



IOM International Organization for Migration  
OIM Organisation Internationale pour les Migrations  
OIM Organización Internacional para las Migraciones

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Vacancy No.: IOM/053/09  
Duty Station: Nairobi, Kenya  
Position Title: IT Database Assistant  
Classification: G5/01 (UN Salary Scale for GS staff)  
Type of Appointment: 6 months special all inclusive contract with possibility of extension

### General Functions:

Under the overall supervision of the Regional Resources Management Officer, and the direct supervision of the Senior ITC Assistant, the successful applicant will be responsible for providing daily technical support and troubleshooting of all computer systems with consideration to the needs and requirements of the mission and designing and maintaining the database systems. Specifically, the ITC Database Assistant will be responsible for:

1. Planning, designing and managing database, web and desk top based applications.
2. Analyzing the functional requirements of corporate administrative applications and translating them into technical solutions
3. Elaborating the detailed specifications of the systems
4. Developing, testing and implementing these applications
5. Delivering the systems and provide user support on the systems
6. Providing support of in house produced software (Mimosa, iGator, Amadeus etc)
7. Conducting training and elaborate documentation for user guidance and for effective use of applications
8. Installation and maintenance of applications
9. Providing users support, including trouble-shooting tasks
10. Assist the Sr. ITC Assistant on various projects
11. Perform such other related duties as may be assigned from time to time.

### Desirable Qualifications:

1. Diploma software engineering and/or computer science, or a combination of relevant education, experience and professional experience
2. At least 4 years experience in database design, development and maintenance as well as statistical data analysis.

3. Excellent communication and analytical skills and experience in training required.
4. Computer Skills: Expert in use of database software (Microsoft SQL and Access), desktop /web programming languages (C#, VB.NET, Visual Basic, ASP.NET, ASP and Java), desktop publishing applications (illustrator and Photoshop, statistical software packages (e.g., SPSS) and mapping software. Professional-level computer skills (Microsoft Office) which should entail development of macros and formulas in excel.
5. Knowledge of HP/Compaq, IBM, Cisco and Siemon equipment
6. Knowledge of: Windows 2000 server software in a multi-site environment, TCP/IP and MS Office XP/2003 Professional
7. Knowledge of LAN/WAN networking environment
8. IOM Functional competencies required: effective communicator, successful negotiator, creative/analytical thinker, active learner, and cross cultural facilitator,
9. Language Skills: Fluency in written and spoken Swahili and English.

**Mode of Application:** Submit Cover Letter and CV including daytime telephone and email address to: **International Organization for Migration (IOM), Human Resources Department, PO Box 55040-00200 Nairobi** or send by email to [hrnairobi@iom.int](mailto:hrnairobi@iom.int)

Closing Date: 19<sup>th</sup> June 2009