



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS
P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

Mission Circular No. / 2021-0607

12 January 2021

To: All UNFICYP, OSASG-Cyprus and CMP Personnel

From: Joel Cohen
Chief of Mission Support

Subject: Job Opening # 145494 – Senior Information Systems Assistant (G7)

1. Please find herewith, the details for the following job opening:

<u>Post Title</u>	<u>Office/ Section</u>
Senior Information Systems Assistant G7 JO# 145494	Field Technology Section

2. Candidates are required to complete their respective Personal History Profile (PHP) in the Inspira Platform (internal candidates should register and log in through <https://inspira.un.org>, while external candidates should register and log in through <https://careers.un.org>) and submit their application through the Inspira platform no later than **6 February 2021**.

3. Applicants are strongly encouraged to follow “Applicant Guide” under the “Manuals” section in Inspira, when completing their Personal History Profile.



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11 January 2021

Post Title:	Senior Information Systems Assistant	Work Base:	UNPA
Office:	Field Technology Section	Category:	General Services
Job Opening#:	145494	Level:	GL7
Duty Station:	Nicosia HQ and Sectors	Deadline:	6 February 2021
Type of Contract:	Fixed-Term		

For further details related to the Job Opening, interested applicants are encouraged to visit the following link:

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_JOB_DETAIL.GBL?Page=UN_JOB_DETAIL&Action=A&SiteId=1&JobOpeningId=145494&PostingSeq=1

Posting Title : SENIOR INFORMATION SYSTEMS ASSISTANT, G7
Job Code Title : SENIOR INFORMATION SYSTEMS ASSISTANT
Department/ Office : United Nations Peacekeeping Force in Cyprus
Location : NICOSIA
Posting Period : 8 January 2021-6 February 2021
Job Opening number : 20-IST-UNFICYP-145494-R-NICOSIA (M)
Staffing Exercise : N/A

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

Org .Setting And Reporting

This position is located in United Nations Peacekeeping Force in Cyprus, Nicosia. The incumbent will report to Chief of Field Technology Section or his/her designate.

Responsibilities

- Provides support for computer information systems, databases and applications in assigned area; performs complex troubleshooting for various applications.
- Liaises and coordinates with corporate ICT teams for the deployment, administration, maintenance and user support of enterprise and/or centralized computer application systems.
- Fully conducts or participates in the design, development, programming, testing and implementation of computer application systems, typically using more than one programming language as well as UN established standards for IT technologies and tools; conducts version management.
- Installs computer application systems software and hardware according to specifications; monitors applications systems using appropriate monitoring tools and produces monitoring reports.
- Manages, designs, creates, produces and maintains technical documentation for relevant computer application systems and products; manages and administers changes to technical documentation in accordance with prevailing change management and operation procedures.
- Assists in developing/refining support and operations procedures for relevant computer applications systems, including programming requirements and recommendations to users for programming interfaces.
- Serves as team leader in projects dealing with the planning, specification, design, development, implementation and maintenance of simple computer application systems; liaises with users to define and specify requirements; builds, tests and modifies prototype computer application systems; performs installation and maintenance of computer applications systems in user offices.

- Contributes to feasibility studies, systems analysis, design, development, implementation, evaluation and testing of computer application systems improvements and new computer application systems.
- Assists in the identification of user application systems' needs, including business process and document workflow analysis, organization and maintenance of document repositories; identifies classification schema, retention and archival procedures; designs and develops workflow systems; conducts research on document/information/knowledge management computer applications' tools, procedures and standards.
- Provides support on computer application systems development matters, including security and data backup and recovery.
- 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; conducts research on new technologies; performs benchmarking and proposes new acquisitions; assists in the implementation of new technologies.
- Provides guidance and training to new/junior staff; plans day-to-day work and supervises other staff as required.
- Performs other related duties as required.

Competencies

Professionalism: Knowledge of IT systems and especially end user equipment, such as desktops, laptops, tablets, SMART phones, network printers, portable radios. Ability to configure, install and troubleshoot end user equipment. Knowledge of MS Windows OS, Office 365 Suite (Outlook, SharePoint, OneDrive, Teams). Ability to support copiers, projectors, PA systems, desk phones and office machinery such as laminators, shredders, scanners, etc. Experience in managing projects and teams in ICT environment is desirable. 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.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

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.

Client orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships

with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

Education

High school diploma or equivalent is required.

Work Experience

At least seven (7) years of progressively responsible experience in Information and Communications Technology (ICT) or related field is required.

Experience in managing projects and teams in ICT environment is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required. Knowledge of Greek or Turkish is desirable.

Assessment

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

Special Notice

This position is available effective 1 July 2021, subject to budget approval.

Applicants in the General Service category shall meet the relevant employment requirements of the host country (Republic of Cyprus), including fulfilling visa or work permit stipulations.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might

reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.