



**UNITED NATIONS  
UNIVERSITY**

**INTERNATIONAL RECRUITMENT  
(Bonn, Germany)**

**VACANCY ANNOUNCEMENT**

***Data Manager***

- Organizational Unit** : United Nations University – ***UN-Water Decade Programme on Capacity Development (UNW-DPC)***
- Reference Number** : 2010/UNU/UNW-DPC/DataManag(CTC)/01
- Applications to** : Mrs. Beatrice O'Reilly, Recruitment Officer  
(hradmin@vie.unu.edu)
- Closing Date** : ***Friday, 4 June***

**United Nations University's Objectives:**

The UNU is an international community of scholars, engaged in research, postgraduate education, continuing education and training (CE+T) and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of the UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. Key goals are to serve as an international community of scholars; a bridge between the United Nations and the international academic community; and as a think-tank for the United Nations system; to contribute to capacity building, particularly in developing countries; and to serve as a platform for new and creative ideas.

**About UNW-DPC:**

The UN-Water Decade Programme on Capacity Development (UNW-DPC) started work on 1 August 2007. The aim of the programme office is to strengthen the activities of the more than two dozen UN organizations and programmes already cooperating within the inter-agency mechanism known as UN-Water, and to strengthen their activities and support them in their efforts to achieve the millennium goals related to water. This is not just a matter of capacity development related to water, but also of education, training and institutional development. The Vice-Rectorate of the United Nations University in Europe (UNU-ViE) serves as the umbrella organization for the office.

For complete information about the organization, please visit the following websites:  
[www.unwater.unu.edu](http://www.unwater.unu.edu), [www.unu.edu](http://www.unu.edu), [www.unwater.org](http://www.unwater.org)

### **Responsibilities:**

Under the authority and supervision of the Director of UNW-DPC and the supervision of the responsible Programme Officer, the successful candidate shall be entrusted with the following tasks:

- Checking for data consistency (characters, strings, arguments semantics)
- Data import and migration to an Information System which includes
  - Structuring of analogue (manual) data
  - Digitizing the data, and
  - Validating the data exported to the UNW-DPC information system
- Support testing of the UNW-DPC information system, including active involvement in user testing of Information System
- Other tasks related to information system services as the needs arise involving the data

### **Required Qualifications and Competencies:**

- Minimum of a Bachelors degree (equivalent) Informatics, Computer Science or a related field
- Experience in SQL databases, data migration between different data formats, data analysis, statistics
- Experience in using different computer scripting language or programming code is desired
- Basic understanding of and interest in water management issues will be an advantage
- Good command of the English language, good communication skills, and active team player

### **Desirable Experience and Competencies:**

The ideal data manager for UNW-DPC will be self-motivated, self-organized, and be able to trouble-shoot but also be a good communicator of gaps/ needs/ delays. This person should be an outgoing team player who sees him or herself as performing a vital role for the organization. Must display a good attention to detail and a professional and responsible work attitude, as well as strong commitment and motivation.

### **Remuneration:**

To be discussed/ negotiated based on applicant's level of experience and qualifications.

The terms and conditions of the employment shall be governed by the Consultant Contract Category (CTC). The remuneration shall be commensurate with the incumbent's qualifications and experience, non-taxable, and exempted from German social security contributions.

### **Duration of Contract:**

Depending on starting date, through September or October 2010

### **Starting Date:**

As soon as possible, not later than June 15<sup>th</sup>.

**Application Procedure:**

Interested applicants should submit their application preferably by email to [HRApplications@ehs.unu.edu](mailto:HRApplications@ehs.unu.edu) attention to Mrs. Beatrice O'Reilly, Recruitment Officer. Submitting the following documents:

(a) a letter of application/ motivation setting out how the qualifications and experience match the requirements of the position;

(b) a completed and signed UNU Personal History form, downloadable from United Nations University website ([www.unu.edu/employment](http://www.unu.edu/employment)). Please **do not submit your curriculum vitae**, and avoid using similar forms provided by other UN organizations);

(c) copies of degrees and certificates, and

(d) full contact information of three referees.

The application must also indicate the reference number of the vacancy announcement (2010/UNU/UNW-DPC/DataManag(CTC)/01).

Only short-listed candidates will be contacted; unsuccessful applications can neither be acknowledged nor returned.

**Please note that Applications without the Personal History Form will not be acknowledged.**