

# United



# Nations

*Job Description for Positions requiring official secondment  
from national governments of Member States of the United Nations Organization  
Appointments are limited to service on posts financed by  
the support account of peace operations and subject to the approval of United Nations General  
Assembly and renewal of the UNITAMS' mandate.*

<b>Post title and level</b>	<b><u>Database Advisor</u> of the Specialized Police Team (SPT) in Community Policing and Sexual and Gender Based Violence (SGBV), non-contracted</b>
<b>Organizational Unit</b>	<b>United Nations Integrated Transition Assistance Mission in Sudan (UNITAMS)</b>
<b>Duty Station</b>	<b>Khartoum, Sudan</b>
<b>Reporting to</b>	<b>SPT Team Leader</b>
<b>Duration</b>	<b>12 Month (extendible)</b>
<b>Deadline for applications</b>	<b>20 February 2021</b>

**United Nations Core Values: Integrity, Professionalism and Respect for Diversity**

---

## **RESPONSIBILITIES:**

In compliance with the mission mandate and under the authority of the SPT Team Leader, the Database Advisor will be responsible for providing strategic and technical advice to the Sudan Police Force (SPF) in the area of data base management and record storage, and contribute to the development and implementation of their overall capacity building programs. Database Advisor will be responsible for, but not limited to the performance of the following duties:

- Assist the Team Leader and provide appropriate contribution to the development and implementation of the Community Policing and SGBV Project Plan.
- Provide technical advice to the Sudan Police Force on development of a central database information management system, including installation and maintenance of hardware, software applications and ethical handling of classified data of criminal records of perpetrators of sexual and gender-based violence (SGBV), conflict related sexual violence (CRSV), and community policing.
- Build capacity of Sudan Police Force through Training of Trainer programs on central database/information management system for community policing and SGBV data, as well as installation, maintenance, extraction, uploading data, storage of data and recording and archiving.
- Assist SPF personnel on database applications methods with database theories and design for real time information fact sheets on all related community policing and mainstream gender perspective in policing
- Enhance capacity of SPF database officers on setting up cybersecurity measures in particular for operationalized community policing strategies; effective information gathering, evidence collection, detection and investigation of SGBV cases.
- Coordinate with SPF information technology (IT) personnel, software developers, database programmers and other IT experts to support and maintain the operation of the Central Database.
- Provide technical advisory support on ensuring data maintaining standards, including adherence to the Data Protection Act, and that back-up and recovery procedures are functioning correctly.
- Advise on effective record keeping of all relevant documents in soft and hard copies for activities undertaken in community policing and the management of SGBV case files.
- Perform any other duties as assigned by the Team Leader or his/her designee in efficient implementation of the Project Plan and performing other mandated tasks.

## **COMPETENCIES:**

**Professionalism:** Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the posts, demonstrates good judgment in the context of assignments given. Ability to apply technical expertise to resolve police related issues and challenges, knowledge of UN systems and policies, report writing skills, technological awareness, ability to adapt to diverse cultural situations, commitment to continuous learning, Office administration skills, confidentiality, ability to administer personnel matters, talent /Performance management skills and filing/record management skills.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Demonstrates ability to draft/edit a variety of written reports.

**Technological Awareness:** Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the Office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

#### **QUALIFICATIONS:**

**Education:** University degree in computer or specialized training in computer science, information technology, database administration, or information management systems is required. Graduation from Police College or Academy or other recognized law enforcement educational institution is desired.

**Work Experience:** A minimum of 7 years of active experience in national or international law enforcement in database management, server installation and maintenance, IT security and information management is required. Peacekeeping or other international experience in the UN or other organizations is an asset.

**Languages:** For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language (Arabic) is an advantage.

**Assessment for Mission Service:** All candidates should be cleared through an Assessment for Mission Service (AMS) either by a Selection Assistance and Assessment Team (SAAT) deployed to a Member State or on the basis of an in-mission AMS upon arrival of the candidates. Failure to pass the in-mission assessment will result in candidate's repatriation. All repatriation related expenses in this case are to be borne by the Member State. Therefore, the Member States are strongly encouraged to request a SAAT to conduct an AMS in the Member State prior to the police personnel deployment.

---

**Preference will be given to equally qualified women candidates.**

**Date of Issuance: 22 January 2021**

<http://www.un.org/en/peacekeeping/sites/police>

**In accordance with the Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above-mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.**