



**CALL FOR CANDIDATURES: ICT Development Officer (Software Engineer) -  
UfM/LP/2017/005 bis (External)**

**1. Subject:**

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

Job Description			
Job Title:	ICT Development Officer (Software Engineer)	Reports to:	Deputy Director of Legal and Admin Department
Division/ Department:	Legal and Administration Department	Category Gross Salary	Local staff € 43.000
<b>SUMMARY</b>			
<p>Working under the supervision of Deputy Director of Legal and Admin Department, within the Corporate and Support Services Section 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></p> <p>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.</p> <p>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>			
<p><u>Specific mission and tasks</u></p> <p><u>Development</u></p> <ul style="list-style-type: none"><li>• Design embedded software to assist with system automation;</li><li>• Develop, implement and manage computing system software;</li><li>• Develop the UfMS ICT system capacity and capability in accordance with the UfMS strategies</li></ul>			



and needs;

- Liaise with Divisions and Departments to develop new system functionality;
- Contribute to the ICT Development Plan and undertake development work as prioritised;
- Assist in user acceptance testing programmes for all developments;
- Manage the handover of training and support requirements for new developments;
- Assist in developments utilising standards such as Prince2 Project management principles;
- Assist in developments utilising 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 requirements:

- Experience in Business Planning Management (BPM) and/or Enterprise Resources Planning (ERP suites) or equivalent would be a strong asset;
- Knowledge of programming language (Java, Python or other) and familiarity with relational databases such as My SQL and SQL server would be a strong asset;
- Excellent knowledge of all Microsoft Office applications; Microsoft Office Specialist certifications will be considered an advantage;
- Experience in working within an international environment, ideally an international public organization and/or multinational private sector;
- Self-motivated and resourceful, having good interpersonal skills to build good working relationships within the UfM staff.

**LANGUAGES**

Minimum Requirements: Excellent level of at least two of the four working languages of the UfMS (English, French, Spanish and Arabic).  
Knowledge of other languages of UfM countries will be considered an advantage.

**Submission of applications**

**2. Submission of applications:**

Please read carefully the following information and send a complete application in English to the following address: [hr.recruitment@ufmsecretariat.org](mailto:hr.recruitment@ufmsecretariat.org).

The complete application includes:

- A **detailed curriculum vitae in English** clearly elaborating educational background and professional experience relevant for the position.
- A **motivation letter in English in a separate document** including a clear mention of the profile applied for and full postal address. Please, do not send any supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience, etc.) with your application at this stage.

**3. Submission Date:**

Complete applications must be submitted by **25<sup>th</sup> May 2017 (midnight, European time, GMT+1)**

**Only shortlisted candidates will be contacted for interviews.**