Posting Title	:	INFORMATION SYSTEMS OFFICER, P3
Job Code Title	:	INFORMATION SYSTEMS OFFICER
Department/ Office	:	United Nations International Strategy for Disaster Reduction Secretariat
Location	:	GENEVA
Posting Period	:	27 March 2015-26 April 2015
Job Opening number	:	15-IST-UNISDR-41908-R-GENEVA (O)

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

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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 and Secretariat of the International Strategy for Disaster 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 around 100 staff located in its HQ 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, 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 Prevention Web, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the organization 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 Information Management Unit. (or Senior Information Systems Officer)

Responsibilities

• Manages projects related to PreventionWeb 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.• Develops detailed system and other functional specifications and user documentation for major systems.• Provides specialized advice to the information architecture team on technical requirements and the implications of translating design specifications into database-driven web applications; determines application systems integration and linkage issues.• Maintains, upgrades or enhances existing user systems and applications; troubleshoots and provides continuing user support, to include resolving difficult problems, advising on the use of new techniques, monitoring transactions to measure performance and continued effectiveness of assigned systems, coordinating with hosting provider on hosting requirements and issues etc.• Develops and maintains computer programs that require integration of many interrelated systems and program elements; ensures appropriate data security and access controls considering both local and wide area issues.• Organizes and performs unit and integrated testing, designing and utilizing test bases; assists users in acceptance testing.• Develops training materials, operating and user manuals; trains staff in assigned systems.• Researches, analyzes and evaluates new technologies and makes recommendations for the development of web applications projects handled by IMU; coordinates with other information management officers and ensures that the recommendations are aligned with the development policies.• Participates in writing reports and papers on systems-related topics, system requirements, information strategy, etc.• Facilitates communications between IMU and its partners for developing information exchange agreements and assist them in establishing system integration interoperability.• Provides guidance to, and may supervise, new/junior staff, consultants, etc.• Performs other related duties as required.

Competencies

Core Competencies:PROFESSIONALISM: - Knowledge of all aspects of the design, development, management, implementation and maintenance of complex web projects using web content management systems and technologies, including underlying technologies such as e.g.Apache web server and MySQL database.- Understanding of a range of computer applications and development paradigms related to a distributed website architecture, web service interface concepts and design and data integration.- Understanding of taxonomical concepts, content classification and dynamic presentation of content including search.- Understanding of cloud computing and demonstrated ability to work in a cloud based environment.- Knowledge of several high level web programming languages (PHP, ASP, ASP.NET, HTML, CSS etc.) and significant exposure to and demonstrated proficiency in all aspects of programming and analysis, including structured/object oriented design, relational systems (MS-SQL/MySQL), web-platforms (Linux/Apache/Windows), scripting (Javascript/jQuery, Perl, Linux shell scripts) and query languages.- Strong analytical and problem-solving skills, to include proficiency in the development and implementation, administration and support of systems of moderate size/complexity.- Knowledge of organization's information infrastructure and IT strategy ; 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. 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.PLANNING AND 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) in computer science, information systems, 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 five years of progressively responsible experience in planning, design, development, implementation and maintenance of computer information systems, including web-based applications, database design and administration and enterprise search. Experience in working with web/based information services within a disaster risk reduction (DRR) or related context is 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

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.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" hyper-link on the upper right side of inspira account-holder homepage.Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted.   Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.Job openings advertised on the Careers Portal will be removed at midnight (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.