



**UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)**

I. Post Information

Job Title: **ICT Associate**
Supervisor Title/ Level: **Operations Manager**
Organizational Unit: **Operations**
Post Location: **UNICEF Cox's Bazaar field Office.**

Job Level: **G-6**
Job Profile No.:
CCOG Code: **2A05**
Functional Code: **ICT**
Job Classification Level: **G-6**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job Organizational Context & Purpose of Job:

Information and Communications Technology (ICT) Associate in Cox's Bazaar field office will among other things perform procedural and some specialized activities pertaining to the office's ICT systems, which include desktop administration and server operations. Specialized activities typically pertain to the installation and routine configuration of ICT system components and user orientation. Procedural activities include all other processes that may not require the application of specialized information technology training and knowledge, such as maintaining technical and user documentation and/or serving as focal point for receipt and processing of user requests.

III. Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities:

General ICT / Office Support:

ICT Associates at this level perform a full range of procedural activities in support of ICT to ensure effective communications with client departments/divisions/offices and efficient provision of support to other ICT staff.

Activities include:

- The post will be responsible for supervision of the ICT post at GS 5 level including the implementation of all global strategic initiatives introduced at HQ level ensuring compliance with global ICT policies and strategic shifts.
- Managing lifecycle of ICT incidents assigned to him/her in service management tool.
- Providing support in conferencing with ICT and audiovisual equipment as and when requested.
- Creating and assigning work orders.
- Maintaining and updating files (electronic and paper) and internal databases.
- Maintaining ICT inventory, manuals and other documentation. This may require the incumbent to lift, move, mount, or store equipment.

Minimal ICT Administration:

ICT Associates are accountable for specialized support pertaining to routine ICT activities requiring thorough understanding and application of server, operating system, hardware and software documentation and functionality.

Activities include:

- In support of global strategic shifts in ICT with the introduction of ICT cloud computing and Support for some activities in the area of Technology for Development (T4D) will require expertise in supporting cloud based solutions in collaboration with Dhaka based ICT Staff the role will also support programmes in implementation of technology 4 development solutions. The new post at G-6 level be created and the role will have matrix reporting to the ICT Specialist to ensure coherent support and implementation of ICT Services in Cox Bazar.
- Providing first-level support that includes receiving, processing and logging service requests.
- Provide overall ICT support during activation of the BCP or emergency situations to ensure business continuity in terms of ensuring that all ICT equipment is deployed to sustain communication during all emergencies.
- In conjunction with other teams in the office the ICT Associate will be responsible for develop online ICT orientation tools in support of remote working modalities.
- Installing/upgrading, configuring (routine, standard) and maintaining systems, tools and equipment.
- Assisting in routine operation and monitoring of server systems.
- Providing second-level user support/troubleshooting.
- Extracting data from databases to serve the needs and requests of users, diagnosing errors and correcting as necessary.
- Focal point for creating data base for all ICT related innovations generated in Cox Bazaar inclusive of their consolidation and sharing with Dhaka-Innovation Team regularly.

- Performing backups of servers following standard backup procedures.
- Assisting in the generation of computer reports.
- Providing on-the-job orientation for users in the use of ICT systems.

IV. Impact of Results

The work of ICT Associates impacts on the delivery of routine ICT administration activities that are closely interrelated with the work of other members of the ICT team to which assigned. The work performed affects not only the functionality of fundamental ICT systems, but also the operational efficiency of staff throughout the organization. Indirectly his/her work impacts on delivery of organization-wide programmes.

ICT Associates also play a key role in providing ICT customer service support (second level) and minimal troubleshooting tasks. The incumbents are routinely involved in working closely with colleagues in ICT on crosscutting issues and with client departments and staff in the handling and resolving of routine as well as minor specialized processes and delivery of ICT services. These relationships are important to ensure that (a) client needs are met expeditiously, (b) ICT systems are functioning as designed and (c) UNICEF's staff are kept aware of new software releases, tools and equipment.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Functional Competencies

- Analyzing (2)
- Learning and Researching (2)
- Planning and organizing (2)
- Following Instructions and Procedures (2)

VI. Skills

- Good knowledge of UNICEF's ICT regulations, rules and procedures as well as systems and applications.
- Good working knowledge of computer information systems, including micro-computer operating systems software (e.g. Windows), hardware and applications software and other office technology equipment.
- Ability to understand data and effectively use office technology systems for its input and extraction.
- Ability to provide on-the-job orientation to clients.
- Takes responsibility to respond to service needs promptly and proactively.
- Demonstrates a high degree of integrity, reliability and honors matters of confidentiality.
- Ability to handle work quickly and accurately under time constraints.
- Demonstrates courtesy, tact, patience and ability to work effectively with people of different national and cultural backgrounds.

VII. Recruitment Qualifications

<p>Education:</p>	<p>Completion of Secondary education is required, supplemented with formal training in Computer Science, Information Systems, Telecommunications, Engineering.</p> <p>ITIL Foundation Certificate or equivalent customer support certification is an asset.</p>
<p>Experience:</p>	<p>A minimum of six years of practical work experience in information technology, requiring systematic methods of troubleshooting and problem solving is required.</p> <p>Experience in providing assistance to users on IT products and services, and use of applications and diagnostic tools is required.</p> <p>Practical experience in providing technical and business Customer Support and Services is required.</p> <p>Practical experience and working knowledge of various computer platforms and applications is required.</p>
<p>Language Requirements:</p>	<p>Fluency in English is required. Knowledge of another UN language or local language of the duty station is considered as an asset.</p>

Child Safeguarding Certification

(to be completed by Supervisor of the post)

Child Safeguarding refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2a. Is this a Direct* contact role?</p> <p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p> <p><i>*"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>3a. Is this a Child data role? *:</p> <p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>4. Is this a Safeguarding response role*</p> <p><i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.

