United Nations Assistance Mission for Iraq (UNAMI)
INTERNAL /EXTERNAL JOB OPENING

Vacancy No.	**208835**	Deadline	**25 May 2023**
Post Title	**INFORMATION SYSTEMS ASSISTANT**	Level	**GL-6**
Organizational Unit	**FTS**	Location	**UNAMI, Al-Basrah**
VA Date	**11 May 2023**		

DUTIES AND RESPONSIBILITIES

Within delegated authority, the Information Systems Assistant will be responsible for the following duties:

- Provides a full range of technical and functional support for computer information systems job elements, as assigned, including Applications Support, Server/Data Centre Administration, Network Administration, IT Service Support, and ICT Security/DRBC; Performs tasks corresponding to relevant service requests; Occasionally supervises a team of staff for specific projects.
- Provides timely and efficient IT support to all assigned mission components and sub-sites;
- Diagnoses, researches, and resolves relatively complex problems within the area(s) of specialization;
- Drafts correspondence and communications, including work plan revisions and other related issues, as well as prepares unit contributions for a variety of periodic reports.
- Serves as a focal point for coordination of related activities, such as monitoring or expediting of computer applications or systems development projects, extensive liaising with diverse organizational units; preparing standard terms of reference; processing and following-up on administrative actions and resolving issues related to project implementation, e.g., organization of and participation in training, procurement of equipment and services, etc.
- Keeps abreast of developments in the field; performs benchmarking and proposes new acquisitions.
- Provides guidance to new/junior staff. Ensures training is received to support proper implementation of projects/assignments.
- Performs other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required.
Work Experience:
A minimum of seven years of progressively responsible experience in information systems analysis, database installation and management and website development, systems administration and maintenance, software applications, hardware installation, or other related work experience is required.
Languages:
English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Arabic is required.

UN CORE VALUES AND COMPETENCIES

PROFESSIONALISM: 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

COMMUNICATIONS: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed**.**

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.

APPLICATIONS

This job opening is advertised on the United Nations Secretariat's talent management platform, Inspira. To submit an application, click "Apply Now" after following this link:
https://careers.un.org/lbw/jobdetail.aspx?id=208835&Lang=en-US
Only applications submitted through Inspira will be considered for this job opening. Applicants must have an Inspira account to create and submit applications. Staff members are assigned an employee account upon appointment with their index number as the User ID. Other applicants may create an account.

For guidance on building and submitting applications, refer to the "Applicant Guide" available on the "Manuals" page. To access this page, click "Manuals" on the top of the Inspira homepage after logging into your account.

The necessity for ensuring the highest standards of efficiency, competence, and integrity remains the paramount consideration in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.