

## VACANCY

The United Nations Children's Fund (UNICEF) in Guyana, invites applications from suitably qualified Guyanese nationals to fill the position of:

### **Senior Information and Communication Technology Assistant**

**DUTY STATION:** Guyana  
**SECTION:** Operations  
**DATE OF ENTRY:** 1 April 2010  
**TYPE OF CONTRACT:** Fixed Term  
**LEVEL:** GS-7

**PURPOSE:**

Under the general supervision of the Operations Manager is responsible for the Information Technology management for the offices of Guyana, Suriname and Trinidad Tobago through providing efficient computer information and communications systems support and services.

**MAIN DUTIES AND RESPONSIBILITIES:**

- Provide for the three offices support of Computer Software including but not limited to Operating System, Microsoft Office and Lotus Notes installation and configuration. Ensure compliance with software standards and licensing.
- Provide to the three offices technical support of Computer Hardware including desktops, laptops, hardware upgrades, power management and UPS setup and administration, printer configuration, servers and all other IT equipment.
- Provide IT-related support to the Guyana Office, the Suriname and Trinidad and Tobago offices. Based on needs and management in the office, draft an information management plan that is consistent with global IT strategies and guidelines.
- Administer the three offices multi-user network involving user access and data security. Assist to install new versions of the systems.
- Provide technical support and orientation to Guyana, Suriname and Trinidad Tobago offices involving on the job training of users. Provide training and end user support on ProMS, Power play and Impromptu. Prepare and distribute training materials.
- Support the three offices with the management and maintenance of all Telecommunications equipment like existing radio equipment, mobile & satellite systems, PABX, VoIP and conferencing facilities. Keep abreast of all the latest telecommunication developments.

**QUALIFICATIONS**

Minimum of a University Degree in Information Technology with specialised training in computer science, information systems or telecommunications. Evidence of continuous updates in terms of latest developments in the field will be an asset.

**EXPERIENCE**

At least five years of working experience in computer information management, including data processing applications, database, multi-user network and telecommunications.

## LANGUAGES

Excellent command of English. A working knowledge of Spanish will be an asset.

## OTHER KNOWLEDGE AND COMPETENCIES

- Analytical and conceptual ability; communication skills.
- Planning and monitoring skills; ability to organize work & projects.
- Ability to make timely and quality judgments and decisions.
- Ability to work in a multi-cultural environment, and establish harmonious and effective working relationships both within and outside the organization.
- Initiative, passion and commitment

## APPLICATIONS:

*Letter of Application with updated CV and completed UN-P11 Form* must be addressed to:

**The Human Resources Assistant  
UNICEF,  
72 Brickdam,  
Georgetown**

and sent by e-mail to [georgetown@unicef.org](mailto:georgetown@unicef.org)

**CLOSING DATE:** 13 February 2010

UNICEF is an equal opportunity employer.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations (mandatory for UNICEF & UN candidates).

Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly women are strongly encouraged to apply.