

## VACANCY ANNOUNCEMENT (Temporary Appointment)



**VA No.** 06-007-ASD-TEMP-BANGKOK  
**Closing date:** 10 May 2006  
**Functional Title:** Information Systems Officer, P-4  
**Office:** Information Management, Communications and Technology Unit  
Central Support Services Section  
Administrative Services Division  
ESCAP, Bangkok  
**Duration:** 1 June – 30 November 2006  
**Remuneration:** Depending on professional background and experience, the post carries a minimum net annual remuneration of US\$76,459 net per annum (without dependants) or US\$82,104 net per annum (with dependants) plus other benefits and allowances

### Duties and responsibilities:

Under the direct supervision of the Chief, Information Management, Communications and Technology Unit and under the overall guidance of the Chief, Central Support Services Section, the incumbent of the post is responsible for the following functions:

#### 1. ISO-27001 Compliance project:

- Plan an ISO 27001-compliant Information Security Management System (ISMS).
- Conduct a gap review and controls diagnostic of current environment.
- Perform a risk assessment.
- Produce a risk treatment plan.
- Create a Statement of Applicability
- Prepare a readiness statement to support a review by UNHQ Quality Assurance Team.

#### 2. Review of UNESCAP software environment:

- Develop an inventory of office products and systems developed within UNESCAP.
- In consultation with the UNESCAP ICT Committee, review the current and future software requirements.
- Review the current software license agreements and recommend cost effective solution in terms of maintenance, and on-going technical support.

#### 3. Review of Communications policy:

- Review current communication policy relating to telecommunications, remote access and email.
- In consultation with the UNESCAP ICT Committee review the user requirements in terms of communication facilities.
- Generate new communication policy in line with current UN policy under ST/SGB/2004/15.

#### 4. CSSS Integrated Help Desk:

- Develop the terms of reference and Standard Operating Procedures (SOP) of an Integrated CSSS Help Desk.
- In consultation with the Chief, CSSS, produce an organizational structure for the Integrated Help Desk.

### Competencies:

- **Professionalism** – In-depth knowledge of systems design, and development, management, implementation and maintenance of complex information systems, including large centralized or decentralized institutional systems; conceptual and strategic analytical capacity to understand information system and business operational issues so as to thoroughly analyze and evaluate critical systems matters; thorough familiarity with a range of computer languages and development paradigms, and thorough knowledge of the Organization's information infrastructure

and IT strategy as it relates to user area(s); technical leadership and project management skills; strong negotiating skills and ability to influence others to reach agreement.

- **Client orientation** – Demonstrated ability to assess complex user information requirements and develop systems and applications to address business needs.
- **Communications** – Excellent communication (spoken and written) skills, including the ability to convey complex technical concepts and recommendations to non-technical staff at senior levels, both orally and in writing, in a clear, concise style.
- **Planning and Organizing** – Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects/activities.
- **Teamwork and Respect for Diversity** – Excellent interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Qualifications:**

Education: Advanced university degree (Masters or equivalent) in computer science, computer engineering, information science, or related field.

Experience: Minimum of 7 years of progressively responsible experience in computer science, computer engineering, information science, or related field.

Language: English and French are the working language of the United Nations Secretariat. For the post advertised, fluency in oral and written English required. Knowledge of other UN official languages is an advantage.

Other Skills: Knowledge of the ISO-27001 process and/or The Information Technology Infrastructure Library (ITIL) procedures.

**Internal applications from UNESCAP staff members would be given priority.**

**Qualified women are encouraged to apply.**

Applicants are requested to complete a United Nations Personal History Form (P.11), available at the UNESCAP internet website: <<http://www.unescap.org/jobs/>>. All applications should be sent to: Chief, Human Resources Management Section, Administrative Services Division, UNESCAP, United Nations Building, Ratchadamnoen Nok Avenue, Bangkok 10200, Thailand, preferably through internet email address: [escap-application@un.org](mailto:escap-application@un.org), otherwise by Fax: (66 2) 288 1045 or 288 1000.

PLEASE REFER TO BOTH THE VACANCY ANNOUNCEMENT NUMBER AND THE FUNCTIONAL TITLE IN ANY CORRESPONDENCE.

Due to the volume of applications, only candidates under positive consideration will be contacted for telephone interviews.

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DATE OF ISSUANCE: 26 April 2006