



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT Helsinki, Finland

VACANCY ANNOUNCEMENT Webmaster / Systems Development (GS-6)

Organizational unit: United Nations University World Institute for Development Economics Research (UNU-WIDER)

Reference number: 2016/UNU/WIDER/FTA/WSD/53

Closing date: 2 August 2016, 23:59 UTC+3

United Nations University objectives

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development, and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity-building, to solutions to the pressing global problems that are the concern of the United Nations and its Member States. For more information visit www.unu.edu.

United Nations University World Institute for Development Economics Research (UNU-WIDER)

UNU-WIDER is a leading international development economics think tank. The Institute provides economic analysis and policy advice with the aim of promoting sustainable and equitable development for all. The Institute began operations in 1985 in Helsinki, Finland, as the first research centre of the United Nations University. Today it is a unique blend of think tank, research institute, and UN agency—providing a range of services from policy advice to governments, as well as freely available original research. For more information on UNU-WIDER and its work programme, visit www.wider.unu.edu.

UNU-WIDER is looking for an outstanding individual with strong web and systems development skills to join the Knowledge & Information Services Team of the Institute.

Responsibilities

Under the overall supervision of the Chief, Administrative and Programme Services, the Webmaster / Systems Development will act as the IT focal point for development needs of the Institute's website and knowledge management systems and perform the following duties:

- Work in close collaboration with the Communications Team and Knowledge Management Specialist to provide IT expertise in the ongoing development of the Institute's vital knowledge management systems including websites, the intranet, publications repository, contracts database and customer relationship management platform;

- Handle the timely receipt and processing of IT requests relating to the Institutes website and other systems in co-ordination with relevant teams; troubleshoot, provide basic technical support, maintenance and user-training on relevant hardware and software systems applications to multiple stakeholders including researchers and support staff;
- Maintain and develop documentation for end-users as well as for processes, procedures and operational management associated with system security and disaster recovery;
- Develop and maintain computer programmes that require integration of many interrelated systems and programme elements; ensure appropriate data security and access controls considering both local and wide area issues;
- Develop, implement, and maintain a modern disaster recovery plan which allows for the timely recovery of critical data and applications in the event of data loss;
- Maintain up-to-date patching on all managed computers;
- Maintain, upgrade, or enhance existing systems; carry out needs assessment for new systems; monitor and test new IT developments and suggest innovations to improve the Institute's operational efficiency and management of IT resources;
- Proactively alert supervisors to issues related to IT systems security including LAMP server maintenance, data integrity and recovery; take action where necessary; co-ordinate with Campus Computing Centre at UNU headquarters to ensure smooth operation of UNU-WIDER computing infrastructures;
- Develop and implement customized online templates, forms, surveys etc.; maintain, map and extract data for further analysis and treatment;
- Set-up and test staff work stations and IT environments for conferences, meetings, and in-coming staff;
- Back up other team members;
- Perform other duties as required.

Required qualifications and experience

- Completion of relevant secondary education (a Bachelor's degree in computer science or engineering, or equivalent, is an advantage);
- At least 7 years of relevant professional experience, preferably in an international organization; knowledge of the UN system is an advantage;
- Excellent problem-solving and computer skills including proficiency in Microsoft Office applications (Outlook, Word, Excel and PowerPoint) and Office 365;
- Expert skills in Drupal web-based content management systems (CMS) and client relationship management (CRM) systems, especially Drupal 7, CiviCRM and integration of Drupal with Apache Solr;
- Excellent knowledge in HTML5, CSS, PHP and MySQL is required;
- Comfort with incremental code-testing and deployment;
- Good command of software development automation and version control tools, especially Gulp and Git;
- Familiarity with VMware virtualization tools;
- Strong client orientation with excellent communication skills to non-technical staff;
- Fluency in both oral and written English. Knowledge of other official UN languages would be an asset;
- Ability to work under minimal supervision and with high level of resilience;
- Strong ability to establish priorities, multi-task and work within tight timelines;
- Excellent team player with strong interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Comfort with collaboration across functional borders.

Remuneration

We offer a competitive net salary (tax-exempted in Finland) at GS-6 level on the UN Finland salary scale, plus the standard United Nations entitlements/benefits for General Service category position in the United Nations common system http://www.un.org/Depts/OHRM/salaries_allowances/salaries/finland.htm.

The Rector reserves the right to appoint a candidate at a level below that advertised.

Duration of contract

This is a full-time fixed-term appointment. The initial appointment will be for a period of one (1) year with the possibility of renewal, subject to satisfactory work performance. The mandatory age of retirement for United Nations staff is 65 years.

This is a locally recruited post and is limited to persons residing in Finland; no relocation expenses or allowances apply.

Staff members of the United Nations University are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the United Nations University.

Starting date: As soon as possible.

Application procedure

Interested applicants should submit their applications online using this [form](#) and must upload the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position;
- A completed and signed [UNU Personal History \(P.11\)](#) downloadable from [UNU website](#). Please avoid using similar forms provided by other United Nations organizations;
- An up-to-date CV;
- A copy of highest educational degree obtained.

The United Nations 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).