

Posting Title : INFORMATION SYSTEMS OFFICER, P3
Job Code Title : INFORMATION SYSTEMS OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 22 July 2019-28 July 2019
Job Opening number : 19-IST-RSCE-120115-F-ENTEBBE (M)
Staffing Exercise : N/A

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

Org .Setting And Reporting

This position is located in the Information Security and Compliance unit of the Regional Field Technology Service (RFTS) of the UN Regional Service Centre Entebbe (RSCE) in Entebbe. The selected candidate will serve as Information Systems Officer, P3 to support the Chief of Unit with responsibilities for information security and compliance information systems services and projects in support of the RSCE and client missions in accordance with the RFTS mandate. The Information Systems Officer reports to the Chief of Unit.

Responsibilities

Within limits of delegated authority and depending on location, the Information Systems Officer may be responsible for the following duties:

- Manages projects related to Information Security and IT Risk Management involving feasibility studies, systems analysis, design, development and implementation of new, moderately complex systems, and/or, participates as a member of a development team with responsibility for major components of the more complex systems.
- Is actively involved in the execution of the most complex aspects of the project (e.g. systems analysis, development, programming, etc.); oversees development of documents and database structures, ensuring that all design aspects are addressed and control and security mechanisms are established.
- Tracks and monitors project progress against plans, requirements, quality measures, standard processes; liaises with users on all aspects and during all phases of development and implementation.
- Provides professional leadership and work direction to assigned project teams, and/or mentors and supervises the work of new/junior officers, contract staff, etc.
- Develops cost proposals for contractual services, oversees the technical evaluation of

proposals received and manages the contract service.

- Prepares technical and user documentation for entire systems and interdependent applications; prepares training material and detailed technical presentations.
- Develops, implements and monitors information system security standards and guidelines, including testing paradigms.
- Develops disaster recovery plans and ensures appropriate planning and training of those responsible and provides technical expertise for the development and maintenance of the RSCE business continuity plan.
- Participates in planning and preparation of the budget, work program and acquisition plan.
- Facilitates communications between the Information Systems Unit and its major clients for good client relations. Serves as coordinator in the development of Service Level Agreements (SLAs) between the client and the Information Systems Unit, for either specific IT services or general technology support, including any charge back mechanisms.
- Coordinates responses to internal and external audit activities and monitor compliance, ensure compliance to industry and UN regulations in relation to Information and Cyber Security and IT Risk management strategies.
- Provides guidance to, and may supervise, new/junior staff, consultants, etc.

Competencies

- **PROFESSIONALISM:** Knowledge of information technology/information management, particularly in systems analysis, database design and programming. Knowledge of several high-level programming languages and significant exposure to and demonstrated proficiency in all aspects of programming and analysis, including structured/object-oriented design, relational systems, scripting and query languages, document design and management, hardware and software requirements, systems facilities and execution protocols. Strong analytical and problem-solving skills, to include proficiency in the development and implementation of systems of moderate size/complexity. Knowledge of interactive systems; good knowledge of organization's information infrastructure, information security and IT strategy as it relates to user area(s); independently maintains assigned systems and develops innovative approaches to resolve a wide range of issues/problems. 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.
- **PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **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

Advanced university degree (Master's degree or equivalent) computer science, information systems, mathematics, statistics or related area. A first-level university degree in combination with an additional two (2) years qualifying experience may be accepted in lieu of the advanced university degree. Certification in ITIL Foundation is desirable. Certification in PRINCE2 Practitioner is desirable. Certifications in ICT security is desirable.

Work Experience

A minimum of five years of progressively responsible experience in planning, design, development, implementation and maintenance of computer information systems or related area is required. Experience leading and managing medium to large information systems teams over diverse geographical and remote areas is required.

Experience in Information Systems and Technology used by the United Nations common system in support of peacekeeping operations is desirable. Experience in Information Security and IT Risk Management is desirable.

Experience providing services in Information Systems or related area in a field operation of the United Nations common system or comparable international organization or in a military environment is desirable.

Languages

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

Assessment

Evaluation of qualified candidates may include an informal interview.

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.

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.

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.

