United Nations

careers

Job Opening

Job Title:	2012 YPP EXAMINATION - INFORMATION SYSTEM AND TECHNOLOGY, P2
Department/ Office:	Department of Management
Duty Station:	OTHER; VIENNA; SANTIAGO; ADDIS ABABA; NAIROBI; BANGKOK; NEW YORK; GENEVA
Posting Period:	13 July 2012-12 September 2012
Job Opening number:	12-IST-DM-24426-E-NEW YORK (O)

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

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Org. Setting and Reporting

These positions are located in the Office of Information and Communications Technology (OICT), the Regional Commissions, and other Departments and Offices throughout the United Nations Secretariat. Incumbents typically report to, and work under the supervision of a Senior Information Systems Officer.

Responsibilities

The Young Professionals Programme examination in Information Systems and Technology covers a wide range of topics in the areas of development and operation of information systems, electronic data processing, computer system architecture, programming and analysis, operating systems, database management systems, network infrastructure, information security, and other related topics. If you are successful in the examination, you could be assigned to a job that covers any or a combination of these areas.

The typical job in this area is Associate Information Technology Officer. Some of the key responsibilities of an Associate Information Technology Officer would be (These duties are generic and may not be carried out by all Associate Information Technology Officers.):

• Assists in the design, development, installation and operation of information systems, including systems analysis, programming and operation support.
• Participates in the preparation of user requirements and other technical specifications.
• Analyse well-defined modules within the system, develop enhancements and new features to existing systems.
• Undertakes rigorous testing and proving the feasibility of applications software.
• Assist in the analysis of various informational problems in conjunction with personnel of organizational units and making recommendations on the feasibility and cost benefits of implementing information technology solutions.
• Preparing system and programme documentation and related technical/operational manuals.
• Undertakes technical evaluation on the acquisition of information technology equipment and services.
• Ensures data security and integrity.
• Participates in developing and maintaining disaster recovery plans.
• Prepares, updates and maintains system's documentation, assists in the development of Service Level Agreements (SLAs) between the client and OICT, for either specific IT services or general IT support, including any charge back mechanisms.
• Assists in procurement exercise, including conducting needs assessments and benchmarks, preparing technical specifications and evaluation criteria.
• Assists in the set-up and monitoring of software and IT service performance measures.
• Actively Participates in Helpdesk support services.
• Advises users on the most suitable hardware and software for different tasks; continuously maintains and enhances software.
• Drafts training materials and conducts training sessions and demonstrations of systems for users.

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
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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

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

Education

At least a first-level university degree in the following fields:

1. Main course of study: Computing
1.1 Fields of study: Computer Programming, Data Processing, Networks, Operating Systems – Software Development, Systems Design, Artificial Intelligence, Computer Graphics, Computer Science, Information Technology, Software Engineering, Computer Engineering, Systems Analysis

2. Main course of study: Mathematics & Statistics
2.1 Fields of study: Actuarial Science, Mathematics, Operations Research, Statistics, Applied Mathematics, Logic, Mathematics and Computer Science

3. Main course of study: Engineering & Engineering Trades
3.1 Fields of study: Electricity, Electronics, Energy & Chemical Engineering, Engineering, Telecommunications, Electrical Engineering, Electronic Engineering, Robotics, Mechanical Engineering

4. Main course of study: Physical Sciences
4.1. Fields of study: Astronomy & Space Sciences, Chemistry, Geology, Geophysics, Marine Sciences, Meteorology & Atmospheric Sciences, Mineralogy, Palaeoecology, Physical Anthropology, Physical Geography, Physics, Vulcanology

5. Main course of study: Business & Administration
5.1. Fields of study: Management, Business Computing, Management Systems

Work Experience

No work experience is required.

Languages

Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Assessment Method

Applications will be screened on the basis of the eligibility criteria. Only the most qualified will be convoked for the written examination. The cost of traveling to the examination centre is to be covered by the examinee. The General Paper is eliminatory, and only examinees who reach the passing score in that part of the examination will have their Specialized Paper marked. Only examinees who are successful in the written examination will be invited to the oral examination. The oral examination will be conducted via video conference (VTC) or skype. The cost of arranging for VTC or skype, if necessary, will be covered by the Organization.

Special Notice

Applying to more than one job family will result in automatic disqualification.

Successful candidates with a first-level university degree but without any relevant work experience will be recruited at the P-1 level, while successful candidates with an advanced university degree or with a first-level university degree and at least two years of relevant work experience will be recruited at the P-2 level.

Late or incomplete applications will not be accepted under any circumstances.

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.

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.

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