United Nations   ألأمم المتحدة

United Nations Mission in South Sudan
UNMISS

VACANCY ANNOUNCEMENT

VA No. UNMISS-GS-11-017
VA Issuance Date: 12 December 2011
Deadline for Applications: 26 December 2011

The United Nations Mission in South Sudan is seeking qualified candidates for the following post(s)*:*

Title: Geographic Information Assistant-Information Technology (IT)	*Grade:* GL – 5	***Region (please indicate preference in application): Juba, Wau, Malakal.***
POST OPEN FOR SOUTH SUDANESE NATIONALS ONLY		
Women are strongly encouraged to apply		

Duties and Responsibilities:

Under the overall supervision of the Chief Geographic Information Services (GIS) or his designated officer, the Incumbent is responsible for the performance of the following duties:

- Maintaining relational databases for operational readiness.
- Operating and maintaining the LAN network.
- System Backup and data restoration when required.
- Knowledge of troubleshooting Windows Workstations operating systems, WIN 2000, WIN NT, WIN XP, WIN Server 2003 and provide support for Microsoft Office and Lotus Notes software.
- Provide troubleshooting and support to all users connection to the GIS LAN system.
- Provide support to the office automation, computer installations, data communications and the maintenance of other related equipment and software applications.
- Assist in maintaining optimal performance of the IT equipment, supporting the computer based network. Diagnose equipment problems; liaise with the supervisor regarding repair or replacement.
- Web design skills for developing and maintaining websites.
- Assist GIS staff on the software/hardware side such as GPS data transfer, GPS survey, Plotter ink replacement, loading roll of paper for printing maps.
- Perform other related duties.

Competencies:
Professionalism: Ability to manage processes and maintain accurate records. Demonstrate ability to use good judgment in the context of assignments given and cultural and political sensitivities. Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner.
Teamwork: Good inter-personal skills. The staff member should be able to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
Client Orientation: Demonstrate ability to develop and maintain effective work relationships with supervisors and colleagues
Communication: Ability to write in a clear and concise manner and to communicate orally in an effective manner.
Planning and Organizing: Ability to plan and organize own work effectively in an efficient and timely manner.

Technological awareness: Very good computer skills including proficiency in all office applications. Very high awareness of capabilities and capacities of IT related technology and applications. Ability to develop and maintain website. Programming skills using .net, C#, java, Experience with RDBMS (MS SQL, Oracle, Informix, etc…) is an asset.

Qualifications:
Education: High school diploma or equivalent. Post-secondary education at college, university or specialized training institution in IT related field, with practical operations. Familiarity with information technology (IT), web technology, data and office automation software is required. Knowledge of database such as MS Access is an asset; Knowledge of programming language is an advantage.

Experience: At least 5 years of progressively responsible experience IT specialized experience. A high level of demonstrated analytical and problem-solving skills is an asset. Experience with UN/NGOs or other international organizations is an added asset.
Language skills: Fluency in written and spoken English. Knowledge of other languages spoken in South Sudan is an advantage.
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Candidates should submit with their applications the following documents:
1- Cover Letter (letter of motivation or application letter);
2- The United Nations Personal History form (P-11) which can be accessed through http://unmiss.unmissions.org under "**vacancies**".
3- Academic Certificate(s) and/or High School/Secondary Diploma;
4- Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);
5- Three (3) letters of reference from former employers.

By email:
All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the VA No in the subject line of their email.
e.g. UNMISS-GS-11-017
General Services: unmiss-recruitmentgs@un.org

<u>By Mail:</u>
Chief Civilian Personnel Officer, UNMISS
Juba, South Sudan

<u>By Hand:</u>
UNMISS Headquarters, Juba or through the UNMISS State Offices throughout South Sudan.