



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Network and System Administrator (IT Assistant)**
Duty Station : **Iraq, Dohuk**
Classification : **General Service Staff, G5**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment : **Six (6) months with possibility of extension**
Closing Date : **14th January, 2018**
Reference Code : **SVN2018/IRQ/008**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under general guidance of the Chief of Mission (COM), The Overall guidance of Senior Resources Management Officer (SRMO) in Erbil, and Technical supervision of IT officer and Administrative supervision of Head of Sub-Office in Dohuk, the Network and System Administrator (IT Assistant) will perform the following duties

Core Functions / Responsibilities:

1. Provide direct technical support for a multiple server LAN/WAN environment based on Windows 2003, 2008 Servers;
2. Ensure the safety and security standards used in servers room;
3. Install and maintain internet connections for IOM's offices in Erbil area;
4. Install and administer various system and network components, including access to Internet, protection against viruses etc;
5. Administer and maintain the main servers (DHCP, DNS, Domain Controller, Servers Backup, Print, and File);
6. Administer and maintain the CISCO firewalls, routers, switches, VLANs, VPN;
7. Maintain an accurate and up-to-date inventory of the IT equipment and software licenses;

8. Ensure that the communication infrastructure and video conference system of the office is appropriately established and function smoothly to ensure the proper of operations;
9. Prepare and compensate for electricity fluctuations;
10. Ensure helpdesk and user support available for the staff and offices in Erbil area;
11. Other related duties as required

Required Qualifications and Experience

Education

- University Degree, preferably in Computer Technology or relevant field, with Five years of relevant professional experience.

Experience

- Strong working knowledge of Internet protocols, and experience in managing Internet Mail gateways.
- Very good knowledge, on a system administrators/engineering level (MS Exchange), configured to run over IP, telephone lines.
- Excellent knowledge of MS office.
- Ability to prepare clear and concise reports.
- The incumbent should have excellent knowledge of Windows NT server, NT networking, domain level configuration and administration.
- Ability to design, install and configure networks of different topologies.
- Working knowledge of VB, VB.NET, VBA, ASP, ASP.NET an advantage.
- Anticipates and prepares response to changing IT needs of the relevant organizational unit
- Delivers optimal IT solutions within defined resource parameters
- Correctly applies knowledge of specialized IT disciplines

Languages

Fluency in Kurdish, English and Arabic

Required Competencies

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, Governments and project beneficiaries

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and Procedures
- Writes clearly and effectively, adapting wording and style to the intended Audience
- Listens effectively and communicates clearly, adapting delivery to the Audience

Creativity and Initiative

- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR Procedures

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned

handovers

- Identifies risks and makes contingency plans

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and Promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to Relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration Solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team Environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply It to appropriate work

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications via a link:

<http://iomiraq.net/vacancies/network-and-system-administrator-it-assistant>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 07.01.2018 to 14.01.2018