

Posting Title:	Information Systems Assistant, G6
Department/Office:	Department of Public Information
Location:	PRETORIA
Posting Period:	17 June 2014 - 17 July 2014
Job Opening Number:	UNIC-2014-002
Contract:	Fixed-Term
Duration:	One year, with the possibility of an extension

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

Special Notices

Appointment against this post is on a LOCAL basis, with NO entitlement to travel or any other international benefits. Should there be a need for examination, the candidate will be responsible for any travel expenses incurred. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. External candidates will be graded in accordance with the current recruitment guidelines. This means that external candidates may be recruited at a lower level than that of the advertised level of the post.

Org. Setting and Reporting

This position is located in the United Nations information centre in Pretoria (UNIC Pretoria), within the Information Centres Service (ICS), Strategic Communications Division, Department of Public Information. The incumbent is under the direct supervision of the Director of UNIC Pretoria and the overall supervision of the Chief of the Information Management Unit in ICS.

Responsibilities

Within delegated authority, the incumbent is responsible for the following duties:

- Designs, tests and implements simple computer application systems and programs, including set-up and administration of official social media accounts, using UN established standards for IT technologies and tools.
- Provides first-level helpdesk 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 website and social media content, inputs, correspondence and communications, including work plan revisions and other related issues, as well as prepares unit contributions for a variety of periodic reports and information dissemination platforms.

- Serves as focal point for coordination, monitoring and expedition of technical projects, involving extensive liaison with diverse organizational units to initiate requests; prepares standard terms of reference.
- Processes and follows-up on administrative actions and resolves issues related to project implementation, e.g. organization of and participation in training, procurement of equipment and services, etc.
- Keeps abreast of developments in the field; performs benchmarking and proposes new acquisitions.
- Provides guidance to new/junior staff, including consultants and/or interns.
- Performs other relevant duties as assigned.

Competencies

- **PROFESSIONALISM:** Knowledge of organizational information infrastructure, including hardware, software and application systems. Knowledge of relevant tools and standards to develop information systems. Knowledge of system development workflow and document flow processes, ability to conduct research and gather information from a wide variety of standard and non-standard sources. Ability to respond to changing requirements and assignments, ability 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. Asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience.
- **PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **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.

Education

High school diploma or equivalent is required. Passing the United Nations Administrative Support Assessment Test (ASAT) at Headquarters or an equivalent, locally administered test at Offices Away from Headquarters, would be an advantage.

Work Experience

A minimum of seven years of experience in information systems analysis and programming, systems administration and maintenance, software development, web development and/or design,

web content management, technical writing or related area is required. Experience in communication and public information, preferably in a multilingual, multicultural and/or international environment is highly desirable. Experience in photography and/or video production, including familiarity with photography and/or video production techniques, tools, and equipment such as DSLR cameras, Adobe Lightroom, Final Cut Pro or similar is desirable. Experience in using mainstream desktop and online publishing and graphic design tools, including Adobe Creative Suite (InDesign, Illustrator, Photoshop, Dreamweaver, After Effects or similar) is desirable.

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 one or more official South African language is desirable. Knowledge of another official United Nations language is an advantage.

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

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. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.

How to Apply

Email a **legible** electronic copy of the following documents to careers@unic.org no later than the end of the job opening posting period:

1. A cover letter stating why you feel you are qualified for the position. This letter should also include your contact information (email, telephone number, mobile number, etc.);

2. A duly completed and **signed** UN Personal History form (P.11-E in English **or** P.11-F in French). **Unsigned applications will not be accepted;**
3. Scanned copies of all relevant academic certificates and official diplomas, particularly your high school diploma.

Incomplete applications shall not be considered.

Include the job opening number and your last name in the subject of the email.

Failure to follow these instructions shall disqualify your application from consideration.