## TEMPORARY VACANCY ANNOUNCEMENT

(Issue date *03 March, 2010*)

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**NOTE:**
Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

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| **VACANCY NOTICE NO.:** | **NA-10-04** |
| **ORGANIZATIONAL LOCATION:** | **UNEP/DEPI** |
| **DUTY STATION:** | **Nairobi** |
| **FUNCTIONAL TITLE:** | **Associate Information Systems Officer (Web Development)** |
| **GRADE:** | **P-2** |
| **DURATION:** | **11 Months** |
| **CLOSING DATE:** | **12 march 2010** |

**Background:**

The United Nations Environment Programme (UNEP) is the United Nations systems designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Division of Environmental Policy Implementation (DEPI) works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition.

This position is located in UNEP/DEPI, at the Nairobi duty station.

**Duties and Responsibilities:**
Under the supervision of the Communication Officer UN-REDD, the incumbent will:

1. Design and develop web enabled applications, implement content management systems (CMS), and programming in HTML, ASP, ASP.NET, XML, SQL, JavaScript.
2. Daily content updates and improvements of www.un-redd.org.
3. Write, edit, or summarize content for web publishing.
4. Update of UN-REDD social media websites.
5. Monitor and respond to UN-REDD emails.
6. Monitor and report on new UN-REDD, REDD, REDD+ news and web content.
7. Create new (or re-designing existing) sections of the website.
8. Monthly lay-out, improvements and distribution of the UN-REDD E-Newsletter.
9. Design and lay out promotional materials.
10. Weekly updating of the UN-REDD distribution list.
11. Daily work with the UN-REDD workspace to ensure consistency between the website and the workspace.
12. Monitor and report on website traffic and statistics.
13. Suggest improvements and additions to the UN-REDD website on an ongoing basis.
14. Edit video & audio material for web content.
15. Develop pages on the site for translated content in French and Spanish.
16. Contribute content to communications products.
17. Perform any other duties assigned.

**Competencies:**

**Professionalism**: Ability to develop strategies to accomplish objectives and solve web problems and demonstrated professional mastery of web enabled applications, development and content management systems.   A self motivated professional who works with minimum supervision and works well under pressure, remaining calm under stressful situations.

**Teamwork:**  Works collaboratively with colleagues to achieve organizational goals, and solicits input by genuinely valuing other's ideas and expertise, placing team agenda before personal agenda.  Shows respect for diverse points of view involving team members from a wide range of disciplines, and works effectively with members of the team.  Maintains good inter-personal skills.

**Communication:**  Speaks and writes clearly and effectively and listens to others, and demonstrates openness in sharing information and keeping people informed.

### Qualifications:

### Education:
University degree in Information Technology or Computer Science or other relevant field is required.

### Experience:
At least four years of progressively responsible professional experience in information technology, administration and maintenance of web-enabled applications, web development and content management systems is required.

### Languages:
English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English is required. Knowledge of other official UN languages would be an asset.

### Other Desirable Skills:
Excellent computer skills (Microsoft Office, email, internet) are required.  Proficiency with various graphic design software, familiarity and proficiency with all social media tools and knowledge of video and photo editing software.

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered. **See UN website http:www.un.org/Depts/OHRM/salaries_allowances/index.html**

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**Preference will be given to equally qualified women candidates.**

All applications to be sent to the following address on or before the deadline of **11 March 2010.** Applicants should send a completed United Nations P.11 or Galaxy Personal History Form together with a covering letter of one to two pages summarizing how they meet the requirements of the job to:

Email:       **recruitment@unon.org**

UN staff members must submit scanned copies of their two latest Performance Appraisal System (PAS) reports at the time of application to the email address above.

**PLEASE QUOTE VACANCY ANNOUNCEMENT NO.:   NA-10-04**
**(Applications without Correct Vacancy Number will not be Considered)**

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**UNEP does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee please contact: recruitment@unon.org.**