UNITED NATIONS INVESTIGATIVE TEAM TO PROMOTE ACCOUNTABILITY FOR CRIMES COMMITTED BY DA'ESH / ISIL

UNITAD

JOB POSTING DETAILS

Posting Title: Information Systems Officer, NOC
Opening Number: UNITAD-2020-NPO-014
Department/Office: United Nations Investigative Team to promote accountability for crimes committed by Da'esh / ISIL (UNITAD)
Location: Baghdad
Type of Contract: Temporary Job Opening
Duration of Contract: 9 (nine) months
Posting period: 26 November – 25 December 2020

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Special Notice:

UNITAD invites all interested and qualified candidates to apply for the announced position.

Important Notice: Interested candidates should complete the attached United Nations Personal History form (P.11), and forward electronically at the following email address: UNITAD-Staffing@un.org. Therefore, only applications made via the UN P-11 form will be considered, and incomplete P-11s will not be processed. (CVs and other agencies forms will not be considered either). Additionally, please do not submit any supporting documents such as diplomas /
educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Posting Title and Opening number MUST be indicated in the subject of your e-mail application.

Short-listed candidates may be requested to sit for written (and/or technical test) in addition to an interview.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

**Org. Setting and Reporting:**

This position is located within the United Nations Investigative Team for Accountability of Da'esh / ISIL (UNITAD) and will be based in Baghdad, Iraq. The post is in the Information Systems Management Unit composed of international and national staff within the Office of Evidence Management. The incumbent will report to the Chief of Information Systems Management unit.

UNITAD was established by the Secretary-General pursuant to Security Council resolution 2379 (2017), according to which it is mandated to support domestic efforts to hold ISIL (Da'esh) accountable by collecting, preserving and storing evidence in Iraq of acts that may amount to war crimes, crimes against humanity and genocide committed by the terrorist group ISIL (Da'esh) in Iraq.

**Responsibilities:**

Within delegated authority, the Information Systems Officer will be responsible for the following duties:

• Specializes in major systems projects of significant importance to the institution, or major components of these complex systems which typically impact critical operations and large or multiple user groups.

• Provides specialized advice on complex systems analysis and design; identifies the need for new systems (or modifications to existing systems) and responds to requests from users; contributes to the development of plans for feasibility assessment, requirements specification, design, development and implementation, including project plans, schedules, time and cost estimates,
metrics and performance measures; populates evidence selection systems for selecting relevant information and evidence

• Actively involves in the execution of the most complex aspects of the project (e.g. systems analysis, programming, etc.); oversees development of documents and database structures, ensuring that all design aspects are addressed, and control and security mechanisms are established; assist teams in building and executing search queries to identify material of interest.

• Performs evidence handling and custodial obligations by ensuring sound collection, preservation, registration, digitization, and secure storage of collected material and maintaining its chain of custody, provenance taxonomies, auditing, and authenticity; managing data ingestion, processing, and indexing of registered material and populating review and analysis systems; establishing efficient procedures regarding the review of evidence and information; defining, implementing, and maintaining end-to-end data model supporting efficient information flow within evidence handling business processes collected material and confidential classifications; developing eDiscovery requirements and workflows, including technical specifications for data harvesting and processing and required formats for the transfer of data; developing and implementing tools and systems for forensic preservation and analysis of information and evidence

• Tracks and monitors project progress against plans, requirements, quality measures, standard processes; liaises with users on all aspects and during all phases of development and implementation.

• Provides coordination to assigned project teams, and/or mentors and supervises the work of new/junior officers contract staff, etc.

• Develops cost proposals for contractual services, oversees the technical evaluation of proposals received and manages the contract service.

• Prepares technical and user documentation for entire systems and interdependent applications; prepares training material and detailed technical presentations.

• Implements and monitors information standards and guidelines, including testing paradigms.

• Participates in planning and preparation of the budget, work program and spending plan.

• Facilitates communications between the Information Systems Unit and its major clients for good client relations. Serves as coordinator in the development of Service Level Agreements
(SLAs) between the client and the Information Systems Unit, for either specific IT services or general technology support, including any charge back mechanisms.

• Keeps abreast of developments in the field and determines the need for testing and evaluating new products and technologies; provides coordination on introducing technological changes; prepares various technical reports.

Competencies:

Professionalism: Knowledge of information technology/information management, particularly in systems analysis, database design and programming. Knowledge of several high-level programming languages and significant exposure to and demonstrated proficiency in all aspects of programming and analysis, including structured/object-oriented design, relational systems, scripting and query languages, document design and management, hardware and software requirements, systems facilities and execution protocols. Strong analytical and problem-solving skills, to include proficiency in the development and implementation of systems of moderate size/complexity. Knowledge of interactive systems; good knowledge of organization’s information infrastructure and IT strategy as it relates to user area(s); independently maintains assigned systems and develops innovative approaches to resolve a wide range of issues/problems. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education:

Advanced university degree (Masters degree or equivalent) in computer science, information systems, mathematics, statistics or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
**Work Experience:**

A minimum of five years of progressively responsible experience in planning, design, development, implementation and maintenance of computer information systems or related area. A minimum of two years in eDiscovery or Intelligence Analysis is required. Prior experience in the legal industry is desirable. Experience in litigation project management or criminal investigation and analysis is required. Experience working with iBase, Palantir, Relativity, Nuix, or similar platforms, in complex investigation workflows is highly desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Fluency in Arabic is required. Knowledge of Kurdish (Sorani) is desirable.

**Assessment Method:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

**United Nations Considerations:**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

**No Fee:**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.