

## **Vacancy Notice 2024-08**

### **Open to Internal and External Candidates**

Position Title	: <b>Information Technology (IT) Specialist (EUBAM)</b>
Duty Station	: <b>Chisinau, Moldova</b>
Classification	: <b>Ungraded</b> (€ 1,468.00 per month, payments shall be done in Moldovan Lei at the UN operational rates of exchange at the month of payment)
Type of Appointment	: <b>Special Short-Term Ungraded Contract, with possibility of extension</b>
Estimated Start Date	: <b>1 May 2024</b>
Closing Date	: <b>March 27, 2024</b>

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Well qualified candidates, particularly women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV are particularly encouraged to apply.

Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

#### **Context:**

Fully funded by the European Union within the context of the European Neighbourhood and Partnership Instrument, and with the International Organisation for Migration (IOM) acting as implementing partner, EUBAM is an advisory, technical body mandated to enhance the border-management capacities of local partners – the border guard and customs authorities and other law enforcement and State agencies of Moldova and Ukraine.

Under the direct supervision/direction of the National IT Officer, with supervision from the Resource Management/Human Resources Officer (RMO) and with technical supervision from the Information and Communications Technology Officer in Kyiv, the successful candidate will be responsible for the administration, functionality and evolution of the Information Technology and Communication (ITC) infrastructure and systems for EUBAM in Moldova.

#### **Core Functions / Responsibilities:**

1. Coordinate EUBAM IT activities in Moldova, ensuring that all requests are addressed timely and accurately, with an efficient allocation of resources.

2. Advise the Administration on adequate planning and provision of IT resources for EUBAM in Moldova. Evaluate needs for upgrading and eventually replacing ITC equipment and network systems in the offices. Assist in preparation of specifications and configurations for purchasing of computer and communication equipment or expendable materials.
3. Install and support systems, network components and software; suggest best technical solutions in order to achieve required standards while taking into consideration local technical constraints. Daily administer and troubleshoot operational IT problems and provide assistance in finding relevant solutions, as well as periodic maintenance, repair and replacement of hardware components if needed.
4. Secure the implementation of IOM ITC standards, policies, and guidelines, in particular with regards to implementation of network systems, IT security, software licensing, telecoms and ITC procurement in close coordination with the National IT Officer in Odesa.
5. Daily monitor mission-critical services and applications such as site to site VPNs, Firewalls, Antivirus and Backup services, PRISM, intranet portal ensuring effective liaison with technical counterparts for the proper functioning and availability of those systems.
6. Administer and support active network equipment, switches, Wi-Fi hotspots, routers, and proxy server. Troubleshoot and monitor all network-related problems.
7. Develop and implement, when necessary, ITC training to all end users to ensure productive use of the IT and Telecommunications resources.
8. Provide remote technical support for all EUBAM sub-offices, as well as on site visits when necessary.
9. Maintain the office's ITC inventory for hardware and software (safeguarding media and licenses), including regular updates to the technical documentation of IT networks.
10. Liaise with ITC service providers and vendors for the adequate provision of supplies and services.
11. Assist in administration, developing and supporting of the different databases needed for the mission.
12. Perform such other relevant duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education and Experience:**

- University degree in Computer Science or a combination of relevant education and professional experience.
- Five years of experience on implementation and administration of Microsoft Windows network environment (LAN/WAN) and first level network/desktop support.
- Extensive knowledge of Windows OS, Windows-based applications and packages, SQL, ISA, TCP/IP, Telecoms, Network Protocols, Cisco PIX/ASA devices, VPN, VoIP, MS Office, Antivirus Software and utilities; knowledge of PHP, Java, HTML, MySQL and graphic packages (Photoshop, Illustrator, InDesign); experience in web design and development of web-based office applications.
- Holder of Certified Cisco Network Associates (CCNA), Microsoft Certified System Administrator (MCSA)/ Microsoft Certified Database Administrator (MCDBA)/

Microsoft Certified System Engineer (MCSE) certifications would be a distinct advantage.

**Languages:**

- Fluency in English, Romanian and Russian.

***Required Competencies***

The successful candidate is expected to demonstrate the following values and competencies:

**Values** - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Core Competencies** – behavioural indicators (Level 1)

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

***Other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

***How to apply:***

Interested applicants are invited to send the [IOM Personal History Form](#) and cover letter in English to: [hrchisinau@iom.int](mailto:hrchisinau@iom.int).

Please, indicate the position you are applying for and reference code in the subject line of your message.

Closing date for applications is **27 March 2024**, however interested candidates are strongly encouraged to apply sooner.

In order for an application to be considered valid, IOM only accepts the applications duly completed.

**Only shortlisted candidates will be contacted.**

***Posting period:***

From 13.03.2024 to 27.03.2024.