

United Nations International Residual Mechanism for Criminal Tribunals

Information Systems Assistant (ITSS Registry), G-6

DEADLINE FOR APPLICATIONS	:	28 June 2018
DATE OF ISSUANCE	:	30 May 2018
OFFICE	:	Registry, Information Technology Support Section (ITSS)
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2018/IRMCT/REG/ITSS/005-GS

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

Organizational setting and Reporting:

The post is located in the in the Information Technology Support Section, Registry, under the supervision and direction of the Information Systems Officer, Development Unit.

Responsibilities:

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

- Provides support for computer information systems, databases, applications and performs complex troubleshooting for various applications in the areas of Administration, Chambers and Legal Support, Judicial Support Services and Immediate Office of the Registrar;
- Participates in the development, programming, testing, debugging and implementation of new application systems releases, modules and functionalities.
- Assists in the analysis, design, programming, test, implementation, documentation and maintenance of the Client/Server application.
- Develops, tests and implements simple computer application systems and programs using UN established standards for IT technologies, programming languages and tools.
- Serves as team member in the planning, specification, design, development, implementation and support of computer application systems; independently liaises with the Registry users to define and specify requirements.
- Installs computer application systems software and hardware according to specifications; monitors computer applications systems using appropriate monitoring tools and produces monitoring reports.
- Prepares technical and user documentation for deployed computer application systems, as well as training materials and conducts technical presentations.
- Maintains functional specifications for computer application systems, programs and procedures developed and/or modified.
- Provides support for deployed computer application systems including version management, data recovery and deployment to users' offices; performs ongoing reviews with users and developers and responds to users requests.
- Drafts correspondence and communications, including work plan revisions and other related issues, as well as prepares unit contributions for a variety of periodic reports.
- Keeps abreast of developments in the field; performs benchmarking and proposes new acquisitions.
- Actively shares knowledge with peers; provides guidance to new/junior staff.
- Performs other duties as assigned.

Competencies:

- **Professionalism** – 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.
- **Teamwork** – Works collaboratively with colleagues to achieve organisational 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 limitations 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; supplemental courses/technical certificate in information technology would be an advantage.

Experience: At least 7 years related technical/programming experience. Desirable experience in C# and VB, ASP.Net (C# focus preferable), TSQL skills, ASP and JavaScript; familiarity with Visual Studio .NET (2003, 2005 and 2008), Source Safe, Team Foundation Server and SQL Server 2008.

United Nations International Residual Mechanism for Criminal Tribunals

Language: English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required.

Assessment Method:
There may be a technical test followed by a competency-based interview.

Special Notice:
The appointment is limited to the Mechanism. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the Mechanism website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the recruitment@un.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism website (www.unmict.org) and forward electronically AS ONE DOCUMENT to the recruitment@un.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) in the duty station as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis therefore he/she will be responsible for all travel expenses incurred in connection with this recruitment.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.
