CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 4 March 2015

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	IT Assistance
DURATION:	6 Month
CLOSING DATE:	11 March 2015

BACKGROUND

The United Nations Human Settlements Program, UN-HABITAT, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The vacancy is located in the Information and Communication Technology Unit (ICT), Office of Management, UNHABITAT

RESPONSIBILITIES

Under direct supervision of Head of ICT, the consultant will be tasked to assist in the installation and maintenance of new application servers as well as handle ICT asset replacement, handover vouchers, and write-off of obsolete equipment.

The deliverables within the timeframe of the Systems Administrator includes but not limited to:

1. Set up and administration of UN-Habitat video conferencing, WebEx meetings, and other online meetings.
2. ICT support for local and offices away from headquarters using remote tools.
3. Administration of VMWARE and Windows Servers.
4. Issue, repair, replacement and write-off of ICT equipment.
5. Creation of users in PAAS.
6. Software testing of internally developed software and modules.
7. Perform other related duties as required.

COMPETENCIES

• Professionalism: Good knowledge of Microsoft environment; Windows, Office Products, and windows server administration. Knowledge of lotus Notes, remote support and management software, and video conferencing and online meeting tools.

• Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

• 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.

EDUCATION

Diploma or Bachelor's degree in Information Technology with good knowledge of Microsoft Windows environment, WebEx and other online meeting tools, and other related technologies

WORK EXPERIENCE
At least one year of experience in Windows, Microsoft offices, windows server administration, VMware tools, video conferencing and online meeting support.

LANGUAGE SKILLS
Fluency in English is required

REMUNERATION
Payments will be based on deliverables over the consultancy period. There are set remuneration rates for consultancies. The rate is determined by functions performed and experience of the consultant. The fees will be paid as per agreement.

Applications should include:
• Cover memo (maximum 1 page)
• CV in the PHP format, accessible through the INSPIRA website (inspira.un.org) Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.
• The PHP should be attached to the application as a PDF file.
• Summary CV (maximum 2 pages), indicating the following information:
1. Educational Background (incl. dates)
2. Professional Experience (assignments, tasks, achievements, duration by years/ months)
3. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
4. Expertise and preferences regarding location of potential assignments
5. Expectations regarding remuneration
• Cover memo (maximum 1 page)

Please also be advised that since April 15th 2010, applicants for consultancies must be part of the UN-HABITAT e-Roster in order for their application to be considered. You can reach the e-Roster through the following link: http://e-roster.unhabitat.org

All applications should be submitted to:
Mr. Kamal Naim
UN-HABITAT
P.O. Box 30030, 00100 Nairobi, Kenya
Email: kamal.naim@unhabitat.org

Deadline for applications: 11 March 2015

UN-HABITAT does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org