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## JOB OPENING

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Functional Title & Level:	Assistant Information Systems Officer (NO-A)
Org. Unit	Communications and Information Technology Section
Duty Station:	Port-au-Prince
Posting Period:	2-8 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-045

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### Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Assistant Information Systems Officer (NO-A)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

**All interested candidates should submit ONLY their Personal History Profile (PHP)** via email at [minujsth-recruitment@un.org](mailto:minujsth-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

**Important:** Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

### Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Assistant Information Systems Officer (NO-A)** typically reports to Information Systems Officer or Chief of Unit, Communications and Information Technology Section.

## Responsibilities

Within delegated authority, the Assistant Information Systems Officer will be responsible for the following duties:

- Participates in preparing user requirements and other technical specifications;
- Assists in the design, development and installation of information systems;
- Assists in the analysis of modules within the system, suggests enhancements and new features to existing systems; may assist in the design and implement small , stand-alone systems as needed (e.g. to meet individual user requirements);
- Undertakes rigorous testing and proving of applications software;
- Maintains assigned portions of systems, providing operational support for system's applications, analyzing and implementing system changes/upgrades, etc;
- Provides assistance in the writing and developing of programs to interface with existing systems;
- Ensures data security and integrity;
- Participates in developing disaster recovery plans;
- Assists in the preparation, updating and maintaining of system's documentation and related technical/procedural manuals;
- Assists in procurements, 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 ITSD and its clients for good client relations and be responsible for small to medium client accounts;
- Advises users on the most suitable hardware and software for different tasks; maintains and enhances software;
- Drafts training manuals and conducts training sessions and demonstrations of systems for users;
- Performs ad hoc duties as required;
- May provide guidance to new/junior staff.

## Competencies

- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.
- **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.

## **Education**

A first-level university degree in Computer Science, Information Systems Management, Communication Technology or other related field is required.

## **Work Experience**

At least one to two years of progressively responsible experience in planning, designing, developing, implementing and maintaining computer systems, or in a related field.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written English and French is required. Knowledge of another United Nations official languages is desirable.

## **Assessment**

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