# Terms of Reference

# technical Project Manager

# Office of Coordination of Humanitarian Affairs, United nations

# Geneva, Switzerland

**Background**

The United Nations Office of the Coordination of Humanitarian Affairs (OCHA) is part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA also ensures there is a framework within which each actor can contribute to the overall response effort.

OCHA's mission is to:

\* Mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to alleviate human suffering in disasters and emergencies.

\* Advocate the rights of people in need.

\* Promote preparedness and prevention.

\* Facilitate sustainable solutions.

OCHA is currently seeking a consultant in Geneva to be part of a dynamic trans-Atlantic team that is responsible for development and upkeep of internal applications. The position is for six months with a possibility of extension. If you or someone you know is interested please contact [komlani@un.org](mailto:komlani@un.org) and cc:guptar@un.org.

**Duties and Responsibilities**

Manages projects and serves as primary customer contact. Defines and maintains project plan and schedules. Monitors compliance with definitions of project scope, timelines, and deliverables. Provides regular project status reports to customer and internal management.

Ability to translate business user concepts and ideas into specific requirements. Collects, interprets, and documents specifications required to develop new and revise existing software applications. Develops and implements operational plans for new and existing business computer applications. Assists in developing and implementing business strategies in departments to improve operational processing and productivity.

Leads the design, development, configuration, installation and upgrade of systems. Leads technical support by troubleshooting application errors and related issues. Assists programmers and others in analyzing and resolving complex technical issues.

Coordinates testing of new applications and changes to existing applications to ensure integrity and quality of data. Provide user training. Defines and develops test scenarios.

Ability to work independently.

**Requirements**

* 7+ years of experience with Business Systems analysis: interacting with users, drafting specification, developing and designing technical solutions and change management.
* Experience with using PrinceII and Agile development methodologies such as Scrum or Kan Ban. Experience with drafting project plans and status reports
* Strong proficiency is ASP.Net programming.
* Advance knowledge in designing MS SQL database architecture, in-depth knowledge in SQL queries, MS SSRS and defining MS SSIS packages.
* Knowledge of one or more of following technologies is of advantage:
* Sharepoint 2010/2013
* Windows Server/ UNIX/ LINUX Systems Administration
* Drupal
* IIS administration and configuration
* Experience with working with an offshore team and across the Atlantic.

**Competencies**

**Professionalism**

Knowledge of systems design, and development, management, implementation and maintenance of complex information systems, conceptual and strategic analytical capacity to understand information system and business operational issues so as to thoroughly analyze and evaluate critical systems matters, Ability to improve processes and approaches. – Advanced knowledge of technical platforms and new technologies for the effective architecture of the GMS product.

**Communication**

Excellent communication (spoken and written) skills including the ability to convey complex concepts and recommendations to staff at all levels, both orally and in writing, in a clear, concise style that can be readily understood.

**Teamwork**

Works collaboratively with colleagues to achieve organizational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.