

Title: Associate Information Systems Specialist
Domain: I.T.
Grade: P2
Post Number: 1CAUIS0048PA
Organizational Unit: UNESCO Institute for Statistics, I.T. Services Section, Dissemination Unit
Duty Station: Montreal, Canada
Type of contract: Project Appointment
Net Annual salary: USD 63,388.00
Deadline (midnight, Paris time): 31 August 2018

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Overview of the functions of the post

The Associate Information Systems Officer position undertakes a range of generic functions within the Information Technology Services Section. All of the duties allocated to these staff are concerned with supporting the programme and administrative activities of UIS, assisting with the planning, design, development, implementation and maintenance of computer information systems. The duties include responsibility for independently completing portions of the work related to specialized areas, such as undertaking parts of feasibility studies, analyzing and modifying existing applications, maintaining systems software, designing and writing computer programs, designing data models and databases.

1. Assist in preparing specifications and designing information/data systems and applications, (e.g. define controls and document system structures, design files and tests; prepare cost estimates); based on an analysis of user requirements, undertake the development of well defined modules within the systems and design and implement small, stand-alone systems (individual user routines).
2. Maintain assigned portions of systems, providing operational support to users, analyzing and implementing systems and program changes that result from program requirements or technological advances.
3. Write and develop computer programs designed to run in a batch or interactive environment that may interface with existing systems; ensures data security and integrity.
4. Participate in the maintenance and upgrade of web portals and/or CMS systems.
5. Provide assistance to the Head of Unit – Dissemination for release planning and facilitation.
6. Prepare technical and user documentation for deployed computer application systems, as well as training materials and conducts technical presentations.
7. Participate in research and design of the technical architecture (including hardware, software and other components).
8. Perform any additional activities that may be required in support of the mandate of the UIS and to ensure the success of the work team. Examples include:
 - a. Participate with higher-level staff in assessing and testing new technology, including running practical tests.
 - b. Conduct training sessions and demonstrations of systems for users, including drafting training materials and user documentation, and training users in information/data systems.
 - c. Install systems software programs; assist users in the development of ad hoc on-line inquiries and in the development and use of small applications based on standard application packages.
 - d. Prepare, update and maintain system documentation and related technical and procedural manuals.
 - e. Advise users on the most suitable hardware and software for different tasks; maintain and enhance

software.

Competencies

A successful candidate will be required to demonstrate the following competencies:

Core Competencies

Accountability
Communication
Teamwork
Innovation
Results focus
Planning and organizing
Knowledge sharing and continuous improvement

For detailed information please consult the [UNESCO Competency Framework](#)

Required qualifications

Education

Advanced university degree (Master's or equivalent) in the field of computer science specialising in software engineering.

Work Experience

- At least 2 years of relevant professional experience in Software Engineering or Data Architecture:
 - Prepare specifications and design information/data systems and applications
 - Analyze requirements and implement as well as maintain information/data systems and applications
 - Conduct training sessions and demonstrations of systems for users
 - Provide operational support to users
- At least 2 years professional experience using version and release management software.
- At least 2 years professional experience working with C# and .NET framework.
- At least 2 years professional experience working with Drupal.
- At least 2 years professional experience working with JavaScript, CSS and HTML.
- Verification, processing or analysis of statistical data.
- Production of windows based enterprise software.
- Production of browser-based software.
- Development experience with current Microsoft tools, including databases.

Skills and competencies

- Excellent analytical skills, problem solving ability, attention to detail and able to adapt to changing requirements.
- Ability to collect, synthesise and analyse information from various sources.
- Strong time management skills including the ability to multi-task, prioritize concurrent assignments and work autonomously.
- Very strong verbal and written communication skills in English including the ability to summarize information and to explain complex technical facts and issues.
- Working knowledge of an AGILE methodology.

Languages

- Excellent knowledge of English.
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Desirable qualifications

Work Experience

- At least one year of professional experience acquired within a UN or governmental organization.
 - Professional experience supporting statistical business processes.
 - Professional experience with current Microsoft development and database technologies.
 - Supervision experience.
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UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply.

Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

Skills and competencies

- Working knowledge of current tools for source code management, reporting, requirements management, project management, automated builds, lab management, testing and release management
- Working knowledge of Statistical Data and Metadata Exchange (SDMX)
- Professional experience working with NodeJS/React
- Professional experience working with Drupal
- Professional experience with Photoshop
- Professional experience with User-interface design
- Professional experience developing software to support statistical processes
- Experience developing multilingual applications and testing practices
- Working knowledge of MS Team Foundation Server

Languages

- Good knowledge of French.
 - Working knowledge of other official languages of UNESCO (Arabic, Chinese, Russian or Spanish)
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Assessment

An assessment exercise may be used in the evaluation of candidates

How to apply

To apply, please send your application letter, UNESCO CV ([CV Form to be used](#)) and a list of 3 references (name, title, organization, address, telephone, email, including at least one current or former direct supervisor), by email: uis.recruitment@unesco.org, mentioning FAMILY NAME PA48 ITS (e.g. SMITH PA48 ITS). Application files will have to reach UNESCO Headquarters before **31 August 2018** midnight (Paris time)

Benefits and entitlements

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a no-smoking Organization.

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