MISSION IN COLOMBIA JOB OPENING
Internal / External

Job Title & Level:	**ASSISTANT INFORMATION SYSTEMS OFFICER, NO-A**
Department/Office:	**UN MISSION IN COLOMBIA/Office of the Chief of Staff**
Location:	**BOGOTA, COLOMBIA**
Posting Period:	**TWO WEEKS (23 Dec 2016 – 06 Jan 2017)**
Job Opening Number:	**MC-NJO-2016-068**

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section Invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile-P11) and copies of their educational certificates to the Recruitment Unit via email: MCrecruitment@un.org

Please be advised that only applications made via UN P11 form will be reviewed. Kindly ensure that you include the job opening number for the above position in your e-mail application. Acknowledgement will be sent to the short listed candidates only. Please also be advised that only Colombian Nationals are eligible to apply for National Job Openings.

Organizational Setting and Reporting

This position is located in the Information Management Unit. The Information Systems Officer will report to the Section Chief.

Responsibilities:

Under the overall direction of the Section Chief and within limits of delegated authority, the Information Systems Officer will be responsible for the following duties:

General:

- Develops information systems and databases for the recording and management of information of the Mission
- Maintains, upgrades, or enhances existing information systems and databases
- Ensures security and reliability of information systems and databases
- Provides professional advice on information systems and databases.
- Develops training materials, operating and user manuals.
- Researches, analyzes and evaluates new technologies and makes recommendations for their deployment.
- Develops information systems according with UN policies and the mandate of the Mission ensuring secure access

- Develops disaster recovery plans on information systems and databases and ensures appropriate planning and training of those responsible.
- Performs other related duties, as required.

Competencies:

PROFESSIONALISM: Knowledge of systems design, development, management, implementation, maintenance and technical support of complex information systems. Ability to develop and oversee large centralized or decentralized institutional systems; conceptual and strategic analytical capacity to understand information system and business operational issues so as to thoroughly analyze and evaluate critical systems matters. Knowledge of a range of computer languages and development paradigms. 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.

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.

TECHNOLOGICAL AWARENESS: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Education:

An advanced university degree (Master's degree or equivalent degree) in information science, information systems, computer science or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of 1-2 years of experience on the development and implementation of complex information systems and databases related to monitoring or verification of cases. Experience in on .NET framework, web services, C#, HTML/CSS, JavaScript, versioning tools and SQL databases and programming is highly desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Spanish (both oral and written) is required.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place 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. (Charter of the United Nations – Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.