MACAO, CHINA

VACANCY ANNOUNCEMENT

COMPUTER SYSTEMS ADMINISTRATOR
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University - International Institute for Software Technology (UNU-IIST)
Reference Number : 2012/UNU/IIST/PSA/CSA/44
Applications to : vacancy-csa@iist.unu.edu
Closing Date : Open until the position is filled

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars engaged in research, postgraduate training and dissemination of knowledge in the furtherance of the purposes and principles of the United Nations, its member states and peoples. It serves as a think-tank for the United Nations System, contributes to capacity building particularly in developing countries, and serves as a platform for new and creative ideas and dialogue. For more information please visit http://unu.edu.

United Nations University-International Institute for Software Technology (UNU-IIST):

The mission of UNU-IIST, located in Macau, is to further the development and application of Information and Communication Technology (ICT) to address pressing global problems of sustainable development that are of concern to the United Nations, its Peoples and Member States, through education, research, capacity building, and policy support. UNU-IIST offers a dynamic international academic environment in which candidates will support a variety of state-of-the-art research projects and contribute to the broad mission of the United Nations. For more information please visit http://iist.unu.edu.

Responsibilities:

The UNU-IIST network consists of around 50 users running Windows, Mac and Linux. It has around 10 servers providing network file sharing, domain name, web, database, and VMWare services. Under the supervision of the Administrative and Programme Services Officer, the Computer Systems Administrator will be responsible for the following tasks:

- Planning, design, implementation, administration and maintenance of the computing and network infrastructure of the Institute;
- Assisting in the local implementation of UNU ICT strategy and projects, and interface with the UNU Campus Computing Centre (C3) in Tokyo; and
- Any other duties as may be assigned or required.
Required Qualifications and Experience:

- A Bachelor’s degree in Computer Science;
- At least three (3) years of progressively relevant professional experience;
- Extensive experience in administering Linux based server systems like Apache Tomcat, NFS, LDAP, Samba, Drupal, Moodle, DNS, Sendmail and IMAP/POP3;
- Solid experience in configuring and troubleshooting network devices like Cisco routers, switches, firewalls, IPSEC VPN and WiFi;
- Experience in administering Windows Server AD and VMWare Servers;
- Experience in the administration and performance tuning of LAMP systems;
- Proficient in backup and disaster recovery techniques and tools;
- Familiarity with host level and network security;
- Hands-on experience in providing support to PCs, video conferencing facilities, and other ICT facilities;
- Some familiarity with web development languages like HTML, PHP, JSP and Unix/Linux scripting languages;
- Fluency in both oral and written English is required. Knowledge of Mandarin (and Cantonese dialect) or other United Nations official languages would be an asset;
- Ability to work under minimal supervision and with high level of resilience;
- Strong ability to establish priorities, multi-task and work within tight timelines;
- Good team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration:

Remuneration will commensurate with qualifications and experience.

Duration of Contract:

This is a full time employment on a one (1) year Personnel Service Agreement (PSA) contract with UNU-IIST, with the possibility of renewal subject to requirements and satisfactory work performance.

Applications from suitably qualified woman candidates are particularly encouraged.

Starting Date: As soon as possible.

Application Procedure:

Interested applicants should submit their applications by email (to vacancy-csa@iist.unu.edu), and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a completed and signed UNU Personal History (P.11) form downloadable from United Nations University website at http://unu.edu/about/hr. Please avoid using similar forms provided by other United Nations organizations;
- a full contact information of three (3) referees; and
- an indication of the reference number of the vacancy announcement (2012/UNU/IIST/PSA/CSA/44).