



National IT Advisor **(Volunteer role)**

What is it?

The United Nations Association of Australia (UNAA) is looking for a new *National IT Advisor* to assist with the crucial modernization of the IT systems of the organisation. The chosen candidate will have the opportunity to work in an important role in the national office, while growing their skills and gaining extensive experience with one of Australia's leading international affairs NGO's. The UNAA works to inform, inspire and engage all Australians regarding the work, goals and values of the UN to create a safer fairer and more sustainable world. Learn more about the UNAA at www.unaa.org.au.

Who can apply?

This role is open to all graduates over the age of 24. It would particularly suit a candidate whose professional day job is in the IT sector and who has had previous experience volunteering with an NGO.

What is involved?

The UNAA is looking to recruit a National IT Advisor (possibly two) who will assist with driving forward the IT system modernization of the UNAA as well as providing advice for improvement and assisting IT management for the entire UNAA federation across Australia. The role will require 2-5 hours per week working remotely, or if preferred from the UNAA's national office in Canberra. The role will involve working with a small team to identify and implement IT improvement opportunities. The UNAA group is largely decentralised with employees and volunteers based all over Australia.



Applicants should possess strong IT experience, be self-starters able to work semi-autonomously, energetic, innovative, have high levels of integrity, able to maintain discretion on sensitive issues and a willingness to work on all manner of IT related matters.

When is it?

This role will be filled when a suitable candidate(s) is found. Application are now open. This is an ongoing role with an expectation that the candidate will be able to commit to the role for at least twelve (12) months. Vacation of the role can occur by one month's written notice sufficient to find a suitable replacement and with the expectation that the candidate will provide a handover to their successor.

How do I apply?

1. Read the position description below.
2. Complete the Prospective Volunteer Application Form at <http://www.unaa.org.au/prospective-volunteer/> (~30 mins)
3. Send a brief written expression of interest (cover letter) to admin@unaa.org.au. Include the subject line "UNAA National IT Advisor 2017".

APPLICATIONS OPEN 12 April 2017 (and will remain open until filled)

ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED – Due to the number of application we receive we regret that we are unable to provide feedback on individual applications.

For any more information please contact admin@unaa.org.au.



POSITION DESCRIPTION

Position name:

UNAA National IT Advisor

Location:

Flexibility to working remotely.

Alternately the UNAA National Office

Suite 206, Griffin Centre, 20 Genge St. Canberra City, ACT 2601 Australia

Contribution:

Flexible (~2-5 hours per week)

Direct report:

This role reports directly to the UNAA IT Director who reports to the UNAA National Executive Director.

Responsibilities:

The identification and implementation of digital information technology improvement opportunities in the UNAA group. Also will likely include some maintenance of current IT systems and support for current internal users.

Tasks may include, but are not limited to:

- Identifying IT improvement opportunities of the organisation
- Preparing IT improvement implementation plans for approval
- Implementing IT improvement opportunities
- Maintaining IT systems
- Providing IT/digital subject matter expertise
- Responding to IT queries, providing internal IT support

Selection criteria

- Proven and relevant IT sector practical experience
- Excellent written and oral communication skills
- A strong familiarity with, or willingness to learn software systems that include but are not limited to (G-suite, Wordpress, TidyHQ, Microsoft office suite, Quickbooks, Xero, Nationbuilder, Slack, Eventbrite/trybooking)
- Demonstrated passion for IT improvement
- Strong organisational and interpersonal skills



- Initiative and the ability to consider solutions creatively
- Ability to be a self starter that takes personal initiative and requires minimal management control
- Ability to work professionally and constructively with all of the UNAA's diverse stakeholders of varying levels of talent, experience, age and background
- Commitment and passion for the UNAA's charitable mission
- An interest in international affairs
- Responses to the designated selection criteria questions

Benefits

This position will allow the successful candidate to:

- Work as a volunteer in the UNAA national office. A leading part of the UN family in Australia.
- Build their resume and gain experience working for an internationally recognised brand and NGO
- Deepen both hard and soft personal skills
- Develop experience and skills in the NGO sector
- Learn about the work of both the UN and UNAA
- Gain a greater real world understanding of government and international affairs
- Develop relationships with a network of talented volunteers and qualified professionals