UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
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VACANCY ANNOUNCEMENT NUMBER # 229/06/2009

Title:	**National Regional IT Officer**
Number of posts:	**One**
Type of contract:	Appointment for Limited Duration (ALD)
Category/Grade:	National Professional Officer **(NO- B)**
Duration:	First three months (probationary period – renewable)
Duty Station:	**Kunduz**
Organizational Unit:	Information Technology Section
Issuing date:	30 June 2009
Closing date:	29 July 2009

Under the overall supervision of the Regional Administrative Officer and direct supervision of supervision of the Chief CITS, the incumbent carries out the following duties:

Duties and responsibilities:

- Manage the configuration and installation of servers in a LAN environment in accordance with set procedures and policies;

- ·Configure and install new hosts in a LAN environment and prepares them for use with server based network services, in accordance with IT standards (Windows XP professional, Windows **2003 Server)**
- Work as Windows **2003 Server** administrator in a wide area network environment with
- Manage Internet connectivity through proxy servers (ISA and proxy 2.0);
- Implement preventative network management techniques using remote network monitoring tools and;
- Work with hardware firewalls; manages wide area network bandwidth;
- Responsible for Enterprise Mission Critical Data Backups, using Verities/ARC serve 2000; develops policies on disaster
- Monitor performance of the network as part of a unit, identifying and proposing methods of optimization;
- Ensure that as far as possible, all computers are standardized with respect to software, hardware and network configuration;
- Provide a high level of network security (as defined in IT policies and procedures document) and ensure that appropriate access control be used internally on the LAN. Manage the networks intruder detection system;
- Ensure that all computers are protected for viruses and that all relevant updates and upgrades are applied regularly;
- Participation in planning and implementation of computer-based information systems; Maintenance of systems databases, including:
- Monitoring security access control for the systems users,
- Checking integrity and correctness of data records,
- Keeping FALD standards for systems configuration, parameters and look-up tables.

- Conducting systems/data backups on a regular basis in conjunction with a LAN administrator,
- Using recovery techniques and procedures to minimize a lost of data after systems failure;

- Upgrade of systems with new versions in accordance with FALD automation policies;
- Development of operating instructions, procedures and training materials;
- Providing users training and support in conjunction with the focal points from the users side;
- Assistance to users in producing statistical and management reports;
- Developing Internet and Intranet solutions for the mission's requirements for sharing data across networks
- Coordinating closely with DFS-UNLB and other mission counterparts to ensure that email functionality is optimized.
- Travel and assignments in other duty stations when and as required.
- Any other duties as required.

Competencies:

Professionalism: strong theoretical background and substantial experience in LAN systems design, information technology/information management, systems facilities and execution protocols; strong analytical and problem-solving skills; significant practical experience with interactive systems; ability to independently maintain assigned systems; demonstrated sound judgment in applying technical expertise to resolve a range of issues/problems. **Client orientation:** ability to identify and analyze clients' needs and find appropriate solutions. **Commitment to continuous learning:** willingness to keep abreast of new developments in the field of information technology. **Communication:** strong communication (spoken and written) skills, including the ability to advice and train users in the use of complex systems/applications and related matters and effectively prepare specifications and other written reports documentation in clear, concise style. **Planning & Organization:** ability to organize, plan and implement work assignments, juggle competing demands and work under pressure. **Teamwork:** strong interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications and Experience:

Education:

University Degree in Information Technology, Information Systems, Mathematics, Statistics or other related field,

Work Experience:

Minimum of five **(5)** years of progressively responsible professional experience in LAN Operating Systems in both public and/or private sector organizations. Proven track record in implementing and administering a Windows 2003 server network; experience with Storage Area Networks, fiber channel technology, backup technologies and disaster recovery planning strategies preferred.

Languages:
Fluency in written and spoken English essential; good working knowledge of another UN official language would be an asset. Candidate should have excellent command on Pushto and Dari languages also.

Other Skills:

Ability to work in an interrupt-prone environment.

Application Submission Guidelines:

Applicants meeting the above qualifications are requested to submit the **following only**:

- A one-page Covering Letter expressing your interest/ suitability for this post
- Curriculum Vitae (CV) & the P-11
- Copy of University Degree &
- Copy of National ID or Tazkira

Note: Kindly do not attach any extra documents other than requested above.

If you are sending your applications in hard copies, please address them to:

Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul, Afghanistan,

OR
UNAMA Kunduz Regional Office

If you are sending your applications in Soft Copies, please Email your application to:
unamava_support@un.org