

United Nations International Residual Mechanism for Criminal Tribunals

LAN Administrator, G-6

DEADLINE FOR APPLICATIONS	:	15 November 2018
DATE OF ISSUANCE	:	16 October 2018
OFFICE	:	Registry/ITSS
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2018/IRMCT/REG/ITSS/023-GS

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

Organizational setting and Reporting:

This position is located in the Information Technology Support Services, Operations Unit, Registry under the supervision of the Coordinator, Computer Operations Support Unit.

Responsibilities:

Within delegated authority, the System Engineer will be responsible for the following duties:

- Perform installation, configuration, testing, deployment and maintenance of server hardware and software, including Local Area Network, Cisco, VMware, EMC SAN storage, Operating Systems, Electronic mail, Lotus Notes, Citrix, Internet Web software, Firewall, Domain Name Server (DNS), DHCP, and Security Software.
- Manage Domain Controllers and optimize Active Directory (AD) replication via sites and services over multiple WAN Links, configure and support automated monitoring and alerting for health and up-time for multiple services and replication, secure data using ACL's, group policies and permission.
- Carry out preventive and corrective maintenance of all LAN / WAN hardware and systems under her/his control. Serve as a focal point in the development of efficient procedures to design, install and maintain LAN-based systems, including office automation applications as well as focal point for resolving operational problems.
- Administer all network-based systems including Active Directory, Operating Systems, network-based applications, all mail systems and Lotus/Notes databases. Develop scripts to automate routine server administration and management tasks.
- Perform network design services, ensuring adherence to departmental policies and procedures, develop and implement plans to maintain reliable server and network infrastructure. Maintain network security by configuring routers, switches, firewalls etc. according to security standards; monitor security measures in place within network perimeter, ensuring security breaches do not occur and information is safeguarded from unauthorized access.
- Assist in providing technical specifications for the purchase of servers, workstations and other equipment for connection to the LAN/WAN.
- Establish and implement procedures to ensure efficient backup/restore procedures of critical data.
- Collect various statistics on the performance and reliability of server systems, and produce pertinent reports.
- Maintain the documentation of server systems, pertinent to operations and system administration.
- Any other *ad hoc* duties as required.

Competencies:

- Professionalism – Extensive knowledge of and experience working with Cisco, EMC and VMware; extensive experience in installation and management of Windows Servers, Active Directory, Lotus Notes, network and internet security, firewalls, routers, switches. Experience providing first and second line support for Windows server operating systems on a Windows Domain; Microsoft Office; Network Printer Server. 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. 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; demonstrated ability to use computer technology.

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Experience: Minimum of 7 years of progressively responsible experience in planning, design, implementation and maintenance of computer information systems or related area is required. Experience in Cisco, EMC and VMware is required. Experience in managing Converged Infrastructures is desirable.

Language: English and French are the working languages of the IRMCT. 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.

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.
