



International Organization for Migration (IOM)
The UN Migration Agency

International Organization for Migration (IOM) is looking for suitable candidates the position of **ICT Assistant (Software Developer)** according to the Terms of Reference below. Interested applicants are invited to apply by **06.11.2018** at the latest, referring to the Call for CV ref. code.

Open to Internal and External Candidates

Reference Code: CFCV-01/2018

Position Title: ICT Assistant (Software Developer) (01 Position)

Duty Station: Kathmandu, Nepal

Estimated Starting Date: As soon as possible

Classification: Ungraded (UG)

Type of Appointment: Special Short Term (3 months)

General Function:

Under the overall supervision of Resource Management Officer and direct supervision of the Senior ICT Assistant, the incumbent will be responsible for the coding of system components according to design specifications, corporate standards and best practices and solution design and daily technical support and troubleshooting of all computer systems with consideration to the needs and requirements of the mission.

1. Participates in the development, programming, testing, and implementation of new application systems releases, modules and functionalities.
2. Implementing the detailed application design of the system provided by the Senior ICT Assistant / ICT Officer.
3. Develop, when needed, simple computer application systems for automating the tasks of various departments as well as testing and suggesting new software packages, which can improve the overall efficiency of IOM Nepal.
4. Develop and maintain IOM Nepal Website.
5. Provide assistance in Project/Program needs based on their requirements related to data, statistical reporting and other software tools.
6. Maintain a Hotline for ITC user problems and provide onsite end-user support.
7. Assist in the installation, operation and administration of the network components, which will include Cisco Routers, Firewalls and Switches among others.
8. Ensure that all helpdesk queries are answered appropriately via email, telephone call or in person
9. Monitor systems and networks (LAN, WAN) and perform essential maintenance such as: server controls, data integrity tasks (back-up, disk space etc.). Install and update hardware and software
10. Install, configure and upgrade desktops and laptop computers and software (Windows, MS Office, and in-house produced software)
11. Assist in the installation, operation and administration of the security for the various system and network components, including protection against viruses,

- access to email and Internet, relational database management systems and implementation of ITC disaster recovery services among others.
12. Develop and provide training to all ICT users to ensure productive use of existing and new systems developed.
 13. WAN support: Liaise with ICT-Manila, the internet service providers and hardware technicians to secure constant communications, including troubleshooting hardware failures and service interruptions
 14. Diagnose and resolve any hardware, software or connectivity problem with minimum delay.
 15. Perform such other related duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree, preferably in computer science, electrical engineering or a combination of relevant education from an accredited academic institution with 3 years' relevant experience.
OR
- Completed High School Degree with 5 years' work experience in related field.

Experience

- Relevant experience in application development and data management roles of which minimum two years in development experience with .NET, C#;
- Minimum two years relevant experience with SQL Server 2008 – Stored procedures, Functions, Views, Indexes, Relational Database Design;
- Knowledge of SQL Reports Server and experience in using SSMS and BIDS;
- Experience in building Web/Windows Forms solutions using the .NET Framework and Visual Studio 2010;
- Experience in Web site and databases development and administration is an advantage;
- Possess a good understanding of relational database concepts;
- Ability to communicate effectively with business users as well as technical users;
- Knowledge of: Windows Server software in a multi-site environment, TCP/IP, Proxy and Cisco Router Configuration, MS Office;
- Ability to design, configure and troubleshoot networks;

Languages

Fluency in English, Nepali is required.

How to apply:

Interested Candidates are requested to submit their application indicating clearly the position applied, CFCV number and CV with three references to the following address: **Human Resource Department, International Organization for Migration, P.O. Box 25503, Baluwatar, Kathmandu** or email to iomnepaljobs@iom.int by **06 November 2018**. Only short listed candidates will be called for interview.

Posting period:

From 24.10.2018 to 06.11.2017