



## CALL FOR CANDIDATURES: ICT Development Officer (Software Engineer) - UfM/LP/2019/008

### 1. Subject:

The UfMS is seeking to incorporate an ICT Development Officer (Software Engineer) at its headquarters in Barcelona from an UfM member state. Below is the common job description, detailing the responsibilities and required skills and qualifications.

Job Description – ICT Development Officer – Software Engineer			
<b>Job Title</b>	ICT Development Officer (Software Engineer)	<b>Reports to</b>	Head of Unit Corporate and Support Services
<b>Division</b>	Legal and Administration Department (Corporate and Support Services)	<b>Staff Category</b> <b>Conditions</b>	Contracted Post Classification: Officer/Analyst Gross Salary Range: 43.000 Euros Contract of 3 years, with a possibility of extensions up to 3 years' extension, following performance, applicable regulations and budget appropriations. 6 months' probation period.
<b>SUMMARY</b>			
<p>Working under the supervision of the Head of Unit of the Corporate and Support Services, and with the ICT/CIS Officer, the ICT Development Officer drives the use of technology in the Organization, designs and tests operating systems of software's and network distribution software's, enhances and upgrades applications, helps develop and implement IT standards and policies, and provides technology support and solutions to meet the needs of the Organization.</p>			
<b>PRIMARY RESPONSIBILITIES</b>			
<p><u>General responsibilities</u> The ICT Development Officer is responsible for managing and contributing to various IT projects and policies. These may include: coordinating a premises move and planning the related IT infrastructure; assessment of applications and technology; formulating and presenting solution options to various levels of management; influencing and advising on the equipment or software selection process; overseeing implementation and enhancement of ICT systems and key project deliverables.</p> <p>The ICT Development Officer will participate actively to manage the overall technology infrastructure for the UfM Secretariat Headquarters with focus on planning, development, implementation and management of the software applications and hardware infrastructure that support operations. The ICT Development Officer will be involved in systems administration including: general computer support; upgrades; software installations; license management; server set up and management.</p>			



## Specific mission and tasks

### Development

- Design embedded software to assist with system automation;
- Develop, implement and manage computing system software;
- Develop the UfMS ICT system capacity and capability in accordance with the UfMS strategies and needs;
- Liaise with Divisions and Departments to develop new system functionality;
- Contribute to the ICT Development Plan and undertake development work as prioritized;
- Assist in user acceptance testing programmes for all developments;
- Manage the handover of training and support requirements for new developments;
- Assist in developments utilizing standards such as Prince2 Project management principles;
- Assist in developments utilizing standards such as ITILv3 service management standards.

### Systems Planning

- Participate in research and recommendation of improved infrastructure processes and technologies to include growth planning;
- Provide procurement assistance including, but not limited to, researching solutions, engaging with potential vendors, making recommendations for product purchases and evaluating bids;
- Test new equipment and applications and provide thorough feedback;
- Software and applications;
- Proactively schedule software upgrades and patching;
- Participate in providing software and system troubleshooting and support;
- Contribute in installing, maintaining, troubleshoot, and update operating systems and user applications;
- Participate in tracking license and support contracts to include notification of renewal timeframe to management;
- Provide user support and advice in relation to the operation and function of applications and help users to solve hardware, software and network related problems.

### Equipment and Network

- Contribute to the proper functioning of all office technology equipment, including IP telephone system, mobile devices, docking stations, PC, tablets and laptops;
- Support the UfM's communication network infrastructure (routers, switches, telephony switchboard, etc);
- Ensure that the network is functioning on a 24x7 basis;
- Liaise with the local ISP if required.

### Management of Vendor Services

- Work directly with vendors to schedule repairs and maintenance.
- Request and evaluate services with vendors and service providers.
- Other related tasks as assigned by the Deputy Director of Legal and Admin Department.



## QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

### ESSENTIAL REQUIREMENTS:

Applications are encouraged from graduates from all UfM member countries with a proven record of the following:

- Bachelor's degree or higher in information technology;
- Previous experience in software development, computer programming or other related fields;
- Excellent knowledge of Windows 7/10, Active Directory and TCP/IP Networks;
- Experience in handling Windows Servers 2008/2012 and related access management control;
- Service minded behavioral competencies;
- Deadline and detail oriented;
- Strong analytical and critical thinking skills;
- Proven ability to deal with discretion with confidential and sensitive dossiers and situations.

### DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in one or more Euro-Mediterranean countries;
- Proven capacity to work in a policy-driven institution operating in a multicultural geographical area, being able to recognize very diverse political, economic and social environments and to accommodate pragmatically and tactfully the activities of the institution to those different environments.

## LANGUAGES

**Minimum Requirements:** Excellent level in English and in another UfM working language (French, Spanish or Arabic).

### 2. Submission Date:

To apply, you need to complete the [application form on the website](#) and include the following information and documents:

- A **detailed curriculum vitae in English (pdf version only)** clearly elaborating educational and professional experience relevant for the position. **Please note it is mandatory to choose a file name that includes your name i.e. "name-surname-cover letter".**
- A **motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. **Please note it is mandatory to choose a file name that includes your name i.e. "name-surname-cover letter".**

Please, do not send any supporting documents (i.e.: copies of ID-card, educational certificates, evidence of previous professional experience etc.) with the application at this stage.



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### **3. Submission Date:**

Complete applications must be submitted by **20<sup>th</sup> of May 2019 (midnight, European time, GMT+1)**.