

Title: Associate Project Officer (Network Administrator)
Domain: Culture
Grade: P-1
Organizational Unit: World Heritage Centre
Culture Sector
Primary Location: Paris, France
Type of contract: Project Appointment
Post number: WHC/PA 017
Deadline (midnight, Paris time): 19 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 manage the Information Technology network of the World Heritage Centre (WHC) in order to strengthen the number and quality of IT systems at WHC to support the implementation of the 1972 World Heritage Convention and the Culture Sector's statutory meetings. In this respect, the incumbent shall:

- Network Management: Develop scripts to improve efficiency of the network, manage folders permissions on LAN drives;
- Ensure that security requirements are applied in accordance with established rules and in cooperation with the UNESCO Bureau of Knowledge and Information Systems Management (MSS/BKI);
- Analyze and take appropriate actions for the timely resolution of hardware, software and networking related issues;
- Evaluate and provide timely assistance and resolution to WHC Staff members, recommend appropriate technical specifications for IT hardware and software purchase(s) for WHC in line with UNESCO policy;
- Seek staff inputs in determining system improvements and/or needs in relation to the network;
- Conduct training towards achieving technical proficiency of all staff on office pack and adobe Photoshop;
- Interact with UNESCO Corporate Services including receiving guidance from MSS/BKI in relation to UNESCO's global management of IT matters, particularly as far as network security is concerned and in the framework of the development of existing and/or new applications/databases;
- Participate in the Culture Sector's statutory meetings, including WHC, from an IT perspective responding to and monitoring the Culture Sector's statutory meetings daily requests; and update equipment inventories.

REQUIRED QUALIFICATIONS

EDUCATION

Advanced university degree (Master's degree or equivalent) in computer science 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

One-two years of relevant professional experience, preferably within the UN system.

SKILLS/COMPETENCIES

Ability to develop scripts and applications to improve and reinforce the security of the networks. Capacity to stay up-to-date on new applications and techniques as well as on existing IT rules and policies. Skills in network and systems administration. Good Knowledge in Windows systems, Active Directory, Ms Office. Interpersonal and communication skills; capacity to work with personnel at different levels in a multicultural environment; and ability to be service-oriented. Demonstrated organizational skills. Knowledge of UNESCO's rules, regulations, procedures and UNESCO's cross-sector areas of work, including the World Heritage Convention processes and statutory work would be an asset.

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.