

**VACANCY ANNOUNCEMENT
GENERAL SERVICES CATEGORY**

<u>Vacancy Announcement Number</u>	12/GS/INT&EXT/10
<u>Post Number</u>	522216
<u>Functional Title and Grade</u>	Information Systems Assistant, G-4
<u>Department/Service</u>	United Nations International Strategy for Disaster Reduction
<u>Deadline for Applications</u>	27 February 2012

Appointment is on a local basis. The internal and external candidates under serious consideration will be required to pass the UN Administrative Support Assessment Test (ASAT).

A convocation will be sent by email only to candidates who meet the requirements.

United Nations Core Values: Integrity, Professionalism, Respect for Diversity.

Candidates will be expected to move periodically to new functions throughout their careers and are subject to the assignment by the Secretary-General to any of the activities or offices of the United Nations.

SUMMARY OF MAIN DUTIES

This post is located in the Information Management Unit of the office of the United Nations International Strategy for Disaster Reduction (UNISDR).

Under the supervision of the Information Systems Officer the incumbent will:

- Acts as focal point for receipt and processing of user requests through UNISDR content management system.
- Provides basic technical support on relevant hardware and software systems applications in assigned area.
- Assists in the development and migration of software including the transfer and backup of data, installation of specialized software.
- Supports the maintenance of web-based personal home page (PHP) application software and architectures; assists in the preparation of technical and user documentation, as well as in the production of training materials.
- Provides assistance and guidance to users for software including preparation of technical documentation and training materials and conducts end user training.
- Conducts research on new technologies as requested; keeps abreast of developments in the field; assists in testing and evaluating new products and technologies.

CORE COMPETENCIES

Professionalism: Is conscientious and efficient in meeting commitments, observing deadlines and achieving results, and remains calm in stressful situations.

Teamwork: Works collaboratively with colleagues to achieve organizational goals.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; allocates appropriate amount of time and resources to complete work; monitors and adjusts plans and actions as required.

Client orientation: Considers all those to whom services are provided as "clients" and seeks to see things from their point of view; identifies clients' needs and matches appropriate solutions; keeps client informed of progress or setbacks in projects.

Technological awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

QUALIFICATIONS AND EXPERIENCE

Completion of secondary school or its equivalent commercial school.

At least 3 years of experience in the field of computers and/or IT service desk, of which preferably 2 years in the United Nations.

KNOWLEDGE OF LANGUAGES

Very good knowledge of English.

HOW TO APPLY :

UN staff members with regular appointments are requested to apply online on the UN Intranet: "UNOG Vacancies", and send their last Performance Appraisal (PAS) to the Secretariat of the Central Review Bodies, room 243-1.

External candidates are requested to complete the "Personal History Form" (PHP) (available on the Internet [from http://careers.un.org](http://careers.un.org) application process) and submit it, **mentioning the vacancy announcement number**, to the Secretariat of the Central Review Panel, Human Resources Management Service, room 243-1, 8-14, avenue de la Paix, 1211 Geneva 10, or by fax, no. (022) 9170074. Applications received after the deadline will not be accepted.

Due to the high volume of applications, no letters of acknowledgment will be sent. Only candidates under serious consideration will be contacted. Only the selected candidate will be notified of the result of the competition.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations-chapter 3, article 8). **THE UNITED NATIONS IS A NON-SMOKING ENVIRONMENT**

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