



Vacancy Notice INT03527

INTERPOL is the world's largest international police organization, with 195 Member Countries. Created in 1923, it facilitates cross-border police co-operation, and supports and assists all organizations, authorities, and services whose mission is to prevent or combat international crime. INTERPOL is now looking for a qualified candidate as IT Disaster Recovery Manager within the Information Systems & Technology Directorate.

INTERPOL embraces diversity and is committed to achieving diversity and inclusion within its workforce. Qualified applicants from under-represented member countries and women are strongly encouraged to apply

Job Title:	IT Disaster Recovery Manager
Reporting To:	Head of Department IT Governance and Directorate Support Office
Location:	Lyon, France
Duration:	3 Year*, Fixed-Term Contract
Grade:	4
Number of post:	1
Level of Security screening:	Enhanced
Deadline for application:	1 June 2023

* Subsequent extension to this post will be subject to the terms of the Organization's Staff Manual, to satisfactory performance and to availability of funds.

Tests/interviews in connection to this selection procedure will likely take place approximately 3 weeks after the deadline for applications. Applicants are kindly requested to plan their availability during this period accordingly, in case they are short-listed.

Selected candidates will be expected to report for duty approximately two to three months after receiving an offer of employment at the latest.

This selection exercise may be used to generate a reserve list of suitable candidates that may be contacted to address Organization's potential staffing needs in the future.

INTERPOL is an equal opportunity employer and welcomes the applications of all qualified candidates who are nationals of INTERPOL Member Countries, irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation and disabilities.

INTERPOL places no restrictions on the eligibility of candidates, without distinction as to race or ethnic origin, religion, opinions, gender, sexual orientation or disabilities. However, the national policy and laws in force in INTERPOL host countries may mean that staff members' spouses or partners, while legally recognized by the Organization, are not given the same recognition when they reside in certain duty stations. When this is the case, the Organization will inform the candidates accordingly to ensure that they are aware of the situation and allow them to make an informed decision. Candidates are also encouraged to familiarize themselves with specific laws and policies that may impact their personal and family situation in the duty station to which they apply.

INTRODUCTION OF POST

The IT Disaster Recovery Manager will be responsible for managing the IT Disaster Recovery Plan (ITDRP) including iterative risk mapping, strategy development, policies and plans according to the INTERPOL Business Continuity Plan. This role will take responsibility for Disaster Recovery exercises and assists in the coordination of the Disaster Recovery process in case of an event. He/She needs to understand the critical asset list of IT services, applications, and suppliers.

Within this role he/she will work closely with various stakeholders including but not limited to business stakeholders, CISO, Senior managers, suppliers, IT Service delivery Manager and IT Operations Sub-Directorate to enhance the efficiency and success of the IT Disaster Recovery Plan (ITDRP).

PRIMARY DUTIES

- Manage and maintain the overall ITDRP derived from the INTERPOL Business Continuity Plan across the Information Systems & Technology Directorate;
- Review the outcomes of Business Impact Analysis (BIA) and aligning the ITDRP's strategy and plans to support business needs;
- Responsible for planning, initiating , rolling out, testing and maintenance of the IT Business Continuity and Disaster Recovery policy and plans;
- Represent the Information Systems & Technology Directorate at organizational meetings or board meetings of the Business Continuity Program.
- Maintain a failure scenario document describing the possible failure scenarios/events to be included in the response plans as part of the ITDRP;
- Maintain and is responsible for mapping the risks associated to disasters and the risk coverage of the Disaster Recovery Plan;
- With the main IT stakeholders, develop effective strategies to respond to IT and operational service disruptions in the event of a significant incident or disaster;
- Maintain and is responsible for reviewing the disaster recovery strategies;
- Coordinate and is responsible for scheduling and leading all disaster recovery exercises, ensuring integrity of disaster recovery procedures throughout;
- Maintain the critical asset list of IT services, applications, and suppliers;
- Consult owners and support teams to define, develop, coordinate, and manage disaster recovery plans;
- Work with the business units, senior managers, on a continual basis to test core IT systems and services and review ITDRP policy and guideline(s);
- Develop and communicate ITDRP KPIs;
- Identify IT business continuity risks, potential impact, likelihood and identifying the mitigation for these risks.
- Perform any other duties as required by the supervisor.

REQUIREMENTS

All candidates will be assessed on the under mentioned requirements

Please only include professional experience for which you can provide official proof of employment (i.e. pay-slip indicating your functional title, work certificates, etc.). You could be asked to provide copies of such documents prior to interviews/tests. Any discrepancies found between the information stated in any of your application documents and the evidence of employment provided, will be considered misrepresentation and may lead to your disqualification from this selection procedure. This is especially important for your current and previous functional titles (they need to be exactly the same as the one in your contractual agreement), exact dates of employment, description of responsibilities and achievements, reason(s) for leaving and part-time work.

Training/Education required

- Three to four years' education at a University or specialized higher education establishment.
- Other certifications including ITIL foundation would be an additional asset.

Experience required

- Five years in the area in question.
- Experience covering Business Continuity and Disaster Recovery processes and standards
- Expertise in Disaster Recovery planning and execution
- A significant experience in IT operations and production environments.

Languages

- Very good working knowledge of English is required. Fluency in English is highly desirable
- Working knowledge of French is highly desirable.
- A third working language of the Organization (Arabic or Spanish) would be an additional asset.

Specific aptitudes required

- Excellent communication skills and ability to lead transversal teams toward a common objective.
- Excellent document drafting skills.
- Ability to translate business requirements into technical specification and SOPs.
- Ability to prioritize accordingly.
- Personal and professional maturity.
- Ability to maintain objectivity and apply logical reasoning.
- Ability to work in teams as well as individually.
- Ability to work under pressure.
- Good social skills, particularly in a multicultural environment.
- Initiative, creativity (original thinking) and curiosity.
- Ability to develop and maintain professional networks.

WORKING CONDITIONS

- Remuneration for appointment on contract: Salary scales of all duty stations of INTERPOL can be found at <https://www.interpol.int/What-you-can-do/Careers/Vacancies>. The starting point is step 1 and one additional step will be granted for every 3 years of fully relevant experience. The salary scales of INTERPOL's officials are adjusted at least once per year (more under exceptional circumstances) on the basis of the methodology used for the calculation of the Purchase Power Parity (PPP).
- The successful candidate may be offered appointment on a higher step depending upon professional background and experience. For more information regarding conditions of service see Employment conditions for contracted officials available on the Organization's career website (<https://www.interpol.int/What-you-can-do/Careers>).
- The incumbent may occasionally be required to work occasional overtime based upon workload and to go on missions.
- In order to be a staff member at INTERPOL the proof of fully COVID-19 vaccination status is a mandatory requirement. The person is considered fully vaccinated if he/she has taken all the doses (initial and booster doses) required by the local health authorities of his/her country of residence/origin. This may imply a reduced number of doses if the person has recovered from COVID-19 infection (requirement for recovery certificate). Please note this as you apply for the position advertised.
- Within the limits of the applicable regulations in the duty station, INTERPOL supports selected candidates' visa applications and/or special residence permits.

In compliance with INTERPOL's Confidentiality regime the successful candidate will have to undergo a security screening according to the clearance level attached to the function.

- INTERPOL has four official languages: English, French, Spanish and Arabic.
- INTERPOL retains the right not to make any appointment to this vacancy, to make an appointment at a lower or upper grade, to make an appointment with a modified job description or for a shorter or longer duration than indicated above.
- INTERPOL would like to inform candidates that their application may be considered for other similar positions.
- INTERPOL operates a non-smoking policy.