

Posting Title : SENIOR INFORMATION SYSTEMS OFFICER, P5
Job Code Title : SENIOR INFORMATION SYSTEMS OFFICER
Department/ Office : United Nations International Strategy for Disaster Reduction
Secretariat
Location : GENEVA
Posting Period : 20 March 2015-19 April 2015
Job Opening number : 15-IST-UNISDR-41374-R-GENEVA (O)

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

Special Notice

This post is funded from project funds and extension is subject to availability of funds.

Org .Setting And Reporting

Created in December 1999, the United Nations Office for Disaster Risk Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio-economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction, UNISDR has over 100 staff located in its headquarters in Geneva, Switzerland, and 5 regional offices and other field presences. Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as PreventionWeb, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the Organisation of the Global Platform for Disaster Risk Reduction. This position is located in the UNISDR Office in Geneva and the incumbent reports to the Head of Advocacy and Outreach Section.

Responsibilities

- Conceptualizes, develops strategy for and oversees the design and implementation of major online systems initiatives including the PreventionWeb, disaster risk reduction (DRR) information platform; manages/oversees multiple, concurrent and often disparate tasks for projects that often involve innovative applications, dissimilar systems, as well as databases

and highly complex system integration and linkages. • Leads and directs the Information Management team; plans and allocates work assignments; coaches, mentors, and evaluates staff; participates in recruitment and selection of new staff and in the development of training programs. • In collaboration with other agencies and partners of the ISDR system, establishes DRR common data infrastructure by developing common standards, procedures and practices for data collection and exchange. • Provides authoritative technical and policy advice to senior managers on systems development in a changing business environment and the implications of various alternatives, on business applications and other related issues; identifies and plans for future needs; develops and disseminates best practices. • Manages procurements, including conducting needs assessments and benchmarks, preparing bid documents and arranging contracts; supervises, coordinates and negotiates the services required to enable the management and operation of interdependent administrative, financial, human resources and other information systems. • Develops and monitors performance measures; ensures that projects meet established time and cost parameters and standards of technical quality. • Sets up, controls and oversees contractual services such as Helpdesk support services. • Prepares and monitors the budget, work program, and spending plan. • Develops innovative solutions to resolve intricate problems that impact a critical area of the organization's work. • Oversees the implementation of the UN ICT strategy and related standards. • Performs other duties as required.

Competencies

Core Competencies: • Professionalism: - Knowledge of online systems design, and development, management, implementation and maintenance 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 or information architecture and web systems architecture, and knowledge of organization's information infrastructure and IT strategy as it relates to user area(s). - Proven experience in user needs analysis, interaction-design, prototyping, usability testing and good knowledge of visual design principles. - Ability to integrate knowledge with broader strategic, policy and operational objectives. - Ability to advise senior management on complex systems development and related matters of significant importance to the institution; conceptual and strategic analytical capacity to understand information system and business operational issues so as to thoroughly analyze and evaluate critical systems matters. - Ability to improve processes and approaches; demonstrates adaptability to changing priorities. - Knowledge of organization's information infrastructure and IT strategy as it relates to user area(s); strong negotiating skills and ability to influence others to reach agreement on difficult issues. - 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. • 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• Managerial Competencies:Vision:-Identifies strategic issues, opportunities and risks.-Clearly communicates links between the Organization's strategy and the work unit's goals.-Generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction-Conveys enthusiasm about future possibilities• Managing Performance:-Delegates the appropriate responsibility, accountability and decision-making authority-Makes sure that roles, responsibilities and reporting lines are clear to each staff member-Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills-Monitors progress against milestones and deadlines-Regularly discusses performance and provides feedback and coaching to staff-Encourages risk-taking and supports creativity and initiative-Actively supports the development and career aspirations of staff-Appraises performance fairly

Education

Advanced university degree (Master's degree or equivalent) in computer science, information systems, information management, business administration, mathematics, statistics or related area. 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 ten years of progressively responsible experience in planning, design, development, implementation and maintenance of computer information systems, information management or related field. Experience working with web-based information services within a disaster risk reduction or related context is required. Experience in the management of web teams is required. Experience in product management in the delivery of information services and solutions is desirable. UN experience, including field work experience also desirable.

Languages

Fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage

Assessment Method

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

United Nations Considerations

Job openings posted on the Careers Portal are taken off at midnight (New York time) on the deadline date.Applications are automatically pre-screened according to the published

evaluation criteria of the job opening on the basis of the information provided by applicants. Applications cannot be amended following submission and incomplete applications shall not be considered. The selected candidate will be subject to a reference checking process to verify the information provided in the application. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" on the upper right side of the browser on Inspira. 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. 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.

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.