UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

INTERNAL/EXTERNAL VACANCY NOTICE

UNHCR Representation Office Dar es Salaam, invites applications from qualified internal and external candidates for the following vacant post.

Vacancy Notice No:	DSM/VN/08/019
Post Title:	IT Assistant
Duty Station:	Mpanda Field Office
Remuneration:	Attractive salary (GL6 Level) and entitlements according to UN Staff Rules and Regulations
Duration:	Six months contract with possibility of extension
Effective date:	As soon as possible

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Assoc Admin/Finance Officer, and the overall supervision of the Head of Field Office, the incumbent will perform the following duties:

- Act as supervisor and administrator of the LAN system and should have solid knowledge of computer data management and show sensitivity to the security of data and the confidentiality of information obtained.
- Monitor and maintain the LAN, Network Servers, Printers, LAN points, Hubs, Patch pane, etc. to prevent faults occurring
- Provide technical user-support services and training in UNHCR applications, including e-mail., upgrade the Software when instructed etc.
- Ensure that information problem recovery is done as quickly as possible by making regular system back-ups.
- Add or remove users from the Network.
- Assist in the maintenance of accurate records of users and usage of the Network. The incumbent should develop a clear understanding of user requests in order to translate these into forms and formats which clearly reflect the desired results.
- Provide technical Assistance to UNHCR and implementing partners registration staff in gaining knowledge and understanding of the electronic data processing (refugee registration and registration for voluntary repatriation).
- Ensure that the clients' databases are up-to-date by identifying and keeping what is relevant and accurate in an accessible manner.
- He/she should show the ability to extrapolate from users requests by providing own initiative related information that the user may not necessarily aware of initially; including trends and developments related to repatriation and general refugee statistics.
- In performing his/her functions, the incumbent will be expected to work closely with different units of the Field-Office as well as IT units at HQs, RO and Field/Sub Offices with a view to develop a harmonious working relationship that will be conducive for team work.
- Perform any other duty, as requested.

Qualification and Experience

- National of the United Republic of Tanzania
- Diploma or higher academic qualifications in Information Technology with specific focus on LAN management, data collection and management in relation to population profiles and census. The candidates should have at least a minimum of two-year formal training on IT at a recognized institute of learning.
- Six years experience in data management and analysis at a recognized government or private sector institution that deals with population profile and census or similar experience.
- Computer literacy, including knowledge of Microsoft Access.
- Fluency in Kiswahili and English. Knowledge of second UN language is an added advantage

Applications:

- Must include a recent curriculum vitae and/or United Nations Personal History (P.11) Form, contact address with phone/fax numbers; must quote the vacancy notice number;
- Must be addressed to:

Human Resources Officer
UNHCR Representation Office
P.O Box 2666
Fax: 2152816/17
E-Mail: tanda@unhcr.org

Closing date for receipt of applications: **25th January 2008**

Applications from qualified female candidates are strongly encouraged.