

United Nations



*Job Description for Positions requiring official secondment
from national governments of Member States of the United Nations Organization*

Post title and level	Information System Officer (P3) – Two positions
Organizational Unit	United Nations Mission for Justice Support in Haiti (MINUJUSTH)
Duty Station	Port au Prince
Reporting to	Chief Technical Services Section
Duration	1 year (contract termination may be earlier than the stipulated period of the contract based on the availability of funding)
Deadline for applications	31/08/2017

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

RESPONSIBILITIES:

Under the overall guidance and supervision of the Chief Technical Services Section (IINP Capacity Building pillar), the incumbent will give his/her technical expertise as required to monitor the HNP information systems development projects, make sure the works are being implemented as per IINP Development Plan and will be responsible for closely liaising with the local counterpart (HNP) in accordance with the United Nations rules, regulations, and Mission Mandate. Specifically, the incumbent will be responsible for the following substantive tasks:

- Responsible for overseeing, in coordination with the HNP counterparts, the implementation of works for the HNP specific project and maintains the necessary and appropriate means in monitoring progress of works according to contract schedules, specifications and project plans.
- Assists the IINP in monitoring projects 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.
- Assists HNP with: developing detailed system and other functional specifications and user documentation for major systems; providing specialized advice to users; analyzing users' requirements and translating these into new applications; determining application systems integration and linkage issues; maintaining upgrades or enhances existing user systems; troubleshooting and providing 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, etc; developing and maintaining computer programs that require integration of many interrelated systems and program elements; ensuring 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.
- Support HNP counterparts in technology and information system related activities included in the HNP Strategic Development Plan 2017-2021.
- Facilitate staff's ability to use existing and emerging technology to achieve HNP's mission and objectives.

- Research, develop, and implement new services that can improve efficiency of the HNP through the use of information systems
- Develops training materials, operating and user manuals, and train counterparts to use information management tools in assigned systems.
- Develops disaster recovery plans and ensures appropriate planning and training of those responsible. Participates in writing reports and papers on systems-related topics, system requirements, and information strategy.

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. Be conscientious and efficient in meeting commitments, observing deadlines and achieving results. Be motivated by professional rather than personal concerns. Show 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.
- **Judgment/decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organization. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.
- **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.

QUALIFICATIONS:

Education: Graduation from Police College or Academy or other recognized law enforcement educational/training institution is desirable. Advanced university degree (Master's degree or equivalent degree) in computer science, information systems, mathematics, statistics or related field or related field. A first-level university degree in any of these fields, in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree. Certification in PRINCE2 (preferred) or PMP is desirable. Certification in ITIL and/or ISO20000 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. Experience in design and development in PL/SQL, JAVA, SQL; Oracle database; Sharepoint; .Net; web development; Business Intelligence; mid/large project management; a pension administration system such as V3 (by Vitech) and Web services is desirable.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written in French is required. The knowledge of the Creole and/or English is an advantage. 6

Preference will be given to equally qualified women candidates.

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