LOCAL RECRUITMENT
Bonn, GERMANY

VACANCY ANNOUNCEMENT

SENIOR SYSTEMS ADMINISTRATOR (GS-6)

Organizational Unit : United Nations University - Vice-Rectorate in Europe (UNU-ViE)
Reference Number : 2015/UNU/ViE/FTA/SSA/22
Applications to : hrbonn@vie.unu.edu
Closing Date : 30 April 2015

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information please visit http://unu.edu.

The United Nations University Vice-Rectorate in Europe (UNU-ViE):

UNU-ViE concentrates on relationships between advancing science and technology for human security. In addition to its scientific core mandate, it administers the central units providing service to five UNU entities in Bonn (http://www.bonn.unu.edu/). The central administration units include Finance, Human Resources, Information Communication Technology, Communication Services, Procurement and General Administration. These units also assist with the administration of new UNU initiatives in Europe and Africa. For more information on the organization, please visit the following websites: www.vie.unu.edu

UNU Campus Computing Centre (C3):

The Campus Computing Centre (C3) serves as the technology arm of the United Nations University, providing responsive, user-focused and cost-effective information and communications technology (ICT) solutions that assist UNU and its institutes in successfully achieving their respective missions. In fulfilling this responsibility, C3 is committed to guiding the University’s strategic technology direction and overseeing the coordination and support of ICT infrastructure and services in alignment with the University’s mission and goals. For more information about C3, please visit http://c3.unu.edu.

Being part of a global C3 team, UNU C3-Bonn provides ICT services for all the UNU entities based in Bonn, in this regard C3 Bonn also works in close collaboration and coordination with UNU HQ teams to align ICT strategies, policies as well as continuous advancement of integrated systems.
Responsibilities:

Reporting directly to the Vice-Rector/Director EHS and under the functional guidance of the Chief of ICT, the successful candidate will be responsible for the following tasks:

- Develop, plan, design, test, implement, upgrade, administration and management of the IT systems and services of UNU Bonn and supporting locations;
- Manage the overall systems infrastructure, monitor functionality, ensure security and integrity, systems redundancy and recovery, troubleshoot and resolve ICT issues;
- Oversee and lead other staff in the department;
- Manage technologies related to the following core areas:
  - SAN Administration
  - VMware ESX environment
  - Windows Server administration and Windows Architecture
  - MS Exchange
  - backup and disaster recovery
  - networking and security architecture
  - Linux systems
- Manage and coordinate development in areas of web application and information systems development,
- Coordinate efforts in ensuring information and network security,
- Support daily operations ensuring system stability and resolving requests with accurate, timely and efficient solutions;
- Proactively seek to ensure secure and reliable connections to and use of the systems, applications and infrastructure;
- Collaborate, support, advise and educate End Users and team members on the use of services, handling of sensitive data and resolving requests efficiently and effectively;
- Develop and modify written procedures, processes for technical support knowledge repository as the need requires;
- Work in close collaboration and cooperation with the C3 HQ team in Tokyo on integrated systems (e.g. Windows Architecture/MS Exchange and Active Directory);
- Maintain good communication with C3 HQ to reduce duplication of effort and foster synergy on ICT initiatives;
- Perform 1st, 2nd and 3rd level support;
- Take part in ICT related procurement cases in coordination when required, by
  - finalizing technical specifications;
  - taking charge of technical evaluations of vendors bids;
  - identifying potential suppliers of IT goods and services;
  - coordinating and overseeing the inventory management of ICT equipment items, including the technical evaluation of items for disposals and write-offs.
- Any other duties as may be assigned or required.

Required Qualifications and Experience:

- University degree (or equivalent) in Computer Science, Information Technology, Information Systems or other computer-related field studies;
- Minimum 3 years experience in a team-lead position;
- Minimum of 5 years of demonstrated experience and expertise in the administration of
  - SAN/NAS technologies, ideally NetApp
  - MS Server administration, active directory and windows architecture
  - MS Exchange Server 2010
  - a virtualised environment, namely VMware ESXi including vSphere and vCenter
  - data and systems backup and recovery – Symantec BackupExec 2010, Tape Libraries, Backup-to-Disk, and other backup storage technologies and practices;
• Excellent communication, analytical and problem solving skills;
• Accountable and possess excellent quality service standards;
• Familiarity with software development methodologies and strategies would be a plus;
• Practical knowledge and experience in the configuration of Firewall and networking components would be advantageous – PF Sense, Cisco switches, routing, etc. and in the administration of Linux systems;
• Experience working with End Users to ensure the necessary applications are installed correctly and running optimally in the various windows systems and other system environments;
• Extensive familiarity with testing, patching, and upgrading servers with the newest patches;
• Advanced expertise in planning, performance tuning, and designing future requirements;
• Experience with performing ongoing monitoring, and reporting of current resource utilization levels, and errors in a mixed server and systems environment;
• Experience in implementing and maintaining system security best practices by assessing current threats, vulnerabilities, risks, and implementing associated technical counter-measures;
• Ability to learn and adapt to ICT systems that may be unfamiliar;
• Experience building, maintaining and auditing documentation relating to configuration, processes, service records, asset inventories, topologies, administration manuals, job instructions, support contacts etc.;
• Fluency in oral and written English is required; German language capacity will be considered a strong asset;
• Strong negotiation skills in dealing with external suppliers and vendors to ensure that UNU receive the best value for money in any necessary services or assets required;
• Commitment to excellent customer service;
• Flexibility and willingness to work outside normal business hours as needed;
• Proven interpersonal skills demonstrated by the ability to work well in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration:
We offer a competitive net salary at GS-6 level of the General Service salary scale (for Bonn, Germany) of the United Nations Common System, plus benefits. For more information, please visit http://www.un.org/Depts/OHRM/salaries_allowances/salaries/germany.htm

Duration of Contract:
This is a full-time employment. Initial appointment will be on a fixed-term appointment of one (1) year with the possibility of renewal and on a rolling fixed-term appointment basis, subject to satisfactory work performance. The mandatory age of retirement for new United Nations staff is 65 years.

This is a locally recruited post; no relocation allowances apply. Rector reserves the right to appoint suitable candidates at a lower job level than that is advertised. UNU is committed to achieving workforce diversity in terms of gender, nationality and culture.

Staff members of the United Nations University are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the University. Rector reserves the right to appoint the candidate to a level below that which is advertised.

Applications from suitably qualified women candidates are particularly encouraged.

Starting date: As soon as possible
Application Procedure:
Interested applicants should submit their applications by e-mail (to hrbonn@vie.unu.edu), and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a curriculum vitae and completed and signed UNU Personal History (P.11) form downloadable from UNU Bonn website. Please avoid using similar forms provided by other United Nations organizations;
- an indication of the reference number of the vacancy announcement (2015/UNU/ViE/FTA/SSA/22)