

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

### **Vacancy Details**

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Vacancy Code	<b>VA/2009/NAO/AoC/Webmaster-16</b>
Post Title	<b>Webmaster</b>
Post Level	<b>ICA (1)</b>
Org Unit	<b>NAO/DG</b>
Duty Station	<b>New York, USA</b>
Duration	<b>6 months initially (commencing as soon as possible - June 2009)</b>
Closing Date	<b>28 May 2009</b>

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### **Background**

Since its inception in 2005, the United Nations Alliance of Civilizations (UN Alliance of Civilizations, [www.unaoc.org](http://www.unaoc.org)) has moved from running largely research based projects to a new phase in its implementation strategy. In its current phase, the Alliance is running a number of projects with substantive outcomes, each of which requires a presence on the web. Some of the projects in the Alliance's current portfolio, including the online clearinghouses and the Rapid Response Media Mechanism, are in fact largely web-based.

Pursuant to this, the Alliance seeks a highly-qualified individual who is able to offer solutions to its myriad web-related needs. Having an in-house website developer will enable quick and efficient turnaround on projects, as per the Alliance's projected needs over the coming year. It is also important to the Alliance that the person recruited has an excellent understanding of the mission and vision of the Alliance, and is able to respond proactively to the needs of the Alliance.

The webmaster will be expected to manage the technical development and implementation of all web-related needs. Skills in design and art direction of sites are highly desirable. The webmaster will also be the point person within the Alliance team responsible for liaising with and managing all ICT-related vendors that are offering support to the UN Alliance. The webmaster will be expected to manage the assorted database packages currently used by the Alliance, including [aocplatypus.org](http://aocplatypus.org) (SQL server), and the databases associated with each of the project's clearinghouses. Finally, under the supervision of the communications team, the webmaster may be requested to write and upload content for the Alliance's websites.

### **Duties and Responsibilities**

**Oversee the technical development, implementation and maintenance of all UNAOC web assets, databases and software packages:**

- Develop when appropriate new Enterprise and productivity software solutions for high impact results (e.g. upgrading and transitioning of the UNAOC to Windows 7.0, Office 2007)
- Create additions to our existing Joomla based Content Management System for the new sections of Alliance

websites. Additionally, experience with alternatives, such as Drupal, is highly desirable.

- Develop online clearinghouses with their own CMS and with a comprehensive database around specific themes, including:
  - Individual entries which provide information about specific best practices, and links to similar or connected projects, online resources and contacts
  - Search capability
  - Short videos featuring international experts
  - An online forum for practitioners, policy makers, researchers and academics
  - A repository of key research and online resources
  - A detailed list of events (conferences, seminars, forums, lectures)
- Manage databases currently employed by the Alliance (e.g. migrate and consolidate existing databases to new platforms). Develop new databases, when appropriate, with high performance and mission-critical availability in mind.

The webmaster will be expected to manage the technical development and implementation of all web-related needs. Skills in design and art direction of sites, while not required, are highly desirable, as is any experience in server administration. In addition, the webmaster will be expected to manage the assorted database packages currently used by the Alliance, including aocplatypus.org (SQL server), and the databases associated with each of the project's clearinghouses. The webmaster will also be the point person within the Alliance team responsible for liaising with and managing all ICT-related vendors that are offering support to the UN Alliance.

### **Required Selection Criteria**

#### **Education/Experience/Language**

- Bachelor's level education desirable. ICT Training Certification or ERP Certification highly desirable. Other studies in ICT related fields are desirable. Degree in arts design an asset
- 3-4 years of relevant work experience in ICT or related fields
- Experience working with international organizations and NGOs
- Experience in website development, design and/or management; sub-branding experience
- Experience in needs identification and analysis; knowledge of programming in Joomla!; Enterprise-level software experience, database and administration capability
- Fluency in oral and written English

#### **Competencies**

- Excellent organizational skills
- Excellent communication skills
- Ability to work with a variety of constituents
- High degree of motivation and ability to work with little supervision
- Team player

### **Submission of Applications**

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Qualified candidates may submit their application via e-mail to [dgvas@unops.org](mailto:dgvas@unops.org).

#### **Applications should include:**

- 1) **Complete letter of motivation**
- 2) **Resume or United Nations Personal History Form (P.11), (to be obtained from UNOPS website)**
- 3) **Sample of an art-related work**
- 4) **Link(s) to website that the applicant has developed and/or administered.**

**Applications not including all of the above-referenced requirements will not be considered.**



Kindly indicate the vacancy number and the title in the subject line when applying by email.

#### **Additional Considerations**

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- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.

For more information on UNOPS, including its core values and competencies, please visit the UNOPS website at [www.unops.org](http://www.unops.org).