



Pacific Sub-Regional Office

CLOSING DATE: 13 September, 2019
POST TITLE: ICT Associate
DUTY STATION: Suva, Fiji
CONTRACT: Individual Contract
DURATION: 11 months

The ICT Associate post is located in the Pacific Sub-Regional Office (SRO) and reports to the International Operations Manager who provides overall direction and guidance. S/he is part of the operations team and works closely with programme staff in the Sub-Regional Office.

Job Purpose

In direct support of UNFPA's regional strategy to achieve ICPD and Sustainable Development Goals, and in concert with ITSO ICT policies, strategy and plans, the ICT Associate ensures proper and effective use of ICT in the Sub-Regional and Sub-Offices. Key results expected include:

- Implementation of Corporate ICT Strategies and Plans
- Effective customer support
- Management of resources
- Confidentiality, integrity and availability of all ICT Systems

Qualifications

- Completion of secondary level or an equivalent high school education is required;
- First level university degree in Information Technology, Computer Science, Engineering or related field is preferable.
- Formal recognized professional certification in ICT related field is desirable
- Minimum of six (6) years of working experience in ICT related field is required.

Conditions & Remuneration: UNFPA PSRO will contract the successful candidate under an individual contract and will be responsible for the payment of fees payable according to qualification and standard terms of payment and subject to satisfactory completion of assigned outputs. Payment will be made on completion of a monthly report.

Candidates must complete a United Nations Personal History (P.11) form, together with updated Curriculum Vitae and a Cover letter. Applications without completed P.11 form will not be considered. The P.11 form as well as a complete Terms of Reference can be downloaded from the office web site <https://pacific.unfpa.org/en> or a copy be obtained by sending an email to vacanciespsro@unfpa.org.

Completed applications can be emailed to vacanciespsro@unfpa.org before 5pm on Friday, 13 September 2019. Only nationals of Fiji will be considered for this position.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of disabilities, HIV/AIDS and gender. UNFPA does not condone sexual exploitation and abuse.