CALL FOR APPLICATIONS

<table>
<thead>
<tr>
<th>Vacancy Number:</th>
<th>AZCFA2020-02</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>IT Assistant</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Baku, Azerbaijan</td>
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<tr>
<td>Classification:</td>
<td>General Staff, Grade UG</td>
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<tr>
<td>Type of Appointment:</td>
<td>Special short-term ungraded, six months with possibility of extension</td>
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<td>Work percentage:</td>
<td>50%</td>
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<tr>
<td>Estimated Start Date:</td>
<td>ASAP</td>
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<tr>
<td>Closing Date:</td>
<td>20.07.2020</td>
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Open to Internal and External Candidates

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. 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:
International Organization for Migration (IOM) recently celebrated its 20th anniversary in Azerbaijan. In 2001, Azerbaijan became an IOM member state through the formalization of a friendly cooperation between IOM and Government of Azerbaijan. With the overall mandate of promoting a humane and orderly migration for the benefit of all, IOM works through technical assistant to government/non-government agencies and migrants on a wide range of areas such as i) border management, ii) prevention of irregular migration, in particular human smuggling and human trafficking, iii) facilitation of migration dialogue, iv) assisted return and reintegration and v) migration, environment degradation and climate change.

Under the direct supervision of the National Resource Management Officer and in coordination with ITC Helpdesk, the successful candidate will be responsible performing of all tasks/activities in accordance with ITC policies, rules and guidelines, as defined by IT HQ/ITC Helpdesk such as installation and maintenance of hardware, software and other IT applications.
Core Functions / Responsibilities:

- Installation, configuration, and administration of Mission Local Area Network (LAN), Wide Area Network (WAN), Wireless LAN and network security in coordination with ITC Helpdesk.
- Installation and configuration of network equipment, including servers/routers/switches in coordination with ITC Helpdesk.
- Add and remove users from the Network in coordination with ITC Helpdesk.
- Installation and maintain the Printers, scanners and other devices in IOM Azerbaijan Mission, provide recommendations for improvements as needed.
- Evaluate needs for upgrading and eventually replacing ICT equipment in the Mission to meet with IOM ICT standards.
- Monitoring of file/print server storage, usage and performance on a frequent and regular basis.
- Managing back-up plans; ensuring that storage and archiving procedures are functioning correctly.
- Establishing the needs of users and monitoring user access and security, controlling access permissions and privileges in File Server.
- Support to users in backing up and restoring their files to file server, as well as in virus detection, removal and prevention.
- Monitoring logs in AV server, ensure that all workstations have updated corporate antivirus software.
- Ensure that ICT problem recovery is done as quickly as possible, assist with the installation and upgrade of organizational standard computer hardware and application relevant to the office.
- Performance of specific technical functions, including changing of hardware electronic components (disks, memories, network wiring, power sources, etc.) and basic routine repairs.
- Assist in the drafting of internal technical documentation on operating procedures on ICT matters.
- Maintenance of the inventory of ICT equipment/license and stock of supplies and spare parts in cooperation with the Procurement Unit.
- Installation and configuring corporate e-mail in mobile devices according to ICT rules.
- Conducting training for the IOM Azerbaijan staff on MS Office applications, use of office equipment in the office.
- Assist Procurement Unit in purchasing of ICT equipment – provide technical specifications according to ICT Standards. Provide IT support to CVAC.
- Perform other duties as may be assigned from time to time.
Required Qualifications and Experience

Education

University degree in Information Technology or related fields of study from an accredited academic institution, with two years of relevant professional experience, information systems support, systems administration, and maintenance

Experience

- Experience providing IT support or facilitating IT training in an end-user environment.
- Ability to prioritize, immediate troubleshooting of IT related queries, work in a team and under pressure
- Experience in MS SharePoint, Outlook and Distributed File Systems (DFS) is required. Experience in Active Directory environments is required.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint required.

Languages

Fluency in Azerbaijani and English. Working knowledge of Russian is advantageous

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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 1

- 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.
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 requested to submit their application including the most recent CV with a motivation letter in English by indicating name of the position applied with its number in the subject line of the e-mail to bakuhr@iom.int by the end of 20 July 2020

Please note that only CVs with motivation letter will be reviewed and only shortlisted candidates will be contacted

Posting period:

From 13.07.2020 to 20.07.2020