



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNKOSP00701
Vacancy Type: International Contracted
Field of Expertise: A&S INFORMATION TECHNOLOGY AND INFORMATION MANAGEMENT
Post Title: DATABASE DESIGN OFFICER
Grade: P3
OSCE Mission/Institution: OSCE Mission in Kosovo
Duty Station: Prishtine / Pristina, Serbia
No. of Positions: 1
Date of Entry on Duty:
Vacancy Notice Issue Date: 09-Jan-2009
Deadline for Application: 05-Feb-2009

Background:

OSCE missions and field activities are the front line of OSCE work in countries that require assistance and are the agent through which political decisions are translated into action. Each mission has a different mandate, but generally work addresses early warning, preventive diplomacy, conflict management, and post-conflict rehabilitation. The OSCE Mission in Kosovo (OMiK) was established by the OSCE Permanent Council on 1 July 1999. As a distinct component of the United Nations Interim Administration Mission in Kosovo (UNMIK), it is mandated with institution- and democracy building and promoting human rights and the rule of law.

Tasks and Responsibilities:

Under the direct supervision of the Chief ICT, the Database Design Officer will perform the following duties:

- Assessing the needs of the mission and analyzing internal business processes in order to design new data bases and to establish interfaces with existing ones to meet managerial requirements;
- Implementing approved designs for data bases by supervising all work performed by the development team, including testing and installation of applications; developing customized features upon demand; writing technical specifications for the development team and for users to explain all facets of data processing/compiling and report generation;
- Maintaining a variety of databases to ensure integrity, safety and access to data; introducing enhancements;
- Participating in the planning and implementation process whenever technical updates, upgrades and expansion of IT capacity are implemented;
- Performing related duties as required.

Necessary Qualifications:

- First-level university degree in computer science;
- Six years of relevant experience in the field of computer information systems and/or development/design of large data bases and experience in analyzing business processes in a variety of fields;
- Excellent knowledge of well-established/reliable IT technologies, peripherals, computer hardware and software;
- Excellent knowledge of English, including the ability to draft technical instructions for staff supervised and training material for the users of data bases; ability to explain technically complex contexts;
- Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Ability to drive and possession of a valid driver's licence;

Remuneration Package:

Monthly remuneration subject to social security deductions is approximately US\$ 4,445 to which is added Board and Lodging Allowance (currently EUR 110 per day). Social benefits will include possibility of participation in the Vanbreda medical insurance scheme and the OSCE Provident Fund.

If you wish to apply for this position, please use the OSCE's online application link found under <http://www.osce.org/employment/13108.html>.

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <http://www.osce.org/about/13131.html>.

The OSCE is committed to achieving a better balance of women and men within the Organization.

Female candidates are particularly encouraged to apply.

The OSCE is a non-career organization committed to the principle of staff rotation, therefore the maximum period of service in this post is 7 years.