational procedures; facilitates the elaboration and review of change requests in the Change Advisory Board (CAB); defines the scope for the new releases of the ITL system and oversees the deployment process to ensure timely, coordinated and safe rollouts of changes; recommends on the best practices for change and release management procedures, and plans and facilitates the implementation of these procedures.
5. Provides expert advice and specialized input on matters related to business analysis, functional specification and change and release management of the ITL, national registries and dependent systems required for meetings of the Registry System Administrators Forum, the ITL working groups and the annual report of the ITL administrator.
6. Undertakes any other job-related activities required for the functioning of the ITL unit and to meet sub-programme, overall ITS programme as well as secretariat-wide mandates, goals and objectives.

Essential Requirements

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

Educational Background:

First level degree in computer sciences, mathematics, engineering, or in a related discipline. Formal training in project management and software quality assurance is a plus.

Experience:

At least five (5) years of progressively responsible professional experience in the systems development lifecycle (SDLC) and experience on issues related to climate change, Kyoto Protocol mechanisms, and IT project management, preferably in an international context.

Specific professional knowledge:

- Experience with the complete SDLC, including requirements analysis, change and release management processes, software testing and IT project management;
- Proven ability to plan, prioritize and deliver tasks on time and to produce quality results while meeting established goals;
- Ability to generate innovative, practical solutions to challenging situations; ability to support complex negotiations;
- Effective participation in a team-based, information sharing environment, through collaboration and cooperation with others.

Job-related skills:

- Demonstrated ability to manage complex IT activities involving external providers;
- Demonstrated ability to collect and document user requirements and manage, develop and execute software test plans;
- Demonstrated ability to interact with and assess user's information requirements;
- Good understanding of current technologies in the field of IT infrastructure and software.

Language requirements:

Fluency in oral and written 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: US\$ 56,198 to 62,922 (without dependents)
 US\$ 60,205 to 67,515 (with dependents)
 (Plus variable post adjustment, currently 53.9% of net salary) plus
 other UN benefits as indicated in the below link:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>