International Criminal Tribunal for Rwanda
Tribunal pénal international pour le Rwanda

United Nations
Nations Unies

Temporary Vacancy Announcement

Information Systems Assistant, FSL-5	
DEADLINE FOR APPLICATIONS:	4 March 2015
DATE OF ISSUANCE:	12 February 2015
ORGANIZATIONAL UNIT:	International Criminal Tribunal for Rwanda
DUTY STATION:	Arusha
VACANCY ANNOUNCEMENT NUMBER:	AR-15-ADM-ITSS-INT-16

Extension of the appointment is subject to the extension of the mandate and/or the availability of funds.

Remuneration
Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered. More Info...
http://www.un.org/Depts/OHRM/salaries_allowances/salaries/gs.htm.

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

Responsibilities
Under the direction of Team Leader, EDP/MIS Development Team, the incumbent is responsible for the following duties:

1. Conduct need assessments for new systems (including modifications to existing systems); develop complete definitions and project specifications; build, prototype, test and bring into production software systems based on conceptual design documents.
2. Prepare technical and end-user documentation, and appropriate training materials.
3. Serve as focal point for maintenance and support of in-production systems involving extensive liaison with the diverse ICTR organizational units.
4. Provide technical expertise on software development matters, including security, data integrity and recovery; liaise with Network Infrastructure teams to ensure established disaster recovery measures fully functional.
5. Follow-up on administrative actions and resolve issues related to systems support such as end-user training, acquisition of equipment and services, etc. in a timely manner.
6. Provide timely status updates on projects in progress.
7. Keep abreast of latest IT developments.
8. Assist in evaluating and testing new products and technologies.
9. Perform other duties as required.

Competencies
- **Professionalism** – Comprehensive knowledge of Lotus Domino (VB and/or Java script) and MS.NET (any of VB.NET, ASP.NET, C#) programming environments); solid understanding of standard SDLC methodologies; familiarity with the UN's software systems (Mercury, IMIS/FPMS, Galileo/FACS, SUNSystems or PROGEN); Experience in database modelling and RDBMS, Knowledge of RAD or Agile software development, ITIL and at least one Project management Methodology; well-developed programming skills, with the ability to support and maintain multiple applications; ability to understand workflow and document flow processes; ability to analyze business problems and develop solutions; initiative and willingness to learn new skills; ability to adapt to changing requirements and assignments; demonstrated ability to apply good judgment in the context of assignments given.
- **Communications** – Good spoken and written communication skills, including the ability to write technical documentation, effectively train/advise users on systems applications, etc.
- **Teamwork** – Solid interpersonal skills with the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Planning & Organizing** – Ability to plan own work, work effectively with minimal supervision, to prioritize and juggle multiple tasks, and work within tight schedules to meet deadlines.

QUALIFICATIONS

Education
Completion of high school or equivalent diploma; supplemental courses/technical certificate in software systems development or other related field is highly desirable. University level courses in computer science or a related field is an asset.

Work Experience

A minimum of 8 years of relevant and progressive technical experience in software development and implementation; experience in utilizing UN office automation tools; experience across a broad range of hardware and software platforms is highly desirable.

Languages

English and French are the working Languages of the International Criminal Tribunal for Rwanda (ICTR). For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language desirable.

Other Skills
The preferred Candidate will possess standard Lotus Domino administrative skills such as replica creation/management, user/group management, ACL management, etc. required for a stable Notes/Domino environment. The Candidate will know how to extract data from disparate sources for report generation using BI Suites such as Business Object or SQL Reporting Services. SQL Server DBA experience is an asset. Strong working knowledge of the SharePoint 2010/2013 Administration / Development is strongly desired. Proven experience in designing web-based applications using ASP.NET, VB.NET/C# and Knowledge of HTML5 and Java scripts (Ajax & Jquery) is also desirable. Solid understanding of the Windows 2008 operating system, and the concepts of networking are essential for this position.

How to apply

Please send your application to the address, email or fax number indicated below before the deadline.

International Criminal Tribunal of Rwanda

Chief of Human Resources and Planning Section, ICTR P.O. Box 6016. Arusha, Tanzania

Fax: 255-212-963-2848, 1-27-250 4000, 255-27-250 4373, E-mail: ictr_Personnel@un.org,

Applications must be submitted using the United Nations Personal History form (P-11). (Click here to download P-11 form).

The applications should indicate the vacancy announcement number on the application and on the envelope, email or fax.

Applicants may wish to retain copies of their completed P-11 form for use for future applications.

Due to the volume of applications received, receipt of offline paper applications cannot be acknowledged individually.

UN staff members must attach copies of their last two Performance Appraisal System evaluations to their applications.