



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

VACANCY ANNOUNCEMENT NO:	VA 12/090/ITS
PUBLICATION/TRANSMISSION DATE:	29 November 2012
DEADLINE FOR APPLICATION	28 December 2012
TITLE AND GRADE:	Information Systems Project Officer, P-3
POST NUMBER:	CDM-2945-V528-P3-004
INDICATIVE NET ANNUAL SALARY:	US\$ 56,091 to 62,803 (without dependents) US\$ 60,091 to 67,387(with dependents) (plus variable post adjustment, currently 46.1% 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 IMM sub-programme in ITS which is responsible for management and monitoring of projects and services delivered to meet the IT Infrastructure/Information Systems/Operational needs of the secretariat. The incumbent works under the direct supervision of the Information Systems Programme Officer and is responsible for developing and implementing software and IT procedures. Expected key results are:

- Development of system and functional specifications and user documentation
 - Software quality assurance, control and testing
 - Information process, management and electronic work flow system
1. Development of system and functional specifications and user documentation
 - a) Develop detailed system and other functional specifications and user documentation for major systems and participate in requirement gathering, requirement documentation and interface specification;
 - b) Develop requirement compliance check lists and user acceptance test packages;
 - c) Develop and update, in cooperation with software developers, unit test suites and functional test suites; develop interface simulators, code templates and other development support code;
 - d) Develop and maintain computer quality assurance processes that require integration of related systems and program elements; develop quality assurance related components of documentation, training materials, operating and user manuals; train staff in assigned systems.

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2. Software quality assurance, control and testing
 - a) Manage software quality assurance and quality control processes by designing and planning software quality assurance and quality control policies, processes, and procedures for release management, production readiness certification, on-going quality monitoring and feedback;
 - b) Provide specialized advice to users, analysing users' requirements and translating these into new quality assurance software and processes;
 - c) Determine application systems integration and quality assurance linkage issues; organize and perform quality assurance testing, designing and utilizing test bases;
 - d) Monitor automated and manual testing processes, ensures compliance with established quality assurance and quality control strategies. Supervise and support user acceptance testing activities, facilitate routing of user feedback and localization of software defects found.

3. Information process, management and electronic work flow system
 - a) Maintain, upgrade or enhance existing user systems to address quality assurance and quality control requirements;
 - b) Advise on the use of new techniques, monitoring transactions to measure performance and continued effectiveness of assigned systems;
 - c) Maintain and update the information systems knowledge base to support internal and external users; provide resources and services as second level help desk support;
 - d) Research, analyse and evaluate new technologies and makes recommendations for their deployment; participate in writing reports and papers on systems-related topics, system requirements, information strategy;
 - e) Participate in service contract administration including developing the service quality components of agreements with vendors;
 - f) Provide guidance and supervision to junior staff and consultants on specific projects and initiatives.

4. 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.)

Education: First level university degree (Bachelor or equivalent) in systems analysis, applied mathematics, engineering, computer science, information technology, or a related discipline. ISTQB certification is Desirable.

Experience: At least five (5) years of directly related experience including experience with business and systems analysis, software quality management, software specification and development.

Specific professional knowledge in more than one of the following:

- Knowledge of the Software Development Life Cycle in various delivery models and approaches
- Knowledge of relevant parts of technological standards such ITIL service transition, IEEE 829, ISO/IEC 9126, ISO/IEC 25000 series (SQuaRE)

Job-related skills:

- Ability to work with large structured business requirement documents;
- Ability to define, implement and control processes with feedback and continuous improvement cycles;
- Ability to estimate team effort, delegate and track delivery of complex tasks;
- Ability to communicate on requirements and compliance with non-technical audience;
- Deep understanding and ability to apply the concepts of materiality and risk-based testing;
- Understanding of theories and practical knowledge of test automation and management of automated test suites.

Language requirements: Fluency in English (both oral and written) is essential. Working knowledge of another UN official language is desirable.

Expected specific competencies

Professionalism: The capacity to identify problems/issues and participate in their resolution. Strong theoretical background and substantial experience in information technology/information management, particularly in systems analysis, information security, software and data quality management; good knowledge of high level programming languages and demonstrated proficiency in all aspects of programming and analysis, including structured/object-oriented design, relational systems, scripting and query languages, document design and management, hardware and software requirements, systems facilities and execution protocols; developed mature and reasoned critical thinking; strong analytical and problem-solving skills including proficiency in systems development and implementation; significant practical experience identifying and localizing information risks, design and implementation weaknesses and related threats; good knowledge of organization's information infrastructure and IT strategy as it relates to user area(s); ability to independently maintain assigned systems and develop innovative approaches to resolve a wide range of issues/problems; good knowledge of relevant internal policies, business activities and processes.

Commitment to Continuous Learning: Willingness to keep abreast of new developments in information technology.

Communication: Ability to provide thorough, well-reasoned contributions to documents and papers.

Technological Awareness: The capacity to make effective use of required computer software and other equipment relevant to the post.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization.

Planning and Organizing: Ability to organize, plan and implement work assignments, balance competing demands and work under pressure of frequent and tight deadlines.

To apply

Candidates whose qualifications and experience match the requirements for this position, please 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**