United Nations
Educational, Scientific and
Cultural Organization

Title: Associate Project Officer (Web & Lan Administrator)
Domain: Culture
Grade: P-2
Organizational Unit: World Heritage Centre
Culture Sector
Primary Location: Paris, France
Type of contract: Project Appointment
Post number: WHC/PA 016
Deadline (*midnight, Paris time*): 16 November 2012
Application to be sent to: wh-recruit@unesco.org

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the World Heritage Centre and the direct supervision of the Chief of the Communication, Education and Partnerships Unit (CEP) at UNESCO Headquarters, the incumbent shall administrate, maintain, develop and ensure the implementation of the World Heritage Centre's Information Management Systems (IMS) to support the 1972 World Heritage Convention. In this respect, the incumbent shall:

- Conduct the day-to-day operations of the UNESCO World Heritage Centre's information system, internet and intranet; oversee the secure communication operations, publish information taking into account UNESCO's rules and procedures;
- Provide support to the planning, specification, graphic design, application development, implementation and maintenance of customized applications;
- Ensure the development and maintenance of the WHC information management applications, systems and hardware according to UNESCO's specifications and needs;
- Develop interfaces with different data feeds and technologies such as geographical Application Programming Interfaces (Googlemap, Yahoo Map), Web interfaces (ExtJS, Jquery), UNESCO webservices), LDAP, Databases, Web feeds (RSS, ATOM, …);
- Manage and ensure timely follow-up of IMS activities/projects in collaboration with other concerned Units and Sectors at UNESCO, with consultants and partners by using appropriate web tools to ensure efficiency;
- Provide reliable information and continuously improve user experience to consult WHC information in order to help the WHC visibility inside and outside the Organization;
- Facilitate the management of the World Heritage Convention's processes and provide support to the preparation of the World Heritage Committee such as Committee documents production and archiving, Web publication, online registration, Webcasting to ensure efficiency and consistency;
- Provide technical advice and training as necessary to the World Heritage Centre staff to build competency in the use of new technologies, in the field of databases, Web technologies, media management, data management, professional printing, computers management, Windows/office usability and configuration.

REQUIRED QUALIFICATIONS

EDUCATION

Advanced university degree (Master's degree or equivalent) in computer science, system development and design, multimedia production or other related fields. The requirement of an advanced university degree may be replaced by a combination of relevant qualifications/certification and professional experience.

WORK EXPERIENCE

Two to four years of relevant professional experience, of which preferably 1 year acquired at international level. Excellent knowledge of the World Heritage Convention and its processes. Experience in maintaining information systems, in web application development (with ColdFusion CFML technology, SQL, JavaScript frameworks – ExtJS, Jquery -, in HTTP, CSS, JSON and HTML), in web server administration (MySQL databases, ColdFusion and IIS Web servers, JRE), filing systems, applications, hardware, emailing. Preparation of international meetings, (Online registration, Webcasting, etc.); Experience in document management and production (Images (IPTC, XMP), PDF, Office documents, Filing systems, file naming, etc.).

SKILLS/COMPETENCIES

Skills in graphic design production, graphic design formats from the production to the web or paper publication, user experience, web page layout (CSS, CSS frameworks, HTML, DOM, Photoshop, Indesign-Xpress, Illustrator, Web integrations, Javascript frameworks). Skills in video management: FFMPEG, codec, webcasting, publication, Youtube API. Skills in web content management. Ability to understand workflow and document flow processes. Skills in document management and production: use of styles, PDF, metadata, etc. Ability to gather information from a wide variety of standard and non-standard sources. Demonstrated flexibility and ability to apply good judgment. Skills in network and systems administration. Good Knowledge in Windows systems, Active Directory, Ms Office, command lines scripting. Patience and persistence when facing difficult problems or challenges. Skills in ICT security related issues.

LANGUAGES

Excellent knowledge of English or French and good working knowledge of the other language. Knowledge of another official language of the Organization would be an asset.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars and exempt from income tax. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates.
Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details on the ICSC Web site.
Please note that UNESCO is a non-smoking Organization.