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**VACANCY ANNOUNCEMENT**  
**INFORMATION TECHNOLOGY SERVICES (ITS) PROGRAMME**  
**Infrastructure and Support Services (ISS) sub-programme**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 12/019/ITS</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>12 March 2012</b>
<b>DEADLINE FOR APPLICATION</b>	<b>10 April 2012</b>
<b>TITLE AND GRADE:</b>	<b>Associate Information Systems Officer, P-2 (Systems Support)</b>
<b>POST NUMBER:</b>	<b>FCA-2945-P2-002</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>US\$ 46,730 to 52,645(without dependents) US\$ 49,821 to 56,347 (with dependents) (plus variable post adjustment, currently 50.6% of net salary) plus other UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

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### **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 general supervision of the Manager, Infrastructure and Support Services (ISS) and the direct supervision of the Chief, System Support Unit, the incumbent contributes to the day-to-day operation of IT systems, platforms, infrastructure, and data centres for complex mandated and secretariat-wide information systems including implementation, maintenance and life cycle management of involved components and services. In particular the incumbent:

1. Manages the continuous operation of the Secretariat's business-critical database systems by setting-up, documenting, operating and securing the Oracle Database, Microsoft SQL server systems and other relevant 'middleware' software; supports system platforms whose data layer is based on the relational database management system (RDBMS), in particular 'Filenet' and 'Sharepoint' platforms;
2. Analyses the design and capabilities of the Secretariat's RDBMS software taking into consideration the requirements of system implementation projects, and makes recommendations where the tendering for new hardware and software are concerned; develops technical specifications and prepares technical and commercial evaluations;
3. Monitors and optimises database performance by developing and running operations plans, and applying consistent backup and recovery processes; manages data access control privileges and ensures overall data security by establishing and maintaining related procedures;

4. Contributes to the conceptual design of database systems in complex architectures by providing expert knowledge in preparing system documentation, data standards, database procedures, architecture and operational documentation; Coordinates communication between technical and operational staff to ensure system integrity and security.

### **Requirements**

- First level university degree in computer science, information systems, mathematics or statistics.
- At least three (3) years of progressively responsible experience in system administration, system and infrastructure operation, data center management, IT service management, provider, support contract and project management; experience with system analysis and architecture design.
- Expert knowledge in
  - system and middleware operation and administration e.g. J2EE.
- Good knowledge of
  - IT service management methodologies, such as ITIL V2 or V3
  - project management methodologies such as PRINCE2 or PMI.
- Technical domain expertise in
  - Server Operating Systems, Database Management and collaboration
  - Content management systems such as Sharepoint or Filenet.
- Thorough understanding of design and analysis of complex multi-tier system architectures;
- Very good skills in writing technical documentation such as infrastructure architecture, configurations, procedures. Ability to implement and provide feedback on organisational processes.
- Fluency in written and spoken English. Working knowledge of other UN languages will be 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 judgement in the work environment; the capacity to plan own work and manage conflicting priorities.

**Commitment to continuous learning:** Willingness to keep abreast of new developments in their field of work.

**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.

**Technological Awareness:** Ability 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. Ability to provide effective support in relation to work conducted by colleagues.

### **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.**