



TEMPORARY JOB OPENING

Associate Information Systems Officer, P-2
AS/HR/ICT division,
Information & Communication Technology Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
2 June 2024 23:59 hrs CET	24/TJO18/AS/HR/ICT	As soon as possible	90 days with possibility of extension	Bonn, Germany

Publication date: 17 May 2024, Post numbers: 31007733, Funding: 64ZCR/ICTTCO IO-11607740

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address climate change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

Where you will be working

This position is located in the Information and Communication Technology (ICT) sub-division. The incumbent reports to a Team Lead (P-4).

Under the general supervision of the Manager, ICT Sub-division, (P-5) and direct supervision of the Team Lead of the Application Development Unit (P-4), the incumbent is responsible for the design, development and implementation of Information and Communications Technology (ICT) solutions for UNFCCC internal and external stakeholders.

Your responsibilities

Within delegated authority, the Associate Information Systems Officer may be responsible for the following duties:

- Participates in preparing agile user requirements and other technical specifications.
- Assists in the design, development, and installation of information systems adhering to the defined software development lifecycle.
- Undertakes analysis of well-defined modules within the system, developing enhancements and new features to existing systems; may be required to design and implement small, stand-alone systems as needed (e.g. to meet individual user requirements).
- Undertakes rigorous structured testing and proving of applications software.
- Providing operational support for system's applications, analyzing and implementing system changes/upgrades, etc.
- Participates in developing and maintaining Information Systems project plans, schedules, and budgets. Assists in identifying appropriate human and technical resources to complete the project, assisting in assuring that deviations from project schedule are addressed and



communicated, assists in developing timely project status reports, monitoring project risk factors, escalating project issues, and providing Quality Assurance for all project deliverables.

- Ensures data security and integrity.
- Participates in developing disaster recovery plans.
- Prepares, updates and maintains system's documentation and related technical/procedural manuals.
- Assists in procurement exercises, including conducting needs assessments and benchmarks, preparing technical specifications and evaluation criteria.
- Assists in the set-up and monitoring of software performance measures.
- Participates in Helpdesk support services.
- Participates in facilitating communications between ICT and its clients for good client relations and be responsible for small to medium client accounts.
- Assists in the development of Service Level Agreements (SLAs) between the client and ICT, for either specific IT services or general technology support, including any charge back mechanisms.
- Advises users on the most suitable hardware and software for different tasks; maintains and enhances software.
- Drafts training materials and conducts training sessions and demonstrations of systems for users.
- Participates with senior staff in assessing and testing new technology.
- Performs other duties within the functional profile as assigned and deemed necessary for the efficient functioning of the office.
- May provide guidance to new/junior staff and external experts/vendors.

Competencies:

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

Working with Teams: Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in computer science, information systems, mathematics, statistics or related field. A first-level university



degree (Bachelor or equivalent) in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: A minimum of two (2) years of progressively responsible experience in the planning, design, development, implementation and maintenance of computer information systems or related areas using agile software development methodologies.

Language skills:

Required: Proficiency in English (both oral and written) is required. Knowledge of another UN official language is an advantage.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

1. Service is limited to the UNFCCC secretariat.
2. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
3. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
4. Indicative net monthly salary and allowances:
US\$ 4,198
(plus variable post adjustment, currently 41.2% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.