



**United Nations World Food Programme
Dhaka- Bangladesh**

Vacancy Announcement

NO. WFP/002/2009

Date of issue: 5 January 2009

Post Title	: Information and Communication Technology Assistant
No. of Post	: 1 (one)
Type of Appointment	: Service Contract (SC)
Post Grade	: BL5 (G-5)
Duration	: 6 months (with possibility for extension)
Duty Station	: Dhaka
Closing Date	: 12 January 2009

Terms of Reference

Within delegated authority and under the direct supervision of the Head of Section ICT, WFP Bangladesh, the Telecom Technician has responsibility for the following:

Duties and responsibilities:

1. Install to WFP standards, upgrade and support the radio communication systems including HF/VHF systems and Sat-phones.
2. Maintain the inventory and status of the radio equipment.
3. Perform regular maintenance work on the radio equipment as and when required.
4. Assign and maintain call signs and sel-calls to personnel, radio rooms and vehicles in WFP operations. Disseminate the updated lists within WFP Bangladesh, and to the UN Department of Safety and Security (UNDSS).
5. Liaise with UNDSS common radio technicians and operators on effective information management of call signs, sel-calls and other contact details.
6. Collaborate with UNDSS common radio technicians on radio installations and the overall guiding Standard Operating Procedures (SOP).
7. Set up and implement the SOP in WFP radio rooms.
8. Provide training in the use of VHF and HF radio equipments all staff.
9. Install, configure and maintain hardware and software of WFP computer systems and networks.
10. Provide user support for the standard software used by WFP.
11. Troubleshoot networks, workstations, printers and other peripheral equipment.
12. Take preventative care against computer viruses, increase awareness among users about viruses and assist them in taking virus protection measures.
13. Develop and prepare technical documentation, user guides and system configurations for the WFP computer system.
14. Perform simple hardware repairs.
15. Perform other related duties as required by WFP Bangladesh.

Essential Qualifications

1. Good teaching skills and ability to work in a multi cultural environment.
2. Ability to be mobile with frequent trips to WFP offices within the country.
3. Ability to work as part of a team with people of different professional and cultural backgrounds, and at all possible levels.
4. Fully acknowledge the UN principles on ethics, gender, harassment and religion.
5. Mature judgement, initiative and imaginative, tactful and resourceful.

Education

Preferably University Degree in the field of electronics/communications/computer engineering or technically equivalent.

Experience

At least three years of progressively responsible job related experience in the field of telecommunication technology. Especially, experience with HF and VHF radio equipment.

Language:

Fluency in both written and oral English and Bangla.

Submission of application:

Only candidates meeting the above requirements are requested to submit their application mentioning education and relevant experience, in one page, along with one copy passport size photograph and Curriculum Vitae (with contact telephone number and name & addresses of three references) to **Human Resources Officer, WFP, UN Offices, IDB Bhaban, Sher-e-Bangla Nagar, Agargaon, Dhaka, Bangladesh** or e-mail to: Bangladesh_Vacancy_Announcement@wfp.org quoting this vacancy announcement and post number. Only short-listed candidates will be contacted.

WFP is an equal opportunity employer and promotes affirmative action principles to achieve gender balance among its staff.