

2021 NATIONAL TECHNOLOGY MANAGER

EXPRESSION OF INTEREST PACK

UN Youth's National Executive (NX) is seeking expressions of interest for the role of National Technology Manager (NTM). The NTM's term begins immediately after appointment and finishes on 31st December 2021. It is recommended for prospective applicants to discuss the NTM's responsibilities with the 2021 National Information Officer, Sophie Reedy-Young (sophie.reedyyoung@unyouth.org.nz).

The NTM will be responsible for maintaining a wide array of digital services to support the NX. The NX is a group of senior volunteers who are responsible for the day-to-day management of UN Youth New Zealand. The NX oversees operations of the organisation across Aotearoa. The NX provides support and direction to all of UN Youth's international tours, national conferences and regions to achieve our mission of inspiring global citizens.

Volunteering as the NTM will be a reasonably substantial role within the organisation. The NTM will be expected to respond to issues promptly and be able to commit to undertaking new tasks on a weekly basis. The NTM would ideally be able to join in on occasional NX weekly meetings upon request.

SPECIFIC ROLE DESCRIPTION

The duties of the NTM are as follows:

- Working with our National Information Officer to maintain, repair and update our digital service platforms;
- Suggesting improvements to all of our digital services platforms; and
- Implementing any approved improvements;
- Providing advice on general technological matters such as the processes and costs involved in establishing digital platforms for UN Youth;
- Addressing any technical issues with the website as they arise; and
- Supporting the National Information Officer in developing the website and introducing new capabilities throughout the year.

The overarching goal of the NTM's role is to ensure UN Youth maintains our digital services and finds new ways for technology to serve the purposes of our organisation.

WHO SHOULD APPLY?

We encourage applications from people who demonstrate exceptional ability in the following areas:

- **Technical:** Previous technical experience will be essential as we do not have the capacity to train inexperienced volunteers. See the technical skills listed below.
- **Commitment:** You must be prepared to commit to the workload.
- **Communication:** You will need to liaise with the National Information Officer and other members in the organisation.
- **Proactivity:** You must be able to take initiative and adapt quickly to different situations.

The following skills will be extremely useful for applicants of this role to have:

- Some web development experience, particularly regarding the use of Wix or other website platforms.
- Some experience in HTML, CSS or JavaScript is not essential but may be useful.
- Basic DNS and domain name management experience.
- Ability to diagnose and isolate tech issues.
- Ability to interpret system processes and apply this to resolve tech issues.
- Able to use APIs.

Successful applicants can expect to gain experience in technological management for the largest 'for youth by youth' non-profit organisation in Aotearoa. There will be opportunities for written references for candidates who meet role expectations.

Previous UN Youth experience as a volunteer, particularly as an Officeholder, is beneficial but not necessary to be considered for the role.

ELIGIBILITY

You must be:

- No longer enrolled at secondary school (at the time of applying);
- No older than 25 years old;
- New Zealand permanent resident or citizen, and reside within New Zealand;
- Available and able to fully commit to the role for the duration of the term which finishes on 31st December 2021.

UN Youth volunteers currently serving in other roles in the organisation are welcome to apply but will need to justify their capacity to handle multiple roles within the organisation.

HOW TO APPLY

APPLICATION PROCESS

Applications must be submitted to the National Volunteers Officer, Ishie Sharma, (ishie.sharma@unyouth.org.nz) by the deadline.

Shortlisted applicants may undergo interviews conducted by the 2021 NX. If interviews are held, they will take place in the two weeks after applications close. Applicants must be available for an interview during this period. The NX will then appoint the 2021 NTM from the pool of applicants.

Note that the NX reserves the right to reopen applications at its discretion. The NX may seek external advice if they believe that doing so would be in the best interests of the organisation.

REQUIREMENTS

- Personal details:
 - Full name
 - Contact number
 - Contact email
 - Contact address
- Expression of interest outline the following (bullet pointed lists are acceptable):
 - Why do you think you are a good candidate for the role of National Technology Manager? Please detail relevant skills and experiences you may have, especially any technical, leadership, team management, project management and relevant prior UN Youth experience.
- Curriculum vitae of no more than two pages;
- Completed police check consent form (only fill in pages 2 and 3 – [click to download](#)); and
- Photo ID (for the purpose of the police check).

DEADLINE

- Applications are due on **Wednesday 17 February 2021 at 11:59pm**.
- Late applications will not be considered.

QUERIES

Questions about the role, application process or other queries can be directed to the 2021 National Information Officer, Sophie Reedy-Young, (sophie.reedyyoung@unyouth.org.nz).