

Posting Title : INFORMATION SYSTEMS ASSISTANT, FS5
Job Code Title : INFORMATION SYSTEMS ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 11 August 2023-9 September 2023
Job Opening number : 23-Information Management Systems-UNIFIL-215645-F-
NAQOURA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is located in the Operations Management Unit, within the Field Technology Section (FTS), United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent will report to the Chief Operations, Field Technology Section, or his/her designate.

Responsibilities

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

- Assists with the planning of all major information and communications technology (ICT) projects within the mission, monitoring the progress of analysis, design, development, testing and implementation of new, moderately complex solutions, and/or participates as a member of a team with responsibility for major components of more complex solutions.
- Assists with the management of the Operations Unit Budget, formulating and monitoring budget allocations and expenditures, verifying funding and ensuring no overrun occurs.
- Supports the development of technical specifications for the procurement of equipment and contractual services and coordinates the technical evaluation of offers and proposals received.
- Handles all aspects of contract administration including the establishment of service level agreements with vendors.
- Assists the team with the development of strategies to implement local and corporate ICT projects.
- Assists the team with the development, implementation and monitoring of ICT standards, guidelines and procedures.
- Assists the team with the development of detailed functional specifications and user documentation as required.
- Provides advice to users, analyzing user requirements and translating those into new tasks, determines the best approach and applies safety guidelines to effectively finish the task.

•Maintains, upgrades or enhances existing user systems; troubleshoots and provides continuing support, to include resolving difficult problems, advising on the use of new techniques, monitoring installations to measure performance and continued effectiveness of the ICT solutions. •Supports the team with the development of training materials, operating and user manuals and trains staff in the use of assigned ICT solutions. •Assist in the development of cabling plans relating to planned tasks and ensures appropriate allocation of resources occurs. •Researches, analyses and evaluates new technology and makes recommendations for their deployment. •Participates in writing reports and papers on ICT related topics, systems requirements, and operational strategy. •Assists in the development of the yearly work plan; mentors and supervises personnel of the unit. •Participates in the development of plans for major cabling and microwave projects within the mission, monitoring the progress of the design, installation and commissioning of various networks and systems. •Participates in the installation of outside and inside copper and fibre optic cabling including termination, vertical and horizontal installation and rack management. •Contributes to the maintenance of microwave systems that include INUs, ODUs, configuration of data base management system, mast construction and maintenance and related microwave equipment. •Devises and administers installation and commissioning plans; provides training for staff in implementing these plans. •Ensures all microwave and cabling systems are properly configured and maintained. •Provides guidance to, and may supervise, new/junior personnel. •Performs other related duties as required

Competencies

Professionalism: Knowledge of telecommunications equipment and principles of operation of local area networks, satellites, radio and video surveillance systems, telephone, and microwave systems as well as the ability to apply the required safety procedures for rigging and cabling infrastructure. Knowledge of principles of analog and digital transmission including planning of and deployment of communication systems. Ability to apply knowledge and technical skills to install, build and test relevant equipment, provide maintenance services and user support. 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 situation. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **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 the audience. Demonstrates openness in sharing information and keeping people informed. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for

team accomplishments and accepts joint responsibility for team shortcomings.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

A driver's license is required. Please attach a copy of the valid license as part of your application. Certification in supplemental academic qualifications within the information systems and/or telecommunications field is required. Please attach a copy of the certificates/diplomas as part of your application. Relevant training and experience in working at heights is desirable. Relevant training or experience in the installation of data cabling is desirable.

Work Experience

At least eight (8) years of progressively responsible experience in Information Systems and/or Telecommunications, or related area is required. Experience providing services in the field of Information Systems and/or Telecommunications or related area to or in a field/mission operation of the United Nations Common System or comparable international organization is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required.

Assessment

Previously rostered candidates are not subject to any further assessment and as such, will not be invited for such an assessment.

Special Notice

This "Recruit from Roster" job opening is only open to roster applicants who are already

placed on pre-approved rosters, following a review by a United Nations Central Review Body. Only roster applicants who were placed on rosters with similar functions at the same level are considered to be eligible candidates. Eligible applicants receive an email inviting them to apply. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station/s specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected. The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment. Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process. The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the

evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.