UNITED   NATIONS   ENVIRONMENT   PROGRAMME

Stockholm Convention on Persistent Organic Pollutants

اتفاقية استكهولم بشأن الملوثات العضوية الثابتة • 关于持久性有机污染物的斯德哥尔摩公约 • Convention de Stockholm sur les polluants organiques persistants
Convenio de Estocolmo sobre Contaminantes Orgánicos Persistentes • Стокгольмская конвенция о стойких органических загрязнителях

Secretariat of the Stockholm Convention
International Environment House 1
11-13, chemin des Anémones
CH-1219 Châtelaine – Geneva
Switzerland

Telephone: +41 22 917 87 29
Facsimile: +41 22 917 80 98
E-mail: ssc@pops.int
www.pops.int

VACANCY ANNOUNCEMENT

Computer Information Systems Clerk – G-4

Deadline for applications: 27 APRIL 2008
Date of issuance: 28 MARCH 2008
Organizational Unit: UNEP/SECRETARIAT OF THE STOCKHOLM CONVENTION

Duty Station: Geneva

Remuneration: Depending on professional background and experience the Executive Director reserves the right to appoint a candidate at a level lower than the advertised level of the post. Please note that this vacancy is located at the International Environment House, Chatelaine in Geneva; this is a locally recruited position; therefore no international benefits are attributed to this post.

Responsibilities: Under the direct supervision of the Secretariat Information Manager the incumbent will assist in the development and maintenance of Stockholm Convention Information Systems by:

1. **Main Duties**

   ➢ Assist in the completion and maintenance of the Stockholm Convention Contacts Databases, including reception of information, quality check, data cataloguing, data entry and data extracts for use by the staff.

   ➢ Assist in the completion and maintenance of the Stockholm Convention Document Management system (DMS), including categorization of documents, quality check and document handling tasks.

   ➢ Assist in the completion and maintenance of the Stockholm Correspondence Tracking System (CTS) including assisting in designing workflows and procedures, quality control and correspondence categorization and archiving.

   ➢ Assist in the development and documentation of classification systems and standard terminology for information systems used in different projects.

   ➢ Develop MS Office templates and macros for automation of repetitive office tasks.

   ➢ Perform clearinghouse functions concerning maintenance of user access rights of the databases and systems.

   ➢ Organize and file correspondence and documentation.

   ➢ Maintain and regularly update existing databases of the Convention.

2. **Miscellaneous Tasks**

   ➢ Act as a focal point for receipt and processing of staff requests and serves as source of information on established data and information handling procedures and policies.

- ➢ Provide basic support in the implementation and maintenance of customized application software systems.

- ➢ Assist in preparation of technical and user documentation.

- ➢ Provide support on software development matters, including security, data integrity and recovery; assist with needs assessment.

- ➢ Provide operational support and maintain various applications.

- ➢ Maintain regular contact with users and technical staff and provide support as required.

- ➢ Support and liaise with records-originating offices on data transfer procedures and documentation.

- ➢ Draft routine correspondence in replying to inquiries, including records reproduction transmittals.

- ➢ Provide any other secretarial and administrative support to the Secretariat of the Convention as required.

- ➢ Provide relevant technical support to users of information services.

- ➢ Conduct research as requested by senior staff.

- ➢ Performs other duties, upon request and as assigned

Competencies:

- • **Technological Awareness** – Fully proficient computer skills and use of advanced functions on United Nations standard applications; initiative and willingness to learn new skills; ability to respond to changing requirements and assignments; demonstrated good judgement in the context of assignments given.
- • **Client orientation –** Good client service skills; ability to identify clients` needs and match them to appropriate solutions; ability to meet timeline for service delivery and keep clients informed at all times.
- • **Planning and Organizing –** Ability to plan own work and manage conflicting priorities.
- • **Teamwork –** Good interpersonal skills and ability to establish and maintain relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications:

Education: Completion of high school or equivalent diploma is required. Certificate in Information Technology or other related field is required. Supplemental courses/technical certificate in Software Systems Development, Information Technology or other related field are an advantage.

Experience: 3-5 years of relevant experience in the information technology and data maintenance field, within the UN system or international experience.

Languages: English and French are the working languages of the United Nations Secretariat. For this post, fluency in spoken and written English, both verbal and written, is required. Fluency in French or Spanish as UN official languages is desirable.

UNEP/Secretariat of the Stockholm Convention shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).   English and French are the two working languages of the United Nations Secretariat. .

How to apply

All applicants are strongly encouraged to apply as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement..

A letter of motivation as well as the P11 form/ Curriculum Vitae are to be sent to:

Susanne Bengtsson
Administrative Officer
UNEP/Secretariat of the Stockholm Convention, D-211/IEH-1
13-15 chemin des anemones, Chatelaine, 1219 Geneva
UN staff members must submit copies of their latest Performance Appraisal System (PAS) report at the time of application.