
UNITED NATIONS MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	INFORMATION SYSTEMS ASSISTANT, GL-5
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA
Location:	BOGOTA, COLOMBIA
Posting Period:	22 October – 06 November 2017
Job Opening Number:	MC-NJO-2017-042

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 form, which can be found at <https://colombia.unmissions.org/empleo> No CVs will be accepted) at the following e-mail address: MCrecruitment@un.org

Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient.

Please include the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Organizational Setting and Reporting Relationships:

This position is located in the Communications and Information Technology Section at the United Nations Verification Mission in Colombia. Incumbent will report to The Information Technology Officer or, the Chief of Communications and Information Technology Section.

Within delegated authority, the Information Systems Assistant will be responsible for the following duties:

- Acts as focal point for receipt and processing of user requests.
- Provides basic technical support on relevant hardware and software systems applications in assigned area.
- Installs application systems software and hardware according to specifications.
- Provides basic support in the planning, specification, design, development, implementation and maintenance of customized application software systems; works with senior IT staff on the definition and specification of requirements; builds, tests and modifies prototype application software based on detailed instructions; installs and maintains software systems.
- Supports senior staff in the creation and maintenance of application software; assists in the preparation of technical and user documentation, as well as in the production of training materials.
- Provides support on software development matters, including security, data integrity and recovery; assists with needs assessment for new systems (including modifications to existing systems); performs ongoing reviews with users and developers and responds to requirements; requests, implements, provides operational support and

- maintains various applications.
- Maintains regular contact with users and technical staff in user offices and provides support as required.
 - Conducts research on new technologies as requested; keeps abreast of developments in the field; assists in testing and evaluating new products and technologies.
 - Performs other related duties as required.

Competencies:

PROFESSIONALISM: Knowledge of procurement policies, processes and procedures generally and, in particular, those related to the purchase of supplies and services. Knowledge of financial rules and regulations and ability to research and gather information from a variety of standard sources and to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. **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:

Education: High school diploma or equivalent is required. Diplomas or Certificates in Electronic Engineering, Systems Engineering and Computer Engineering are desirable.

Work Experience: At least five (5) years of experience in information systems analysis and programming, systems administration and maintenance, software development, technical writing or related area.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Other: Programming skills are desirable and ability to do technical reporting.

United Nations Considerations

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 Secretariat is a non-smoking environment.

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No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.