



NATIONS UNIES  
COMMISSION ÉCONOMIQUE  
POUR L'EUROPE

ОБЪЕДИНЕННЫЕ НАЦИИ  
ЕВРОПЕЙСКАЯ ЭКОНОМИЧЕСКАЯ  
КОМИССИЯ

UNITED NATIONS  
ECONOMIC COMMISSION  
FOR EUROPE

Ref. No.: TVA-15-ECE-009

## TEMPORARY VACANCY ANNOUNCEMENT

P-2/501886  
TVA Grade Level

Associate Database Analyst  
Functional Title

ECE, Economic Cooperation and Trade  
Department / Office/ Division

Information Systems and Technology  
Occupational Group

22 March 2015  
Deadline

Service/ Section: Trade Facilitation Section	Estimated Start Date:	1 April 2015
Duty Station: Geneva	Possibility of Extension:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Duration: 3 months	Open to External Candidates:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

### DUTIES AND RESPONSIBILITIES

Under the general supervision of the Chief of Section, the incumbent undertakes the following tasks:

- Assists in re-organizing and updating the UN/CEFACT web pages;
- Manages, maintains and updates the UN/CEFACT Confluence website in accordance with UNECE rules and ensure accessibility to different users;
- Assists in the design, development and installation of information system containing all the section information classified by topics.
- Participates in preparing user requirements and other technical specifications for UN/CEFACT outputs.
- Prepares, updates and maintains system's documentation and related technical/procedural manuals.
- Supports UN/CEFACT projects leaders and Editors as requested upon their request.
- Provides users' support and training.
- Prepares user guides and other explanatory material to support to clients;
- Provides support to the UN/EDIFACT Entry Point and prepare the submitted UN/EDIFACT data maintenance requests (DMRs) for revision and publication.
- Assists in procurements, including conducting needs assessments and benchmarks, preparing technical specifications and evaluation criteria.
- Drafts training materials and conducts training sessions and demonstrations of systems for users.
- Performs ad hoc duties as required.

### COMPETENCIES

**Professionalism:** Knowledge of the principles of website development, basic systems analysis and design techniques, testing, debugging, and documentation standards, database design, storage and internal systems. Experience in project management. Familiarity with and experience in the use of electronic sources and databases.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect. Ability to identify and analyse clients' needs and develop appropriate technology to meet business requirements.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

### QUALIFICATIONS

**Experience:** A minimum of two years' work experience in information systems and knowledge management and in the design, implementation, operations, maintenance of such systems. Good knowledge of eBusiness is required. Knowledge of Confluence programming is an asset.

**Education:** Advanced university degree in computer science, information systems, mathematics, statistics or related field. A first-level university degree with qualifying work experience may be accepted in lieu of the advanced university degree.

**Languages:** Fluency in English (both oral and written) is required; knowledge of French is desirable.

### ADDITIONAL COMMENTS

Please indicate the ref. no. TVA-15-ECE-009 in the subject of your application by email, which should be submitted Programme manager's e-mail [Maria.Ceccarelli@unece.org](mailto:Maria.Ceccarelli@unece.org), with a copy to [tva-ece@unece.org](mailto:tva-ece@unece.org)

#### Documents required:

Internal Candidates :

Cover Letter

PHP

External Candidates

Cover Letter

PHP

Others

Copy of Passport

Medical Certificate of Good Health

Others

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Programme manager's e-mail

Email Address: [Maria.Ceccarelli@unece.org](mailto:Maria.Ceccarelli@unece.org)

Copy (cc): [tva-ece@unece.org](mailto:tva-ece@unece.org)

**[SUBMIT by Email](#)**

**Candidates must provide an updated, Personal History Form (PHP) which can be filled by login into INSPIRA or P.11.**

NO APPLICATION WILL BE ACCEPTED AFTER THE DEADLINE DATE.

**Who can apply?**

**All interested individuals (internal or external candidates) regardless of the type of appointment currently held. Internal candidates must be at the level of the post or one level below.**

**SPECIAL NOTES:**

1. This Internal Temporary Vacancy Notice is circulated for a post that is funded from **the Regular Budgetary**. The person selected will not be given a career appointment with the UN. The provisions for the selection of a temporary staff are guided by ST/AI/2010/4\*, Section 3;  
Selection process for the granting of a temporary appointment  
*Temporary vacancy announcement*
  - 3.1 When a need for service for more than three months but less than one year is anticipated, a temporary vacancy announcement shall be issued by the programme manager.
  - 3.2 While the decision to issue a temporary vacancy announcement for a temporary appointment of less than three months is made at the discretion of the programme manager, any extension of three months or more shall require the issuance of a temporary vacancy announcement.
  - 3.3 The selected candidate should be offered a temporary appointment unless he/ she already holds another type of appointment, such as a fixed-term or permanent appointment.
  - 3.4 The temporary vacancy announcement shall include a description of the qualifications, skills and competencies required and reflect the functions of the post, using to the greatest possible extent the database of generic job profiles maintained by the Office of Human Resources Management. Each temporary vacancy announcement shall indicate the date of posting and specify a deadline by which all applications must be received.
  - 3.5 Temporary vacancy announcements shall be posted for a minimum of one week on the Intranet or be circulated by other means, such as e-mail, in the event that an Intranet is not available at the duty station concerned. A temporary vacancy announcement may also be advertised externally if deemed necessary and appropriate.
2. An external candidate selected to temporarily fill a Post will have a maximum initial appointment of no more than 364 days. Internal ECE staff who chose to apply for this type of Temporary vacancies retains the right to return to his/her post in his/her original office.
3. To be considered for career appointments, staff members must submit their applications in INSPIRA by logging onto <http://careers.un.org> as indicated in the on-line Vacancy Announcement. In the case of P-2 posts, the procedure for regular appointment/promotion to such posts continues to be through competitive examinations.
4. Selection to Temporary Appointments, regardless of their funding, does not carry any guarantee or expectation of ultimate selection for a career appointment, which remains subject to the UN appointment and promotion procedure.