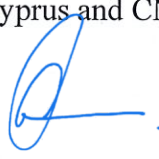




**UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS**  
P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

Mission Circular No. / 2025-1104

4 April 2025

**To:** All UNFICYP, OSASG-Cyprus and CMP Personnel  
**From:** Joel Cohen  
Chief of Mission Support   
**Subject:** **Job Opening # 255638 – Information Systems Assistant (G6)**

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

<u>Post Title</u>	<u>Office/ Section</u>
Information Systems Assistant G6 JO# 255638	FTS

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 **02 May 2025**.

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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4 April 2025

Post Title:	Information Systems Assistant	Work Base:	UNPA
Office:	Field Technology Section	Category:	General Services
Job Opening#:	255638	Level:	GL6
Duty Station:	Nicosia HQ	Deadline:	2 May 2025
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=255638&PostingSeq=1](https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_JOB_DETAIL.GBL?Page=UN_JOB_DETAIL&Action=A&SiteId=1&JobOpeningId=255638&PostingSeq=1)

Posting Title : INFORMATION SYSTEMS ASSISTANT, G6  
Job Code Title : INFORMATION SYSTEMS ASSISTANT  
Department/ Office : United Nations Peacekeeping Force in Cyprus  
Location : NICOSIA  
Posting Period : 3 April 2025-2 May 2025  
Job Opening number : 25-IST-UNFICYP-255638-R-NICOSIA (M)  
Staffing Exercise : N/A

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

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### **Org. Setting and Reporting**

The position is located in the United Nations Peacekeeping Force in Cyprus. The incumbent will report to the Chief Service Management Unit/Chief Field Technology Section or to his/her designate.

### **Responsibilities**

#### **APPLICATION DEVELOPMENT**

- Design, develop, test, and implement application systems and programs using established standards and tools for areas such as reporting, document management, inventory management, process automation, and web design.
- Develop and maintain databases, user interfaces, and workflows to support application functionality.
- Provide operational support, system maintenance, and perform assessments for new or modified systems.
- Stay updated on technology trends, propose innovative solutions, and incorporate advancements like data analytics and AI.
- Apply enhancements, features, and improvements to existing systems as needed.

#### **APPLICATION SUPPORT**

- Install and configure application software and hardware; monitor systems and create performance reports.
- Maintain functional specifications and implement changes following standard procedures.
- Manage support for deployed applications, including issue resolution, version management, data recovery, and user guidance.

- Provide technical support to users, escalate issues as required, and manage user accounts and access for various systems.
- Support and maintain UNFICYP specialized applications including but not limited to: Situational Awareness applications, Records Management Systems, ID card management software, Mission Intranet, etc..
- Guide and train new or junior staff on applications and workflows.
- Perform additional ICT-related tasks as needed.

#### APPLICATION DEPLOYMENT

- Coordinate and manage the development, deployment, and rollout of application systems, working with diverse teams and organizational units.
- Prepare terms of reference, address administrative tasks, and handle user feedback and system updates.
- Collaborate with stakeholders to assess needs, identify solutions, and streamline systems for improved efficiency.
- Participate in system development, testing, and implementation for both centralized and local applications.
- Provide technical support, conduct training, and facilitate deployment processes for new application releases and updates.

#### REPORTING & MONITORING

- Create interactive dashboards and reports for data visualization and analytics to support decision-making.
- Analyze and integrate data sources to identify patterns and enhance business intelligence.
- Draft correspondence, work plans, and periodic reports detailing project progress and service requests.

#### **Competencies**

Professionalism: Demonstrates proficiency in designing, developing, and implementing application systems, ensuring functionality through databases, user interfaces, and workflows. Skilled in providing operational support and system maintenance, while staying updated on technology trends like AI and data analytics. Consistently applies enhancements and improvements to existing systems. Possesses strong technical abilities in application software and hardware installation, issue resolution, version management, and user support. Shows expertise in supporting specialized applications and guiding junior staff. Proven ability to manage the deployment and rollout of application systems, coordinating across teams and stakeholders to streamline processes and improve system efficiency. Demonstrates excellence in reporting and monitoring, using data visualization to support decision-making and project progress tracking. Exhibits professionalism through conscientiousness, meeting deadlines, and achieving results. Motivated by professional goals, maintaining persistence in the face of challenges and remaining calm under pressure. Dedicated to promoting gender equality by ensuring equal participation and full involvement of both women and men in all aspects of work.

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.

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.

### **Education**

High school diploma or equivalent is required.

### **Job Specific Qualifications**

Technical or vocational training in information technology or another related field is required (Data Analytics, Artificial Intelligence, Business Intelligence Reporting).

### **Work Experience**

A minimum of seven (7) years of progressively responsible work experience in information technology or related areas is required.

Experience in using Microsoft Power Platform, SharePoint, Web Development Technologies, Enterprise Resource Planning Solution, Azure cloud computing platform, and Data Analytics is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required.

### **Assessment**

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

## **Special Notice**

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 and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural or ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

## **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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.