

Open to internal and external applicants

CORE VALUES : *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY*
WORKING LANGUAGES : *English required; working knowledge of French highly desirable*
REMUNERATION : *Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered*
Preference will be given to equally qualified women

Date of Issuance: 31 July 2001

Deadline: 30 September 2001

Chief, Information Systems Section (ISS), P-5
Conference and General Services Division (CGSD)
Economic Commission for Africa
Addis Ababa, Ethiopia
VA #: 01-D-ECA-0X2122-E-AA

DUTIES AND RESPONSIBILITIES:

Under the general guidance of the Director, Conference and General Services Division (CGSD), the incumbent is responsible for the planning, implementation and management of Information Technology (IT) services for ECA's end-user community, the organizations in the UN compound in Addis Ababa and at six other sites in Africa. The total community comprises 1,500 personnel, and is supported by a LAN with NT/Novell/HP-UX servers with fully switched over fibre and Cat 5 UTP and VSAT-based WAN. IT personnel strength is 40 and the total regular budget, including personnel costs, is US\$1.5 million. The ISS Chief will provide technical leadership and local coordination on IT policy and infrastructure issues and direct the ISS staff and work programme by planning and monitoring tasks and resources as well as controlling and overseeing the design, development, operation and maintenance of the data communications infrastructure. In particular, these tasks will include: ensuring reliable operation and maintenance of the local-area network (LAN); managing and upgrading the network hardware and software as well as the cabling infrastructure; ensuring the appropriate operation and maintenance of the wide-area networks (WAN); ensuring the operation of the electronic messaging services and UN network access points; collaborating on the planning and operation of other electronic systems and installations such as video conferencing services; and managing procurements, including conducting needs assessments, preparing bid documents, and arranging contracts. The incumbent will supervise, coordinate and negotiate the services required to enable ECA to manage and operate interdependent administrative, financial, personnel and other information systems, including the Integrated Management Information System (IMIS); develop and monitor performance standards; ensure that projects meet established time and cost parameters and standards of technical quality; prepare management reports on Section and staff performance; recommend use of new technologies; plan training programmes for clients and ISS staff; manage the ISS budget; represent the organisation concerning IT issues; and will control and oversee Helpdesk support services.

EDUCATION:

Advanced university degree required in computer science, engineering, or related field that provides the necessary technical and analytical skills to design and implement IT projects.

WORK EXPERIENCE:

Extensive experience required in the application of relevant systems to ECA's IT operations. Experience also required in managing projects and project teams including administration, staff supervision, bid preparation and evaluation in areas of complex IT projects. International experience is highly desirable.

TECHNICAL SKILLS:

Understanding of IT theory, applications and issues. Proficiency in computer systems required as well as facility with advanced IT services including end-user hardware/software, networks (WAN and LAN), and cabling systems. Knowledge of the UN's Integrated Management Information System (IMIS) or other Enterprise Resource Planning (ERP) system desirable. Proven abilities to prepare written materials in a clear, concise and compelling manner and to communicate orally in an effective manner.

ESSENTIAL MANAGERIAL COMPETENCIES:

Leadership, supervision, programme and performance management, and judgement/decision making.

ESSENTIAL CORE COMPETENCIES:

Communication, teamwork, analytical thinking, planning and organizing, creativity and innovation, client orientation, technological awareness, and ability to work effectively in a multicultural environment.

HOW TO APPLY: *Please see our guidelines at www.uneca.org. Applications must be sent, preferably by e-mail to STAFFING@UN.ORG, or by fax to (212) 963-3134 or 963-9560. All applications should include the VA number and title of position and be addressed to: Staffing Support Section, Office of Human Resources Management, United Nations, New York.*