

Posting Title : Individual Contractor for Database Management
Department/ Office : Department of Economic and Social Affairs
Location : NEW YORK
Posting Period : 23 August 2023-3 September 2023
Job Opening number : 23-Department of Economic and Social Affairs-216581-
Individual Contractor

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Work Location

Home based

Expected Duration

3 months

Duties And Responsibilities

This position is located in the Public Service Innovation Branch (PSIB) of the Division for Public Institutions and Digital Government (DPIDG) of the Department of Economic and Social Affairs (DESA). PSIB/DPIDG manages the United Nations Public Service Awards Programme which recognize excellence in public service. It rewards the creative achievements and contributions of public institutions for the achievement of the 2030 Agenda.

Under the direct supervision of the Associate Governance and Public Administration Officer and overall guidance of the Programme Management Officer and the Chief of the branch in Department of , the individual contractor will undertake the following tasks:

1. Review the ICT standards and policies provided by the UN Office of Information and Communication Technology (OICT) of the applicable software such as Microsoft Azure Cloud, Internet Information Services, .Net and SQL in order to develop a compatible UN Public Service Awards web platform;
2. Review the new design of the application and evaluation process for the UNPSA programme as well as the user requirements and specifications in consultation with DPIDG/UN DESA.
3. Propose a design solution for the new UN Public Service Awards web platform with

technical specifications aligned to OICT ICT standards and policies taking into consideration the user requirements and specifications agreed in consultation with DPIDG/UN DESA;

4. Develop a mock-up design of the UN Public Service Awards web platform in line with the user requirements and specifications agreed in consultation with DPIDG/UN DESA;

5. Based on feedback and testing of the mock-up design, develop a new agile, responsive, user-friendly UN Public Service Awards web platform with a robust database (that can be connected to visualizations tools such as PowerBI) in .NET framework and a SQL-based database with the following:

a) An adaptable mutli-lingual Basic Form template that collects basic information of the applicants and inputs them into a robust database, as defined in the requirements and specifications documents.

b) An adaptable mutli-lingual Precreening Form template that collects fundamental information on of the initiatives being nominated by applicants for the UN Public Service Awards and inputs them into a robust database, as defined in the requirements and specifications documents.

c) An adaptable mutli-lingual Nomination From template that collects detailed information on what the nominated initiatives are about and inputs them into a robust database, as defined in the requirements and specifications documents.

d) A documentation submission interface that accepts files in different formats and inputs them into a robust database, as defined in the requirements and specifications documents.

e) An evaluation mechanism that incorporates a scoring matrix for three (3) rounds of evaluation for each category as defined in the requirements and specifications documents.

f) Customised interfaces for various profiles that will access the UN Public Service Awards web platform such as users, reviewers, administrators etc., as defined in the requirements and specifications documents.

6. Demonstrate the developed platform to DPIDG/UN DESA and once approved upload the web application software on UNDESA's GitHub.

7. Set up the applicable hosting infrastructure (build and configure applicable servers) within UNDESA's self-managed Microsoft Azure Cloud and deploy the new UN Public Service Awards web platform on it.

8. Conduct web application testing once deployed on DESA self-managed Azure account to ensure functionality including testing cross-browser compatibility, testing for responsiveness, functionality testing, check for broken links, ensure security, cookie testing etc..

9. Work with DPIDG/UN DESA, with guidance from DESA Strategic Planning and Communication Services (SPCS), to conduct a user acceptance test, OICT can conduct the security test and the Department of Global Communications (DGC) can conduct the review of the look and feel of the site to make sure it conforms to UN web standards; Ensure correct implementation of UN information security standards and procedures, including OICT security testing and review of the development site, and remediation of any issues found. UN IT security procedures must be followed, and code deliverable acceptance is subject to passing the OICT security tests. Any issues pertaining to the individual contractor's work

which are identified by the OICT security test and DGC's branding test must be resolved by the developer.

10. Conduct complete hand-over and user training to relevant DPIDG/UN DESA staff members on how to manage and maintain the newly developed UN Public Service Awards web platform.

11. Draft admin and user manuals, and a how-to-guide manual, detailing the steps of the different profiles on how to use, update and manage the newly developed UN Public Service Awards web platform to ensure continuity following the conclusion of the assignment.

Qualifications/special skills

Competency:

PROFESSIONALISM: Knowledge of information technology/information management, particularly in systems analysis, service management, 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, including proficiency in the development and implementation of systems of moderate size/complexity. Knowledge of interactive systems; good knowledge of organization's information infrastructure, IT service management processes, best practice frameworks and Data strategy as it relates to user area (s); independently maintains assigned systems and develops innovative approaches to resolve a wide range of issues/problems. Ability to analyze and interpret data in support of decision-making and convey resulting information to management. 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.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Academic Qualifications: A first-level university degree in information systems, computer science, web design and development, or a related field is required.

Experience:

A minimum of 7 years of progressively responsible experience in the field of information technology or related area, designing and developing web applications and relational databases in the .Net Framework is required.

Extensive professional experience in developing web application modules, programming (C#, Visual Basic, HTML/CSS, Angular JS or related skills) is required

Experience developing interactive data visualization with data visualization tools such as PowerBI is an advantage

Experience working with an international organization such as the United Nations is preferred

Language

Fluency in English (both oral and written) is required

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.