

Internal/External Temporary Job Opening

Date: 21 March 2017

Job opening No.	: TJO/2017/002
Section	: Information & Communications Technology Services (ICTS)
Functional Title	: Telecommunications Technician
Post Level	: GL-4
Duty Station	: Damascus
Deadline for receiving applications	: 27 March 2017
Duration of contract	: Three (3) months

Organizational setting and reporting relationships:

This positions is located in Information and Communication Technology Section under the supervision of the ICTS Chief.

Duties and Responsibilities:

Within delegated authority, the Telecommunications Technician will be responsible for the following duties:

- Assist in operation and maintenance of Microwave link, monitor the performance, and perform fault diagnosis and repair.
- Installation and maintenance of VHF radios equipment.
- Install, configure and test audio, and video conference hardware/software using available communication and network connectivity;
- Install, configure and test radio communications hardware/software using available radio communication infrastructure;
- Provide support and training for new users on radio communications equipment and systems.
- Contact the local service provider for issues related to mobile phones bills, collect the data and process the bills using the existing system.
- Act as focal point, and coordinate with local service provider to ensure and maintain proper connectivity of E1 systems, Internet leased line, and land line.
- Perform tasks related to scheduled service requests, including equipment replacement, equipment installation/de-installation.
- Perform other duties as required.

Qualifications Requirements:

- High School Diploma.
- Three years of relevant experience in the field of information and communications technology.
- Fluency in oral and written English and Arabic. Knowledge of another official United Nations language is an advantage.
- Valid National driving license.

Competencies:

Professionalism, Planning and Organizing, Communication and Commitment to Continuous Learning.

- **Professionalism:** Knowledge of information technology and applications, including computer system networks. Good technical skills, ability to participate in development and maintenance of applications, provide user support. Ability to adapt presentations and convey technical information to non-technical audiences. Ability to respond to changing requirements and assignments, ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Submission of application:

- Please address the **fully completed and signed** application form ([P.11](#) or PHP) in English, together **with copies of relevant supporting documents** by e-mail to: ose-syria-recruitment@un.org.
- **Only applications reflecting the job opening number applied for on the subject will be taken into consideration.**
- Preference will be given to equally qualify female candidates.
- Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates.
- Your interest in the Office of Special Envoy for Syria is greatly appreciated.