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## MINUJUSTH JOB OPENING

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<b>Job Title &amp; Level:</b>	<b>Telecom Assistant (IC-4)</b>
<b>Department/Office:</b>	<b>Security Section</b>
<b>Location:</b>	<b>Port-au-Prince</b>
<b>Posting Period:</b>	<b>From 6 April to 16 April 2018</b>
<b>Job Opening Number:</b>	<b>MINUJUSTH-CIC-15-2018</b>

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UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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### Special Notice

The United Nations Mission for Justice Support in Haiti (MINUJUSTH) invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email to [minujsth-ic-recruitment@un.org](mailto:minujsth-ic-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUJUSTH Bulletin Board for Internal Candidates and at the MINUJUSTH website (<https://minujsth.unmissions.org/offres-demploi>) for external candidates.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail. Due to volume of applications being received, acknowledgment will be sent to short-listed candidates only.

### Organizational Setting and Reporting Relationships:

This position is located in Security Section. The incumbent reports to the Chief of the Unit.

#### 1. ORG SETTING

Under the direct supervision of the Chief Security Adviser and under the direct supervision of the Com Center Coordinator, the IT- Security Systems Assistant has the following duties and responsibilities; instructed by the supervisors.

#### 2. RESPONSABILITIES

- Performs services/Installation of access control, intrusion alarm, closed circuit television systems, and other various security related systems;
- Evaluates, diagnoses, troubleshoots systems and perform repairs as necessary ;
- Assists in the development of training programs for radio operators for monitoring, zooming and enhancing capacities of the systems;
- Performs upgrades and additions to systems in order to increase functionality and usability;
- Performs computer program entry as required to add closed circuit television cameras, access control devices, and instruction alarm systems as needed;

- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently;
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with health and safety regulations;
- Prepares documentation in a variety of written and electronic formats (e.g. daily paperwork/log. Time and materials, key and material records, key inventory, etc.) for the purpose of providing written support in compliances with regulations and/or conveying information;
- Evaluates, diagnoses, troubleshoots systems and perform repairs as necessary.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety/security concerns.
- Transports a variety of items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
- Assist other trades personnel as may be required for the purpose of supporting them in the completion of their work activities (i. e, coordination with electricians, locksmith, and carpenters).
- Installs computer application systems software and hardware according to specifications, monitors computer applications systems using appropriate monitoring tools and procedures monitoring reports reports.
- Prepares technical and user documentation for deployed computer application systems, as well as training materials and conducts technical presentations.
- Maintains functional specifications for computer application systems, program and procedures developed and/or modified.
- Provides support for deployed computer application systems including version management, data recovery and deployment to users' offices; performs ongoing reviews with users and developers, responds to users' requests, track bugs and other issues and follows up until they are resolved.
- Extracts, summarizes, analyzes and reports on data from the systems, identifying trends and patterns.
- Keeps abreast of developments in the field, performs benchmarking and proposes new acquisitions.
- Maintaining confidentiality of work related information and materials. Mechanical aptitude.
- Ability to use test equipment such as multi-meter, signal tone generator, oscilloscope, time-domain reflectometer.
- National driving license is required for this position.
- Any additional duties as tasked by supervisor.

### 3. **COMPETENCIES**

**Professionalism.** - Knowledge of organizational information infrastructure, including hardware, software and application systems. Knowledge of relevant programming language(s) and ability to use programming skills to develop information systems. Knowledge of system development

workflow and document flow processes, ability to conduct research and gather information from a wide variety of standard and non-standard sources. Ability to respond to changing requirements and assignments, ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; Show persistence when faced with difficult problems and challenges; remains calm in stressful situation.

**Communication.** - Ability to speak and write clearly and effectively; Ability to listen to others, correctly interprets messages from others and respond appropriately; communication; Ability to demonstrate openness in sharing information and keeping people informed.

**Technology Awareness.** – Ability to utilize UHF, VHF, HF and DIMETRA radio equipment, as well as portable and base satellite phone; good computers skills; Proficient technical skills in word, Excel, Power Point and Google Earth and be able to communicate via email and search the internet.

**Accountability-** Takes ownership of all responsibilities and honors commitments; delivers out puts for which one has responsibility within prescribed time, cost and quality standars; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her shortcomings and those of the work unit, where applicable.

**Planning & Organizing.** – Develops dear goals that are consistent with agreed strategies; identifies priority activities and assignment; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Teamwork.** - Good Interpersonal skills; Ability to effectively work with the mission staff, other agencies personnel, local population and other security officers.

#### 4. EDUCATION

High School education or equivalent is required. Technical skills security related systems. Information technology and communications. Related studies and courses are consider on asset.

#### 5. WORK EXPERIENCE

Minimum four (4) years of progressive work experience in a customer service and technical environment that involves networking. IT and Coms, Security Systems installation and maintenance.

#### 6. LANGUAGE

Fluency in spoken and written English, French and Creole. Knowledge of another official UN language is an advantage.

