

(UNMIL)

Vacancy Announcement- Internal/External

Vacancy#: UNMIL-ISS-CITS-12-2046	Deadline: Monday 16, April 2012
Post Title: Associate Information Technology Officer (One position)	Level: NO-B
Organizational Unit: Communications & Information Technology Section (CITS)	Location: Monrovia
Initial Appointment: Initial one (1) year subject to funding of the posts and satisfactory performance	IMIS Post #: 81749 Indicative Minimum Annual Gross Salary: USD 24,265.00
UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Management Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed.	
<p>Please note that you can also apply by email to unmilrecruitment@un.org. Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.</p>	

Description of Main Duties:

Within delegated authority, the Associate Information Technology Officer will be responsible for the following duties:

- Analyzes, plans, designs and implements network projects in accordance with Mission requirements.
- Reviews network configuration and plans cost-effective upgrades to keep up with changing technology, growth of mission, and needs of Mission components ensuring maximum efficiency.
- Prepares, under the overall CITU supervision, network backup and security policies.
- Draft plans and specifications for the request of equipment and services related to the area of networking.
- Directs and supervises, when requested by the management, the work of personnel and/or contractors assigned to the Unit, in terms of network equipment installation, support and maintenance and organizes prompt network support by assigning the available technical resources while exercising quality assurance functions.
- Coordinates with other specialists and collaborates with external partners to ensure proper connectivity of the Mission network to the internet and other external sources.
- Provides technical guidance for other members of the Information Technology Unit.
- Uses network management and monitoring tools to prepare problem-analysis reports, resources utilization data, suggests measures for network efficiency maximization and provides recommendations and reports for management review.
- Works closely with other specialists on the development and implementation of Voice over Frame Relay, Voice/video over IP and other voice, video and data integration technologies.
- Provides customer support to the Mission's Wide Area Network using mostly CISCO routing, switching and multi-services platforms;
- Supports the design, implementation and maintenance of Data Security projects with emphasis in CISCO firewalls.
- Supports the design and implementation of VPN (Virtual private Networks) Mission wide.
- Perform other duties and other tasks in relation to the job as required.

Competencies:

Professionalism – Excellent interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations; ability to perform with minimal supervision, and work under pressure of frequent and tight deadlines often in difficult and demanding conditions.

Technological Awareness - Hands-on technical training and problem-solving skills, good knowledge of relevant telecommunications policies, structure and strategy as it relates to area of assignment; ability to assess network needs; good written and spoken communications skills, including the ability to convey technical concepts and recommendations to non-technical staff at all levels, both orally and in writing, in a clear and concise style; technological background and experience in network design and implementation.

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 audience; demonstrates openness in sharing information and keeping people informed.

Planning and Organizing – Ability to organize, plan and implement work assignments, juggle competing demands and work under pressure of frequent and tight deadlines

Teamwork – Excellent interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications and Experience:

Education: Advanced university degree (Master's degree or equivalent) in computer science or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree. Industry standard CISCO certifications: Networking Professional and Internetworking Expert certifications highly desirable. Other CISCO certifications desirable.

Experience: A minimum of two (2) years for Masters Degree or four (4) years for Bachelors Degree of progressively responsible experience in telecommunications with at least 3 years at the international level in the public/private sector and related fields, specializing in the ICT infrastructure field. A valid driver's license is essential. Knowledge of Microsoft NT, TCP/IP and other network protocols, design of LAN/WAN with CISCO equipment, setup of Internet/Intranet; Knowledge and experience of voice and data integration projects. Knowledge of UN standard equipment for voice, data and video. (Ericsson PABX, CISCO routers/concentrators, Tandberg Videoconferencing, etc.) is a plus. Experience in customer support for Wide Area Networks desirable.

Languages: Fluency in spoken and written English is essential; knowledge of local languages is an asset.

Preference will be given to equally qualified women candidates.

**Completed detailed applications documentation as specified above referring to
Vacancy # UNMIL-ISS-CITS-12-2046 should be forwarded to the attention of:**

**UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, 7th Floor, Room # 705F
Pan African Plaza, Tubman Boulevard, Monrovia**