United Nations Development Programme

VACANCY ANNOUNCEMENT
LOCAL RECRUITMENT
(Special Service Agreement – SSA)
IT & Administrative Assistant

Post Description:

Title:	IT & Administrative Assistant
Location:	UNDP Tokyo Office, PB
Level:	SSA

Closing Date:

9 May 2008

Address applications to:

UNDP Tokyo Office
8th Floor, UN House, 5-53-70, Jingumae, Shibuya-ku, Tokyo 150-0001

Applications by email should be sent to: makiko.sugaya@undp.org

Application process:

Interested applicants are requested to send their CV in Japanese, P-11 Form with a cover letter in English (A4, one page) explaining the qualification and experience they can bring to the post. Only short listed candidates will be contacted.

Summary of Duties

Under the supervision of the Administrative Associate and the general guidance of the Deputy Director, the incumbent will provide assistance for office IT system and administration.

A. <u>IT/ERP</u>

Provides advisory services and technical assistance for office IT system.

a) LAN and IT Management

- Manages the Windows 2003 server that runs DHCP services and is used as a file server. This includes, but is not restricted to, creating and managing user accounts and managing print services;
- Manages and maintains the office IT system including softwares in the most appropriate manner by making suggestions and planning ahead to meet the office needs;
- Manages and maintains the office network and recovers failures;
- Ensures that the office follows the corporate disaster recovery plan with particular emphasis on taking backups, ensuring virus updates and workstation housekeeping tasks like disk

defragmentation;

- Carries out and monitors preventive maintenance programs;
- Ensures compatibility and accurate specifications of software and hardware requisitions;
- Provides user support for windows operating systems and MS Office applications, viz., Word, Excel, PowerPoint, Access and Outlook;
- Maintains inventory of office hardware and software assets; and
- Keeps abreast of corporate updated ICT information, rules and regulations.

b) User Training

- Trains staff in the use of MS Office applications, viz., Word, Excel, PowerPoint and Outlook;
- Trains staff in using back-up equipment and taking regular back ups of their hard disks;
- Maintains staff training profiles. Coordinates and conducts training specific to the users needs; and
- Coordinates arrangements for briefings and demonstrations (of corporate and user-developed systems) and coordinates external training sessions.

c) ERP (Atlas) Support

- Learns Atlas usage from the office focal point;
- Provides support to staff on the usage of Atlas; and
- Provides support to the Atlas focal point in Atlas usage.

B. Administration

Provides advisory services and assistance for administration, especially in the following fields.
- Procurement of goods and services;
- Asset management; and
- Travel.

Qualifications Requirements

- Basic IT certification is required. Ideally the candidate must have MCSE. CCNA or CCNP certification would be plus;
- Good knowledge of LAN, Microsoft Windows 2000/XP and Windows 2003 server, Microsoft Office, Database management, Graphics software, Related tools and techniques, and HTML;
- Minimum of one working experience in Windows network administration, Use of industry standard hardware/software, Previous experience in programming and training an asset;
- Work experience in administration;

- University degree; and
- Fluency in Japanese and basic communication skills in English.

Application of Guidelines:

Programme and Operations Policies and Procedures, supplemented by instructions and office procedures.

Duration of contract:

Until the end of February 2009 with possibility of extension. Contract will be renewed subject to performance.

Starting date:

June 2008