



VACANCY ANNOUNCEMENT
INFORMATION TECHNOLOGY SERVICES (ITS) PROGRAMME

VACANCY ANNOUNCEMENT NO:	VA 12/044/ITS
PUBLICATION/TRANSMISSION DATE:	10 May 2012
DEADLINE FOR APPLICATION	08 June 2012
TITLE AND GRADE:	Manager (P-5)
POST NUMBER:	FCA-2945-P5-002
INDICATIVE NET ANNUAL SALARY:	US\$ 80,734 to 86,524 (without dependents) US\$ 86,904 to 93,439 (with dependents) (plus variable post adjustment, currently 49% 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

Under the direct supervision of the Coordinator, Information Technology Services (ITS) Programme, the incumbent is responsible for planning, managing, and leading one of three of the ITS programme's units by encouraging the development of client-centred approaches to product and service delivery to the secretariat at large. The incumbent gathers and analyzes information from many sources and adds a strategic perspective in the design, coordination and development of the work programme of Programme Officers who are responsible for delivery of IT Infrastructure/Information Systems/Operational needs of the secretariat. In particular the incumbent:

1. Formulates and implements information systems strategies, policies and plans by providing policy guidance on conceptual information system strategy, development and management of the implementation of related policies and procedures. Develops and monitors performance measures, ensures that projects meet established time and cost parameters and standards of technical quality.
2. Manages, supervises and guides the work carried out by the unit by providing programmatic, substantive reviews of draft work programmes prepared by staff. Recommends recruitment of staff for the unit. Manages, guides, and ensures training for staff of the unit.
3. Provides substantive input related to major infrastructure/information systems/operational delivery by preparing position papers, reports and other documentation, and ensures that the outputs produced by the unit are of high quality, that reports and other documentation are clear, objective, accurate, comprehensive and respond to the mandates.
4. Carries out programmatic and administrative tasks necessary for the functioning of the unit including the preparation of budget proposals, by assigning performance parameters and critical indicators and monitoring them, reporting on programme budget performance, and evaluating staff performance.

5. Fosters a collaborative relationship between the programme and stakeholders. Provides authoritative technical and policy advice to senior managers on systems development.

Requirements

Education: Advanced university degree (Masters) in computer sciences, engineering or a related field or discipline. Combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced degree.

Work experience: At least 10 years of progressively responsible professional experience in information systems in more than one of the following areas:

- IT strategic, policy and operational planning and development; IT enterprise and business systems architecture, application and infrastructure development, implementation and management, Systems Development Life Cycle (SDLC) and client relationship and service delivery management;
- Maintenance and upgrading of complex information systems and databases to improve client programs, as well as formulating corresponding requirements; experience in overseeing implementation of large centralized and distributed systems.

Professional knowledge (in more than one of the following areas):

- Client relationship management (CRM), cost-benefit analysis, business analysis and planning & risk management, internationally recognized standards of IT project management.
- Principles, techniques and practices of financial, human resources and contract management methods.
- Business administration theories and principles in order to develop and implement the framework for the IT program; direct the development and implementation of accountability, performance management, monitoring, reporting and service delivery strategies, policies, standards and process improvement.

Job-related skills:

- Excellent technical knowledge of information systems, their development, implementation, maintenance and upgrading;
- Project integration skills taking into account scope, time, cost, quality, human resources, communications, risk and procurement aspects to manage one or more multi-disciplinary projects;
- Good ability to develop protocols, regulations, processes and standards, for various computing architectures and formulation of corresponding requirements;
- Implementation of collaborative IT strategic planning that ensures on-going and future interoperability and security of potentially integrated inter-organizational IT operations are sustainable
- Application, implementation, and improvement of standard processes as related to field of work.

Language skills: Fluency in English (both oral and written) is essential, knowledge of another working languages of the UN Secretariat is desirable.

Evaluation criteria

Professionalism: Expert knowledge in the field of work under his/her responsibility. Ability to produce high quality outputs on key technical issues. The capacity to review, evaluate and direct the technical work of staff under his/her supervision. Ability to identify key strategic issues. Tact and negotiating skills.

Commitment to Continuous Learning: Extremely proactive in the understanding and promotion of new developments in the appropriate field of work.

Communication: Excellent spoken and written communication skills, ability to defend and explain difficult issues with respect to key decisions. Proven ability to communicate complex concepts orally. Willingness and ability to act as a spokesperson and promoter both internally and externally.

Technological Awareness: Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

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

Judgement/Decision-making: Excellent judgment and proven decision-making skills. The capacity to analyse problems and develop innovative, effective solutions. Ability to display initiative, resourcefulness and imagination. Ability to harness and direct resources to best effect.

Leadership: Proven managerial and leadership skills. Ability to integrate professional knowledge together with pragmatic objectives to produce a results-orientated work programme for individuals and teams. Proven record of building and managing teams and creating an enabling environment. Excellent proven ability to lead, supervise, mentor, develop and encourage good performance.

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.**