



Vacancy No.: VA/UNSSC/002/2017

Post Title and Level: Webmaster (G5)

Organizational Unit: Directorate

Duty Station: Turin, Italy

Duration: One year starting from January 2018, extension of the appointment is subject to availability of funds and satisfactory performance

Deadline for applications: 06 October 2017

THE STAFF COLLEGE IS INTERESTED IN SECONDMENT OF STAFF FROM ORGANIZATIONS OF THE UNITED NATIONS SYSTEM

UNSSC provides a work environment that reflects the core values: integrity, professionalism and respect for diversity. We strongly encourage qualified women candidates and candidates from developing countries to apply.

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The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for staff of the United Nations system. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, UN Headquarters as well as the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations

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Organizational context:

The post is established to assist the UNSSC in maintaining effective communication channels to engage its clients and providing them with consistent and strategic learning and training services, support systems, research, collection and dissemination of best practices, methodologies and knowledge. The post is also established to provide internal technical guidance on best practices to foster innovation in the usage of technology to support training and learning in the UN System.

The post requires to perform actions with limited supervision in terms of communication, monitoring the web site and of scheduled activities, statistics, management data and projecting a professional image both within and outside the College.

Terms of reference

Key functions include, but are not limited to the following:

Improvement and up-keeping of UNSSC web-based products

- Providing technical advice to UNSSC Senior Management on existing and new web-based platforms (i.e. UNKampus, website, intranet, CRM, etc.) and UNSSC's presence in social networks;

- Identifying opportunities, making recommendations and supporting the continuous development of new functionalities to enhance usability and effectiveness of UNSSC web-based communication, learning and collaboration platforms;
- Providing technical support and advice to the UNSSC corporate communication and marketing effort;
- Drafting technical documents for the procurement of web-related services;
- Act as liaison between UNSSC and external providers of web-related services to ensure effective implementation of corporate strategy.

Development and delivery of web-based tools

- Serving as focal point for the development of web and e-learning assets for programmes, providing guidelines to internal and external parties regarding standards and approaches for development, accompanying the development process and facilitating online distribution and integration of final products into UNSSC's web environment (including supporting content transformation, editing and upload as necessary);
- Providing training to UNSSC staff on how to create and manage courses, user accounts, activities, content and resources (i.e. news, articles, library and multimedia assets, pages) and generate reports;
- Providing timely and effective help desk support to external users of UNSSC web-based platforms.

Maintenance of UNSSC websites and platforms

- Performing quality assurance tasks in relation to content, functionality and usability of web assets, including data integrity of shared and aggregated data, shared across platforms, as well as identifying and resolving errors, bugs, inconsistencies, usability and navigation issues;
- Maintaining and managing course-related data in UNKampus;
- Maintaining relations with vendors and service providers as required;
- Ensuring all administrative requirements are met and processes followed;
- Maintaining records and filing systems;

Contribution to the UNSSC corporate communication effort

- Provide support and guidance to the communication focal point for publishing content, maintaining continuity of themes, designing layout, streamlining navigation and increasing online presence to potential customers;
- Perform any other job related activity as required.

Core Values:

- Integrity
- Professionalism
- Respect for Diversity

Core Competencies:

- Communication
- Teamwork
- Planning & Organizing
- Accountability
- Client Orientation
- Technological Awareness
- Commitment to continuous learning

Education

Completion of high school and subsequent training in computer systems. A diploma or certificate in computer science, information technology or software engineering is an asset. Knowledge of web technologies, including PHP, JavaScript, (X)HTML, CSS, Adobe Flash and of relational databases, is required.

Work Experience

This position requires:

- Minimum of 5 years of relevant working experience in web development.
- Experience in an international environment is an asset;

Languages and other skills:

- Fluency in English (oral and written); working knowledge of Italian and/or knowledge of other UN languages would be an advantage;
- Good communication skills and ability to draft and edit standard correspondence;
- Ability to work collaboratively with colleagues to achieve organizational goals. Good organizational skills and ability to handle work in an efficient and timely manner. Ability to meet deadlines for delivery of products or services. Keep clients informed of progress or setbacks in projects;
- Good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Submission of applications:

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>); and
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position.

The application should be submitted preferably by e-mail to recruitment@unssc.org with a subject title of "Application for Webmaster: VA/UNSSC/002/2017".

If electronic submission is not possible, hard copy can be mailed or faxed to:

UNSSC Operations
United Nations System Staff College
Viale Maestri del Lavoro, 10
10127 Turin, Italy
Fax: (+39) 011 65 35 902

Late submission of application and/or incomplete application will not be considered.

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.

Date of issuance: 7 September 2017