

Required
ICT Support Assistant
Registration No.: 20

UNDP Syria is seeking to recruit a full-time highly qualified ICT Support Assistant within the framework of Development Services Team. The ICT Support Assistant provides ICT and administrative support services to the ICT unit, provides daily technical support to users of information management tools and technology infrastructure. The ICT Support Assistant promotes a client-oriented approach.

Basic required qualifications:

- University Degree in Computer Science on related field. Relevant certifications in hardware and software management and application, Microsoft Certified Professional (MCP) are desirable/ preferable.
- 3 to 5 years of relevant working experience, including network administration, support to management of hardware and software platforms, telecommunications facilities, knowledge of Windows-based packages/applications.
- Excellent inter-personal, communication, team working and negotiation skills.
- Proficiency in spoken and written English and Arabic.

Qualified Syrian women and men are encouraged to apply by submitting a covering letter and a detailed curriculum vitae with duly completed Personal History Form (P11) to: UNDP Human Resources, P.O. Box 2317, Damascus (envelope should be clearly marked with the following: Vacancy Announcement for ICT Support Assistant registration no.: 20), or to email address: un.vacancy@undp.org with the subject (ICT Support Assistant registration no.: 20).

The detailed terms of reference of this post and P11 Form are available at the UNDP Syria Website: www.undp.org.sy.

The deadline for receiving applications is 25 March 2010.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

Short listed candidates will be subject to a written examination and a personal interview.