

# 2020 NATIONAL TECHNOLOGY MANAGER APPLICATION PACK

UN Youth's National Executive (NX) is seeking applications for the role of National Technology Manager (NTM). The NTM's term begins immediately after appointment and finishes on 31st December 2020. It is recommended for prospective applicants to discuss the NTM's responsibilities with the 2020 National President, Mark Howard ([mark.howard@unyouth.org.nz](mailto:mark.howard@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 seven 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 attend our three National Development Huis and join in on occasional NX weekly meetings upon request.

## SPECIFIC ROLE DESCRIPTION

The duties of the NTM are as follows:

- Working with our National Operations Officer to maintain, repair and update our digital service platforms;
- Suggesting improvements to all of our digital services platforms; and
- Implementing any approved improvements;
- Provide advice on general technological matters such as the processes and costs involved in establishing digital platforms for UN Youth.

The overarching goal of the NTM 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 Operations Officer and other members in the organisation.
- **Proactivity:** You must be able to take initiative and adapt quickly to different situations.

The required technical skills are listed below. These skills are essential to this role.

- Some full-stack web development experience, with a focus on PHP and a strong HTML/CSS/JavaScript ability
- Basic DNS and domain name management experience;
- Ability to quickly diagnose and isolate tech issues;
- Ability to interpret documentation and system processes and apply this to issue resolution.

Some advantageous technical skills are listed below. These skills are useful but not necessary for an NTM to possess.

- WordPress core contribution;
- WordPress theme and plugin development;
- Experience with G Suite system and user administration;
- Experienced use of CloudFlare;
- Experienced implementation of the Stripe API for high-volume payment processing;
- Familiarity with and use of DigitalOcean products, including virtual servers (Droplets) and object storage (Spaces);
- Experience with the Roots application development framework (Trellis and Bedrock);
- Experience with front-end tooling and project build systems (Composer);
- Experience with Vagrant and Ansible for local development;
- Functional Git use and experience;
- Some UNIX sysadmin experience;
- Functional use and implementation of SAML/SSO for identity management (our identity provider is G Suite).

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 2020.

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.

## TIKANGA MĀORI POLICY

Here at UN Youth, we believe it is important to incorporate Tikanga Māori principles into our operations as a way of cultivating a more equitable and inclusive environment for tangata whenua. We would encourage you to browse our Tikanga Policy before applying and considering how you might want to realise its principles should your application be successful: <https://unyouth.org.nz/about/tikanga-maori/>.

# HOW TO APPLY

## APPLICATION PROCESS

Applications must be submitted to the National Volunteers Officer, Teresa Lee, at [teresa.lee@unyouth.org.nz](mailto:teresa.lee@unyouth.org.nz) by the deadline.

Shortlisted applicants will undergo interviews conducted by the 2020 NX.

The interviews 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 2020 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

- Cover letter of no more than 500 words in total answering the following questions:
  - 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 on the website); and
- Photo ID (for the purpose of the police check).

## DEADLINE

- Applications are due on **13th March 2020 at 5:00pm.**
- Late applications will not be considered.

## QUERIES

Questions about the role, application process or other queries can be directed to the 2020 National President, Mark Howard, ([mark.howard@unyouth.org.nz](mailto:mark.howard@unyouth.org.nz)).