

## Vacancy Notice

Position title : **Senior IT Assistant**  
Duty Station : **Tegucigalpa, Honduras**  
Classification : **General Services**  
Type of Appointment : **G7, One Year Fixed Term**  
Estimated Start Date : **As soon as possible.**  
Closing Date : **April 2nd, 2024**  
Reference Code : **VN 005 2024**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.*

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates

2. Qualified applicants from the following NMS countries:

*Algeria, Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Burundi, Cambodia, Cape Verde, Cameroon, Central African Republic, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Madagascar, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen*

3. External female candidates.

### **Organizational Context and Scope:**

**Context:**

Under the overall supervision of the Chief of Mission (CoM) in IOM Honduras and direct supervision of the Resources Management Officer (RMO); and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management functions in Sub-Office IOM Honduras.:

**Core Functions / Responsibilities::**

Particularly, he/she will carry out the following duties:

**IOM Office:**

1. Supervise and coordinate the ICT activities of the office to ensure that all user support requests are addressed timely, and accurately, with an efficient allocation of resources.
2. Ensure the implementation of ICT infrastructure compliant to IOM ICT Standards, Policies and Guidelines, in particular with regards to network systems, telecoms and ICT procurement (hardware and software). Suggest best technical solutions in order to achieve required standards.
3. Support IOM staff in the utilization of relevant IOM corporate applications (PRIMA, MiMOSA, iGator, PRISM, etc).
4. Take charge in the configuration, administration computers and peripherals, Internet connectivity (LAN/WAN/Wireless access points/VPN) and equipment, as well as monitoring of IT Servers and services.
5. Install, configure and upgrade software required for the operations in the office (Windows, MS Office 365, Antivirus and others).
6. Oversee in the implementation of virus detection, removal and prevention for all systems. This will involve assurance of deployment of the latest Anti-Virus signatures for data protection.
7. Support in the Management of an overall tracking system for the ICT Equipment Inventory (hardware and software), including regular updates of the technical documentation of the ICT network.
8. Implement and manage a centralized regular backup for servers and clients, monitoring backup jobs and management of tape backup sets and rotation, also backup to disk and external drive.
9. Assist program managers in the development, administration, and management of various Database systems to meet programs needs of the mission using industry standard design principles and patterns to attain high re-usability and maintainability, documenting current and future databases and their architectures.
10. Provide maintenance and technical support for database systems, ensuring capacity planning, database security, data integrity constraints, backup and recovery, ensuring maximum performance and availability of the systems.
11. Develop and implement when necessary, ICT training to all end users to ensure productive use of the ICT resources and database systems for all staff.
12. Regularly report needs and progress on ICT issues in his/her area of responsibility and assist the management liaising with ICT service providers and vendors for the adequate provision of supplies and services.
13. Perform other duties as may be assigned.

**Required Qualifications and Experience**

## **Education**

- University degree of Information Technology.
- Bachelor's degree in business administration.
- University degree in the above fields with four years of relevant professional experience.

## **Experience**

- Minimum five years of professional experience implementing and administering database systems, with a solid understanding on network and system administrator.
- Experience in Windows Operating Systems (Windows XP, Windows 7, Windows 8, Windows 10), MS Office 2013, 201 and 365, Antivirus Software and IT utilities. Experience in the administration of Windows Servers 2003/2008/2012) and Exchange Servers (2003/2010) in a multi-site environment, TCP/IP...

## **Skills**

Windows Operating Systems (Windows XP, Windows 7, Windows 8, Windows 10), MS Office 2013, 201 and 365, Antivirus Software and IT utilities. Experience in the administration of Windows Servers 2003/2008/2012) and Exchange Servers (2003/2010) in a multi-site environment, TCP/IP...

## **Languages**

- Fluency in Spanish, Working knowledge of English (oral and written).

## ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

### **Core Competencies – behavioural indicators level 2**

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

**Managerial Competencies** – behavioural indicators level 2

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction

**HOW TO APPLY:**

- Interested internal candidates are invited to submit their applications by completing and sending a letter of interest, a CV and Internal Application Form to the following e-mail address: [recursoshumanoshonduras@iom.int](mailto:recursoshumanoshonduras@iom.int) by **April 2nd, 2024 at the latest**, referring to this advertisement. Personal History Form optional.
- External Candidates that comply with the role will need to send the Resume and letter of interest to [recursoshumanoshonduras@iom.int](mailto:recursoshumanoshonduras@iom.int) by **April 2nd, 2024 at the latest**, referring to this advertisement.

**IMPORTANT:**

- The motivation/cover letter should be a maximum of 1 page long. It should state the position you are applying for (VN 005 2024).
- The CV should be a maximum of 2 pages long.

**KEEP IN MIND:**

- **Only the applications that comply with the required role will be taken into consideration.**
- **Those applications received after the due date or the ones that don't include the name of the position (VN 005 2024) as the subject, will not be considered.**
- **This vacancy is open for local staff with legal permit to work in the Country.**

***Posting Period:***

Del 19.03.2024 al 02.04.2024