



SUSTAINABLE DEVELOPMENT COMMISSION

The United Nations Sustainable Development Commission (UNSDC) as an economic arm of the UNITED NATIONS are leading international organization working in the area of global problems requiring coordinated action. The Branch is part of the Division for Social Policy and Development, United Nations Department of economic and social affairs. It undertakes activities that assist and facilitate governments in more effective Implementation of the commitments and policies adopted in Social Development.

Social development is considered as one of the three components that define development, together with economic growth and environmental protection. While public and policy concerns have given rise to a growing framework for economic and environmental governance, no such framework has been developed to address social issues. The global social development agenda essentially focuses on poverty eradication.

We presently require the service of resourceful, experienced and dynamic candidates for the following positions:-

Training Officer, P-3

DEADLINE FOR APPLICATIONS: 20 April 2009

DATE OF ISSUANCE: 21 December 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 08-ADM-DSS-417972-R-NEW YORK (G)

Responsibilities

Under the supervision of the Chief, Mobile Medical Training Team (MMTT), the incumbent will participate, as a member, of MMTT missions, and provide training to DSS Chief Security Advisers (CSA), Security Advisers (SA), Field Security Coordination Officers (FSCO); Agency, Fund and Programme Field Security Officer/Field Safety Advisers (FSO/FSA); Department of Peacekeeping Operations Chief Security Officers (CSO), Mission Security Officers (MSO) and Safety and Security Service (SSS) Security Officers (SO). In addition, will develop appropriate training related to crisis response, specifically for mass casualty planning and medical evacuations, and present this training to Designated Officials (DO) and Security Management Teams (SMT), and will develop appropriate basic first aid related training for all staff at large, system wide. The incumbent will assess scheduled training to ensure it is conducted in accordance with the annual UNDSS training schedule; provide appropriate medical training to members of the UN Security Management System and staff at large; prepare and disseminate announcements for all MMTT training courses; organize and coordinate all venue, logistics and administrative requirements for all MMTTs; ensure that all agencies, funds, programmes and organizations of the UN system are invited to participate, as appropriate; review certification procedures for participants and ensure that appropriate standards are met in completion of all courses; participate in reviewing and preparing dynamic training for all UNDSS Programmes of Instruction (POI) using current training materials, practical applications, guide books, and approved training methodologies; organize, plan and maintain inventory of training materials involved in MMTTs, ensure that all appropriate learning materials are employed in all courses presented; perform as an instructor on all MMTT missions; prepare training reports for all courses, in accordance with established procedures, including appropriate recommendations to enhance emergency medical related training; participate in developing and presenting this training in response to emergency crisis situations, attend meetings and conduct training inspections, as required. Provide medical planning

advice, guidance and support to Designated Officials, Security Management Teams, agencies, funds, programmes and organizations of the UN; act as a resource person and participate as instructor for medical training presented by the agencies, funds, programmes and organizations of the UN upon request; develop and conduct training needs assessments and identify areas for change or modification; participate in the development of coordinated inter-agency medical training strategies and policies for an efficient and effective UN training programme. Perform other assignments and training functions, as required.

Competencies

Professionalism: Knowledge of UN medical and security management policy, and field medical procedures and techniques related to emergency trauma, mass casualty and medical emergency response. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Knowledge in crisis medical planning. **Planning and Organizing:** Ability to establish priorities and to plan, organize, coordinate and monitor own work plan.

Communication: Good drafting ability and communications skills, both oral and written. **Technological Awareness:** keeps abreast of available technology.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in medical related field (i.e., nursing or medical management), political or social science, business administration, or international relations. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Current certification as an Emergency Medical Technician Basic (EMT-B), qualified provider and instructor in Medicine in Remote Areas (MIRA), certified as an instructor in Basic Life Support (BLS), Automatic Electronic Deliberator (AED), Pre-Hospital Trauma Life Support (PHTLS), Healthcare Provider CPR and American Red Cross CPR/First-Aid Instructor are required. Completion of the DSS Security Certification Programme is desirable.

Work Experience

Five years of progressively responsible experience in security management at the international level, of which at least two years of formal experience in developing and presenting Emergency Trauma, Basic First Aid and Mass Casualty response training is required. Experience as a trainer in the UN is desirable.

Languages

English and French are the two official working languages of the United Nations. For this post, fluency in oral and written English is required. Knowledge of another UN official language is an advantage.

Other Skills

Knowledge of UN security policies, procedures and operations is highly desirable. Knowledge of and ability to use Microsoft Office software programmes is required.

Programme Budget Officer, P-4

DEADLINE FOR APPLICATIONS: 26 Mar 2009

DATE OF ISSUANCE: 27 Jun 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 08-ADM-DM OPPBA-418159-R-NEW YORK (G)

Responsibilities

Within delegated authority, the Programme Budget Officer, will report and serve as assistant to the Director of the Programme Planning and Budget Division (PPBD) of the Office of Programme Planning, Budget and Accounts (OPPBA). He/she will be responsible for the following duties: **PROGRAMME PLAN AND PRIORITIES, BUDGET PREPARATION AND IMPLEMENTATION:** Review, analyze and finalize the preparation and/or revisions of the biennial programme plan, taking into account recommendations

and decisions of specialized inter-governmental bodies. Analyze cost estimates and budget proposals, including programmatic aspects. Ensure compliance with the Plan and other legislative mandates. Review, analyse and finalize financial implications arising from decisions/statements of the Security Council and the General Assembly and its subsidiary bodies. Analyze and recommend spending authority (allotments) and monitor implementation to ensure that they remain within authorized levels. Administer and monitor extra budgetary resources, including review of agreements and cost plans. Review and finalize budget performance reports, analyzing variances between existing budgets and actual expenditures. Ensure compliance with financial regulations and rules and established policies and procedures. Provide advice and guidance, as required, to clients of the Division on budgetary and financial policies and procedures, including results-based budgeting. Provide substantive support to relevant inter-governmental and expert bodies in their budget review. Assist in securing approval from the General Assembly. GENERAL: Assist the Director in discharging the direct responsibilities for administration and management of the Division, including responding to requests for comments from PPBD whether from other Secretariat offices, intergovernmental or oversight bodies. Conduct reviews of PPBD workflow and document organization structure as well as participate in weekly Chiefs of Service management meetings to provide follow-up action of issues raised on the work of the Division. Draft routine and ad hoc reports and various communications to inter/intra departments and intergovernmental bodies. Undertake research and analysis on emerging issues for the Division and make recommendations for changes and/or modifications including to improve cost effective utilization of resources or programme delivery. Initiate and coordinate actions covering the entire span of human resource activities, e.g. review post incumbency reports for purpose of vacancy management and staffing table control, performance appraisal, job classification reviews, separation of staff members including provision of advice to staff of the Division and flag issues requiring the attention of the Director. Represent PPBD/OPPBA in inter- and intra-departmental meetings and as appropriate before legislative bodies, on matters related to administrative, human resource and programme and budgetary issues affecting the Division.

Competencies

PROFESSIONALISM - Expert knowledge and command of human resource services, budgeting, financial management and other relevant administrative policies. Demonstrated conscientiousness and persistence when tackling problems and challenges. Demonstrated ability to remain calm in stressful situations including ability to work under pressure and produce output that is accurate, timely and of high quality. Ability to prepare reports and conduct presentations on key issues by clearly formulating positions on issues, articulating options concisely conveying the maximum necessary information, making and defending recommendations before inter and intra-departmental meetings, inter-governmental and expert bodies, for example the Advisory Committee on Administrative and Budgetary Questions, Committee on Programme Coordination and Fifth Committee. Takes responsibility for incorporating gender perspective and ensuring the equal participation of women and men in all areas of work.

PLANNING AND ORGANIZING – Identifies priority activities and assignments and allocates appropriate amount of time and resources for completing tasks in a pressurised situation. Foresees risks and allows for contingencies when planning.

COMMUNICATION - Strong communications (verbal and written) skills with the ability to speak and write clearly and effectively. Tailors language, tone, style, and format to match the audience.

ACCOUNTABILITY - Takes ownership of all responsibilities and honours commitments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

TEAMWORK – Ability to work collaboratively across organizational boundaries. Ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in business administration, finance, public administration or a related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience

Minimum of seven years of progressively responsible experience in budgeting, administration, financial management or a directly related field including budgetary policies and practices, financial regulations and rules and human resources.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required. Knowledge of another official UN language is desirable.

Other Skills

Knowledge of the United Nations legislative machinery and procedures, budgetary policies and practices, UN Financial Regulations and Rules as well as UN Staff Regulations and Rules is highly desirable. Advanced computer skills including proficiency in such systems as the Integrated Management Information System (IMIS), Galaxy, UN Budget Information System (UNBIS), is highly desirable.

Programme Management Officer, P-4

DEADLINE FOR APPLICATIONS: 15 Mar 2009

DATE OF ISSUANCE: 17 Sep 2008

DUTY STATION: Vienna

VACANCY ANNOUNCEMENT NUMBER: 08-Dru-UNODC-418509-R-VIENNA (G)

Responsibilities

The post is located in the Anti Human Trafficking and Migrant Smuggling Unit (AHTMSU) of the Governance, Human Security and Rule of Law Section, Division for Operations. Under the overall supervision of the Chief of Section, the Programme Management Officer will be responsible for promoting the work of UNODC against Human Trafficking and Migrant Smuggling within the overall framework of the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children and the Protocol against the Smuggling of Migrants by Land, Sea and Air, both supplementing the United Nations Convention against Transnational Organized Crime. Within delegated authority, the Programme Management Officer will be responsible for the following: Develop and implement strategies for the Unit, including by identifying areas of potential intervention by AHTMSU/UNODC as well as for inter-agency cooperation and collaboration with other multilateral institutions and civil society; develop, review and appraise best practices, methodologies and programmes and contribute to their promotion and dissemination, pilot test promising practices through the design of special programmes and projects. Manage, supervise and coordinate the work carried out by the Anti-Human Trafficking and Migrant Smuggling Unit (AHTMSU), provide programmatic/substantive reviews of drafts prepared by others, contribute to the delivery of technical cooperation by the field office network. Provide oversight of and guidance concerning the activities of the Unit. Provide advice to the Chief of the Governance, Human Security and Rule of Law Section (GHSRLS) on conceptual strategy development and management of the implementation of overall strategies and intra and inter-divisional/departmental policies and procedures with regard to trafficking in persons and smuggling of migrants. Manage and participate in the formulation and appraisal of global, regional and country-level technical cooperation programmes and projects within the area assigned to AHTMSU through the provision of technical advice and substantive guidance. Plan, organize, coordinate and carry out the ongoing review, monitoring and analysis of social, economic and political developments and trends in the trafficking in persons and smuggling of migrants at the national, regional and/or global levels. Coordinate substantive input covering the area assigned to AHTMSU to aid in the preparation of position papers and reports for presentation to intergovernmental bodies such as the Commission on Crime Prevention and Criminal Justice (CCPCJ), the Conference of the State Parties to the Convention against Transnational Organized Crime, the Economic and Social Council and the General Assembly. Provide programmatic and substantive reviews of the relevant sections of documents prepared by other UNODC or collaborating offices to ensure correct reflection of policies and activities related to trafficking in persons and smuggling of migrants. Oversee and ensure adequacy of the programmatic and administrative tasks necessary for the functioning of the Unit, including the preparation of inputs for the work programme of the Section,

determining priorities and allocating resources for the completion of outputs and their timely delivery; the preparation of budgets and monitoring of expenditure, assigning and monitoring performance parameters and criteria indicators, reporting to intergovernmental bodies on budget and programme performance, preparing inputs for results-based budgeting; evaluation of staff performance, interviews of candidates for job openings and evaluation of candidates. Manage, guide, develop and train staff under his/her supervision. Foster teamwork and communication among staff in the Unit and across organizational boundaries. Represent the Organization at inter-agency meetings, seminars and conferences on substantive issues.

Competencies

- Professionalism: In-depth knowledge and understanding of theories, concepts and approaches relevant to the issue of human trafficking and/or migrant smuggling; in-depth substantive knowledge and specialization in the field of human trafficking and/or migrant smuggling; very good research, analytical and problem-solving skills, including the ability to identify and contribute to the solution of problems/issues; knowledge and experience in various research methodologies and sources, sound judgement.
- Planning and organizing: Proven ability to plan and organize work, requiring an in-depth understanding of its strategic direction and ability to integrate the work of the Unit into the Section's work programme.
- Managing performance: Ability to develop work goals that are consistent with agreed strategies, team leadership and supervisory skills, ability to coach, mentor and develop staff, ability to monitor progress against milestones and deadlines.
- Communication: Excellent drafting ability and communication skills, both oral and written, proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful.
- Technological Awareness: Proficiency in computer applications relevant to the field of specialization. Familiarity with Internet applications, proficiency in the use of the MS Office programs.
- Teamwork: Good interpersonal skills, demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds; ability to lead and gain assistance of others in a team endeavour.
- Judgment/Decision-making – Good judgment and initiative, imagination and resourcefulness, energy and tact, ability to ensure an effective work structure to maximize productivity and achieve Unit's goals.
- Managing Performance: Ability to establish priorities and to plan, coordinate and monitor work of others, ability to make timely decisions; ability to coach, mentor, motivate and develop staff and encourage good performance.

QUALIFICATIONS

Education

Advanced University degree (Master's or equivalent) in law, criminology and/or related social science, international relations, political science, economics, statistics, public administration, or the equivalent combination of education and experience in any of the above areas.

Work Experience

At least 7 years of progressively responsible experience, including 3 years at the international level, in government or private sector positions in related areas. Work experience within the United Nations system and knowledge of the work of UNODC highly desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of other official United Nations languages is an asset.

Other Skills

Very good analytical and problem-solving skills; proven ability to produce reports and papers on anti human trafficking and/or migrant smuggling; familiarity with Internet applications; proficiency in the use of the MS Office programs; good interpersonal skills; excellent drafting ability and communication skills.

Human Resources Officer, P-3

DEADLINE FOR APPLICATIONS: 25 Feb 2009

DATE OF ISSUANCE: 26 Aug 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 08-HRE-DSS-418009-R-NEW YORK

Responsibilities

This position is located in the Executive Office of the Department of Safety and Security. Under the general supervision of the Senior Human Resources Officer and within limits of delegated authority, the Human Resources Officer is responsible for the recruitment and administration of field security personnel appointed against posts that are jointly funded by organizations participating in the United Nations security management system. The incumbent performs the following duties: Recruitment and Placement: • Identifies upcoming vacancies in coordination with the Division of Regional Operations. • Prepares vacancy announcements, reviews applications and establishes a short-list of candidates. • Arranges and participates in interviews to identify the most suitable candidates for rostering. • Maintains the recruitment and staffing databases, and prepares reports as required. • Prepares recommendations for the selection of rostered candidates against existing vacancies. • Makes recommendations on salary level to be offered to selected candidates. • Plans and organizes the biannual Managed Reassignment Programme for the rotation of field security personnel. • Coordinates actions for the efficient implementation of reassignment decisions. • Monitors recruitment and placement actions taken by UNDP on behalf of the Department, and recommends corrections or changes related to procedures. • Supervises and monitors the work of two Human Resources Assistants in carrying out human resources functions in support of field staff. Administration of Entitlements: • Researches and recommends changes to policy relating to benefits and entitlements for staff on the basis of their contractual status (field security staff are hired under UNDP contracts). • Provides advice on interpretation and application of policies, regulations and rules. • Provides advice on salary and related benefits, travel, and social security entitlements. • Reviews HR policies/procedures and recommends changes as required. • Intervenes, on behalf of field staff, with UNDP Country Offices and UNDP/Copenhagen on matters relating to unresolved personnel issues. Staff Development and Career Support: • Identifies and analyzes staff development and career support needs of field staff and designs programmes to meet those needs. Prepares monitoring reports on staff development and career support programmes. • Designs and manages external assistance schemes. • Provides advice on mobility and career development to staff. • Designs, plans and provides induction orientation and briefing to new staff members. • Provides performance management advice to staff and management. Assists supervisors and staff in understanding and using the performance appraisal system applicable to field staff. • Assesses training needs, identifies, designs and delivers training programmes to staff at all levels. • Plans and organizes meetings of the Career Review Group, the Selection Panel and the Promotion Panel dealing with field staff. Other Duties: • Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements. • Prepares generic job profiles for field security positions. • Serves as focal point for the technical clearance of candidates that UN Agencies, Funds and Programmes intend to appoint at the professional level to perform security functions. • Assists in preparing policy papers, position papers and briefing notes on issues related to the management of field security personnel.

Competencies

PROFESSIONALISM: Knowledge of human resources policies, practices and procedures. Ability to identify issues, formulate opinions, make conclusions and recommendations. Shows conscientiousness and efficiency in meeting commitments, observing deadlines and achieving results. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **COMMUNICATION:** Proven ability to write in a clear and concise manner and to communicate orally in an effective manner. **TEAMWORK:** Strong interpersonal skills and ability to work collaboratively with colleagues to achieve organizational goals. **PLANNING AND ORGANIZING:** Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision. **CLIENT ORIENTATION:** Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Keeps clients informed of progress or setbacks in projects.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in human resources management, administration or related area. Experience in recruitment and the application of UN rules and regulations required.

Languages

Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Other Skills

Knowledge of the Galaxy system and of the human resources elements of the Integrated Management Information System (IMIS) desirable.

Engineer, P-4

DEADLINE FOR APPLICATIONS: Open

DATE OF ISSUANCE: 23 Oct 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 07-ENG-PMSS-413589-R-NEW YORK

Responsibilities

(These following duties are generic and may differ depending on the requirements of the mission.) Within delegated authority, the Engineer will be responsible for the following duties: Analyze and advise on the planning, design, construction and maintenance of major systems and facilities such as buildings roads, bridges, airfields, helipads, railways, docks, waste disposal systems, flood control systems, water treatment facilities, and related structures and other engineering activities in the field needed for the logistics support of peacekeeping and other United Nations field missions; Evaluate, review and revise project documents, and analyze design specifications included in project proposals for accuracy, soundness, feasibility and cost; Recommend solutions to unusual engineering problems; Conduct technical studies on engineering topics, developing guidelines for the general planning and maintenance of programs and facilities; Calculate stresses and strain affecting proposed structures, taking into account such factors as estimated load, water pressure, wind resistance, soil characteristics, temperature fluctuations and nature of building materials to be used; Keep abreast significant trends and developments relating to improved methods and equipment, through relevant engineering literature; Lead team efforts in studying critical problems relating to design or construction of systems and facilities; Make recommendations for resolution of problems in specialized areas; Participate in planning missions, serving as technical adviser to Committees or international meetings. Perform other duties as required.

Competencies

Professionalism: High degree of personal initiative and willingness to accept wide responsibilities; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations; demonstrated effectiveness in developing logistics plans, policies, procedures and new programs; demonstrated fiscal awareness; good knowledge of UN financial rules; ability to provide technical and procedural advice in a broad range of engineering areas; ability to develop, maintain and supervise accountability systems for materials and

services; ability to deploy to remote locations on short notice for limited duration. Leadership: Ability to manage and mentor a technical team by demonstrating leadership. Communication: Excellent communication skills (spoken, written and presentational), including ability to present sensitive issues/positions and to write reports and engineering decisions. Management: Ability to manage a Sector engineering program or to formulate effective strategies and technical approaches to engineering issues and related areas. Planning and Organizing: Demonstrated planning and organizational skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects/activities. Judgment/Decision-Making: Discretion and sound judgment in applying expertise to complex and/or sensitive issues, which are broad in scope. Client Orientation: Strong negotiating skills and ability to influence others to reach agreement. Technological Awareness: Ability to design and operate common database software, spreadsheet and project management applications; Ability to define and extract management information for engineering support. Teamwork: Excellent interpersonal skills, ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS

Education

Advance university degree (Master's degree or equivalent) in Civil Engineering, Electrical Engineering, Mechanical Engineering, Architecture, or related appropriate specialty or sub-specialty. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience

At least 7 years of progressively responsible experience with a national administration or a large engineering firm, both in the field and at Headquarters. Engineering experience in international field/peacekeeping or military operations is highly desirable.

Languages

Fluency in spoken and written English or French; knowledge of a second UN language is an advantage and sometimes a requirement. Fluency in the local language may be essential.

Other Skills

Facilities Management Officer, FS-6

DEADLINE FOR APPLICATIONS: Open

DATE OF ISSUANCE: 16 Sep 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 06-ENG-PMSS-411487-R-NEW YORK

Responsibilities

Within delegated authority, the Facilities Management Officer is responsible for the following duties: Technical and administrative work in the overseeing of technical and general maintenance activities in the United Nations facilities, operations and functions comprised of Ground Maintenance, Accommodation, Sanitation, Catering, Vector Services, Cleaning and Garbage Collection, etc. This assignment involves planning, directing and coordinating activities of either UN staff and/or contractor's staff including out sourcing type of contracts, and all related administrative work and supervision of personnel. Responsible for allocation and space management. Preparation and follow-up of work orders (building maintenance and minor engineering works). Managing budget allotments and monitoring consumption of maintenance supplies. The position requires regular liaison with Security and Safety, Environmental, Health and Logistics Services.

Competencies

Professionalism: Demonstrated professional competence and in-depth knowledge of the functioning and

running of maintenance and operation of field facilities; proven understanding of technical, supervisory and administrative functions relating to these functions; demonstrated good negotiating skills. Managing Performance: Ability to establish, plan and encourage performance and coordinate and monitor work of others. Delegation of the appropriate responsibility, accountability and decision-making authority; regular discussion of performance and provision of feedback and coaching to staff. Planning and Organizing: Development of clear goals that are consistent with agreed strategies; identification of priority activities and assignments; good analytical skills. Client Orientation: Establishment and maintenance of productive partnerships with clients by gaining their trust and respect; identification of clients' needs and matching them to appropriate solutions. Technological Awareness: Staying abreast of available technology that relates to maintenance and operations of field facilities, and actively seeking to apply technology to appropriate tasks. Communication: Good communications skills (oral, written and presentational); proven ability to defend and explain difficult issues and positions to staff including senior officials.

QUALIFICATIONS

Education

High school or equivalent diploma plus certification/diploma of other supplemental academic qualifications or training in Civil Engineering; Business Management; Contract Administration; or related area. Recognised and valid License of the trade (carpentry, plumbing, welding, or similar).

Work Experience

At least 10 years of progressively responsible experience in technical, administrative and supervisory areas in the maintenance and operation of field facilities. Experience in managing support services of international peacekeeping or military operations is highly desirable. Extensive knowledge of the UN rules, regulations and working practices pertaining to field missions is an advantage.

Languages

Fluency in spoken and written English or French; knowledge of a second official UN language is an advantage and sometimes a requirement. Fluency in the local language may be essential.

Other Skills

Finance and Budget Officer, P-3

DEADLINE FOR APPLICATIONS: 14 Mar 2009

DATE OF ISSUANCE: 16 Nov 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 08-FIN-DFS-418542-R-NEW YORK

Responsibilities

Under the direct supervision of a Chief of Unit of the Budget and Performance Reporting Service (BPRS), in the Field Budget and Finance Division (FBFD) of the Department of Field Support (DFS), the incumbent will be responsible for the following duties: BUDGET PREPARATION: Provide guidance to Headquarters and field managers (including through field visits) with respect to the elaboration of resource requirements for budget proposals and performance reports including on financial rules and regulations, budget policies and procedures, recommendations of legislative and advisory bodies and Results-Based Budgeting (RBB) methodology. Analyse data with respect to the finalization of budget proposals and performance reports for field missions. Analyse and provide input into finalization of programme budget/financial implications in light of additional mandates. Prepare budgetary information for relevant legislative and advisory bodies, in particular the Fifth Committee of the General Assembly and the Advisory Committee on Administrative and Budgetary Questions (ACABQ) to support their budgetary review. BUDGET IMPLEMENTATION: Monitor allotments, including redeployment of funds when necessary, ensuring appropriate expenditures. Monitor budget implementation and determine/recommend reallocation of funds when necessary. Monitor expenditures to ensure that they remain within authorized levels. Review all requisitions for goods and services to ensure correct objects

of expenditure have been charged, ensuring availability of funds. Administer and monitor extrabudgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures. Prepare relevant documentation with respect to budget performance submissions. Review and make appropriate recommendations with respect to the finalization of budget performance reports, analysing variances between approved budgets and actual expenditures. GENERAL: Keep up-to-date on documents/reports/guidelines that have a bearing on matters related to programme and/or peacekeeping budgets, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures. Provide budgeting and financial support to a group of peacekeeping missions. Perform other related duties, as assigned.

Competencies

Professionalism: Knowledge of financial management and accounting practices; knowledge of budget development and administration of financial resources; knowledge of RBB or similar performance management methodologies. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Ability to identify issues and to use sound judgment; Excellent analytical and conceptual abilities. **Planning and Organizing:** Ability to establish priorities and to plan, coordinate and monitor own work plan. Proven ability to work under pressure and produce output that is accurate, timely and of high quality. Ability to manage conflicting priorities. **Technological awareness:** Ability to keep abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks, and shows willingness to learn new technology. **Communication:** Ability to write in a clear and concise manner and to communicate effectively orally. Ability to prepare reports, formulate positions on issues, articulate options concisely conveying maximum necessary information, and making and defending recommendations. **Teamwork:** Resourcefulness, good interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with financial counterparts.

QUALIFICATIONS

Education

Advanced University Degree (Master's Degree or equivalent) in business administration, finance, economics or related fields area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Professional qualifications (e.g. Chartered Accountant, CPA) desirable.

Work Experience

A minimum of five years of progressively responsible experience in resource planning, budget formulation, budget presentation, monitoring, analysis and interpretation of results is required. Experience in the application of Results-Based Budgeting or similar performance management methodologies in area of work is required. Experience in formulation of new strategies and approaches to financial resource management issues is desirable. Experience in peacekeeping or other type of field operations is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken English is required. Working knowledge of French is desirable. Knowledge of other official UN languages is an asset.

Other Skills

Proficiency in using Microsoft Office software is required.

Environmental Affairs Officer, P-3

DEADLINE FOR APPLICATIONS: 21 Mar 2009

DATE OF ISSUANCE: 23 Oct 2008

DUTY STATION: Geneva

VACANCY ANNOUNCEMENT NUMBER: 08-ECO-ECE-418226-R-GENEVA (G)

Responsibilities

Under the general supervision of the Director, Environment, Housing and Land Management Division (EHLM), and under the supervision of the Team Leader of the Environment for Europe and Sustainable Development Team the incumbent will provide support to the "Environment for Europe" process by drafting substantive documentation, assisting in organizing and servicing the preparation of each conference and the conference itself in close cooperation with the host country; liaising with relevant international organizations and other stakeholders contributing to the "Environment for Europe" process; providing continued strategic guidance and assistance, especially to countries of Eastern Europe, Caucasus and Central Asia and South-East European countries, with regard to the implementation of commitments made by Ministers at the Ministerial Meetings, including the assessment of country needs, exchange of good practices and targeted capacity-building activities; contributing to strengthening environmental assessment and monitoring activities in order to better evaluate progress in the implementation of environmental policies and to improve the basis for political decision-making. In the framework of the regional follow-up to the World Summit on Sustainable Development (WSSD) the incumbent will assist in organizing and servicing the UNECE Regional Implementation Meetings on Sustainable Development; assist with the preparation of substantive documents and follow-up to the decisions of the meetings; prepare and support ECE regional discussions at the sessions of the Commission on Sustainable Development (CSD); contribute to and coordinate the ECE in-put to the CSD policy cycles; liaise with the CSD secretariat, the other regional commissions and civil society stakeholders on regional contributions to the global sustainable development process. The incumbent will assist in the organization and servicing of intergovernmental meetings, expert group meetings related to the above duties; prepare speeches and other inputs for presentations by senior staff as well as outreach material; provide guidance to consultants and government designated experts and rapporteurs; develop and maintain the respective parts of the Division's website; contribute to the management of the Environment for Europe Trust Fund, to the preparation of bi-annual programme and cost plans and to budget related reporting.

Competencies

- **PROFESSIONALISM:** Good knowledge of environmental and sustainable development policies. Proven ability to establish and maintain networks of contacts with government officials, NGOs and other stakeholders.
- **COMMUNICATION:** Strong interpersonal and communication skills. Ability to write in a concise and effective manner.
- **TEAMWORK:** Ability to operate effectively across organizational boundaries. Ability to work in a multicultural environment, with sensitivity and respect for diversity as demonstrated by the ability to gain the assistance and cooperation of others in a team endeavour.
- **PLANNING AND ORGANIZING:** Proven ability to plan and organize work requiring an in-depth understanding of its strategic direction and ability to integrate his/her work into the Division's work programme.

QUALIFICATIONS

Education

Advanced university degree in natural sciences, economics, social sciences, engineering or other relevant area, preferably with an environmental profile.

Work Experience

At least five years of relevant professional experience in government and/or international organizations concerned with environmental and sustainable development issues. Experience in planning, organizing and servicing intergovernmental meetings is necessary. Experience of environmental monitoring and assessment activities would be an advantage.

Languages

Fluency in oral and written English with good drafting ability. Fluency in Russian is highly desirable. Working knowledge of French and/or other languages used in the ECE region would be an asset.

Other Skills

Economic Affairs Officer, P-4

DEADLINE FOR APPLICATIONS: 05 Apr 2009

DATE OF ISSUANCE: 07 Nov 2008

DUTY STATION: Santiago

VACANCY ANNOUNCEMENT NUMBER: 08-ECO-ECLAC-418479-R-SANTIAGO (G)

Responsibilities

Under the general supervision of the Chief of the Economic Development Division, the incumbent carries out the following functions: (1) Collaborates in the preparation of the three major Division's publications (Economic Panorama, Economic Survey of Latin America and the Caribbean and Preliminary Overview of Latin America and the Caribbean); in particular, writes part of the regional analysis section of the Economic Survey and prepares a country note. (2) Develops several priority areas of the Division's research program, both those critical in the medium and long-run (such as savings and investment) and those for the short-run (such as alternative adjustment programs); identifies critical subjects to research for a given year; masters and surveys the literature; creates and maintains a region-wide statistical data base pertinent to research; carries out research and produces findings useful for policy; translates results into sound policy recommendations; briefs the Executive Secretary and senior ECLAC staff on issues related to his/her specialty areas and often represents ECLAC on these issues in international seminars and conferences. (3) Participates in seminars, conferences and courses on areas of specialization; performs ad-hoc tasks for the Secretariat and the Division Chief; (4) Provides expertise in ECLAC and in the Latin American and Caribbean Institute for Economic and Social Planning (ILPES) technical cooperation missions: participates in consulting missions to member countries and provides technical advice to member governments, including ministerial level officials.

Competencies

Professionalism: In-depth understanding of econometric theories and solid knowledge of Latin American countries' economies and applications; ability to produce reports on economic issues, including some own-name publications. Shows pride in work and in 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **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. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. **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.

QUALIFICATIONS

Education

Advanced university degree in economics or related field. PhD desirable.

Work Experience

A minimum of seven years of relevant progressively responsible experience in the application of principles and concepts of macroeconomics and econometric techniques, specially time series and panel data methods. Applied research experience in monetary policy, fiscal policy or international trade and finance as evidenced by a good record of relevant publications, is required. Work experience in policy-making through association with national or international economic policy making, academia or foreign assistance programmes is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written Spanish and English is essential, as verified through relevant exams, if necessary. Working knowledge of Portuguese would be an asset.

Other Skills

Analytical skills in econometric issues as evidenced by a good record of publications. Ability to use relevant computer technology such as E-Views, Stata and RATS.

Humanitarian Affairs Officer, P-3

DEADLINE FOR APPLICATIONS: 18 Mar 2009

DATE OF ISSUANCE: 19 Oct 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 08-HRA-OCHA-417975-R-NEW YORK

Responsibilities

The post is located in the Coordination and Response Division (CRD), Office for the Coordination of Humanitarian Affairs (OCHA), in New York. The incumbent of the post acts as Desk Officer for particular countries. Under the supervision of the Chief of Section, the incumbent is responsible for the following duties: - Collect and analyse information on current and potential complex emergencies in order to advise the Under-Secretary-General/Emergency Relief Coordinator (ERC) on measures required to mitigate existing or impending humanitarian crises in the countries of assignment. - Provide policy guidance to, and serve as the primary link between the UN Resident/Humanitarian Coordinators in the field (Humanitarian Coordinators) and OCHA New York office, on behalf of the ERC. Support Humanitarian Coordinators in establishing appropriate coordination mechanisms, organising inter-agency needs assessments and producing consolidated appeals. Support resources mobilisation and donor reporting for OCHA field offices. - Deploy to the field both on inter-agency missions and, on short notice, assist with emerging or intensifying crisis as part of OCHA's surge capacity, potentially for extended periods of time. - Represent the Section in inter-agency needs assessment missions, task forces and meetings; - Liaise, consult, and exchange information with the other Secretariat departments, to ensure the necessary synergy between the work of OCHA and these departments; with United Nations agencies, non governmental organizations (NGOs), other operational agencies, donor governments and Member States concerning humanitarian activities of the United Nations system; - Prepare briefs, reports and oral statements on emergency situations for the Security Council, General Assembly, Economic and Social Council (ECOSOC) and other inter-governmental bodies, as well as the Inter-Agency Standing Committee (IASC), and other coordinating bodies. Draft notes, briefing and talking points for OCHA senior management. - Communicate the humanitarian concerns of the Humanitarian Coordinators and the United Nations operational agencies to the Secretariat departments, the Office of the Secretary-General and political organs of the United Nations; develop positions and strategies for humanitarian advocacy related to specific disaster and emergency situations; respond to queries from individuals and organization's concerning the work of OCHA and the United Nations. In addition, the incumbent acts as the OCHA Assistant Security Focal Point in support of the OCHA Focal Point. Under the Focal Point's supervision, he/she is responsible for the following duties: Advise the Emergency Relief Coordinator (ERC) and OCHA senior management on security matters in the context of natural disasters and complex emergencies; assist in the mobilisation of resources to assist field offices in implementing security requirements; work in close association with the Department of Safety and Security (DSS) and

other members of the Inter-Agency Security Management Network; advise OCHA field offices on the implementation of minimum security standards (MOSS), and minimum residential security standards (MORSS) and other plans and operations; facilitate the provision of security training and briefing to all OCHA personnel and dependents; monitor and report on compliance with security practices, policies and procedures; assist in the planning, implementation and coordination of security issues needed to support OCHA field operations; proposing concepts of operations and developing recommendations on actions to be taken in response to potential threats to OCHA staff security; and monitoring the implementation of security within OCHA field operations during crises.

Competencies

Professionalism - Sound knowledge of, and exposure to, a range of humanitarian assistance, emergency relief and related human rights issues; Strong analytical capacity and in particular the ability to analyze and articulate the humanitarian dimension of issues which require a coordinated response; ability to identify issues and to use sound judgement in applying technical expertise to resolve a wide range of problems; strong research skills, including the ability to evaluate and integrate information from a variety of sources and assess impact on the humanitarian situation in the countries under his/her responsibility. Ability to work under extreme pressure, in a highly stressful environment (e.g. civil strife, natural disasters causing human misery) and to work with minimum supervision. Knowledge of the UN security management system as well as thorough understanding of security procedures and protocols such as MOSS and MORSS requirements. Very good knowledge of country of assignment. Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian principles and humanitarian law. Knowledge of the institutions of the UN system. Proven solid negotiation skills. Planning and Organizing – Ability to plan own work, coordinate the work of others, handle multiple concurrent projects/activities under pressure of tight and conflicting deadlines. Teamwork – Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Communication – Excellent communication (spoken and written) skills including the ability to produce cogent and succinct written and oral analyses under time pressure.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in international relations, public administration, development, law, social science or in a related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree. Completion of relevant humanitarian security training courses is highly desirable.

Work Experience

A minimum of five years of progressively responsible experience is required in humanitarian affairs, emergency preparedness or crisis/emergency relief management, including two years with the United Nations humanitarian system, preferably with OCHA and/or UN humanitarian agencies, as well as demonstrated experience working in close liaison and coordination with the UN security management system, both in the field and at Headquarters. In particular, demonstrated responsibility for staff safety and security at the field level in humanitarian operations is required. Experience in civil-military coordination is desirable. Experience in training is desirable. Experience with humanitarian response tools and mechanisms such as the Inter-Agency Standing Committee (IASC) members and entities, United Nations Disaster Assessment and Coordination (UNDAC), International Search and Rescue Advisory Group (INSARAG) is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken English is essential. Knowledge of a second official UN language is highly desirable.

Other Skills

Research Officer, P-3

DEADLINE FOR APPLICATIONS: 12 Apr 2009

DATE OF ISSUANCE: 13 Nov 2008

DUTY STATION: Geneva

VACANCY ANNOUNCEMENT NUMBER: 08-IMA-JIU-418425-R-GENEVA (G)

Responsibilities

This position is located in the JIU Secretariat. The incumbent reports to the Executive Secretary. As far as review projects are concerned, he/she receives substantive guidance from the Inspector(s) in charge of the project and supervise by a Senior Research Officer. During the reviews the incumbent is expected to work with a large degree of independence. Under the authority of the Executive Secretary, the supervision of a Senior Research Officer and the guidance of the Inspector(s) concerned, the incumbent:

- Participates in the preparation of a structured work plan for evaluation and inspection reviews, taking into account their scope and complexity;
- Analyzes information collected by the assigned Research Assistant and conducts preliminary desk reviews;
- Prepares questionnaires, surveys and interview guides and drafts correspondence related to the reviews;
- Participates in the Inspectors' missions and assists in the interviews conducted by the Inspectors;
- Analyzes data, identifies problems and issues and suggests solutions;
- Participates in drafting the Unit's reports;
- Ensures accuracy of the information contained in the reports;
- Guides and oversees the work of the assigned Research Assistant;
- Performs focal point responsibilities in respect of assigned organizations, including the drafting and updating of management assessments;
- Assesses and screens proposals for the annual Programme of Work of the Unit;
- Participates in internal JIU meetings and assists in the preparation of JIU attendance at meetings of legislative organs;
- Performs other duties as assigned by the Executive Secretary.

Competencies Communication: Ability to speak and write clearly and effectively. Ability to ask pertinent questions, to listen to others, correctly interprets messages received and responds appropriately.

Demonstrated openness in sharing information and keeping people informed. Planning and Organizing: Ability to develop clear goals and identify priorities. Ability to allocate appropriate amount of resources for completing work, foreseeing risks and planning for contingencies. Efficient use of time. Ability to monitor and adjust plans. Accountability: Ability to deliver outputs within prescribed time and quality standards.

Honours commitments and takes personal responsibility for shortcomings. Team work: Good interpersonal skills and ability to work in a multi- cultural environment with sensitivity and respect for diversity.

QUALIFICATIONS

Education

Advanced university degree, preferably in business or public administration, economics, statistics, international affairs, law or in a related field. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of 5 years of progressively responsible experience, of which at least 3 years involving research and analysis, preferably in the area of oversight (evaluation, audit, inspection, investigation) or a related field.

Languages

English and French are the working languages of the United Nations secretariat. For the post advertised, fluency in oral and written English is required. Working knowledge of French is desirable. Knowledge of another official United Nations language is an advantage.

Other Skills

Excellent drafting skills required. Ability to use IT tools for research and proficiency in the use of standard computer applications (in particular spreadsheets, presentations, etc) is required.

Information Management Officer, P-4
DEADLINE FOR APPLICATIONS: Open
DATE OF ISSUANCE: 26 Sep 2008
DUTY STATION: New York
VACANCY ANNOUNCEMENT NUMBER: 07-IMA-PMSS-413171-R-NEW YORK

Responsibilities

The incumbent will be responsible for the following duties (the following duties are generic and may differ depending on the requirements of the mission): Develop, implement and manage a comprehensive records management programme in the mission; Provide advisory services on recordkeeping practices including needs and business process analysis; Organization and maintenance of UN information assets; Records preservation and disposition and information management policies and procedures, with an emphasis on technological application; Implement new applications of information technology to archives and records management and make recommendations for their deployment; Provide user support; Develop guidelines, SOPs, training materials and user manuals; Trains staff in use of the recordkeeping system assigned; Manage records disposition functions by applying approved retention policy to information assets, assuring that registration and physical aspects of records transfers meet established standards; Ensure that the mission's storage facilities meet environmental standards; Implement new technologies in information management to ensure that tools developed for efficient access to information are accessible to staff throughout the Organization; Guide, train, and supervise staff in a range of records and information functions; Carry out budget, finance, procurement, human resource responsibilities within delegated authority; Perform other related duties, as required.

Competencies

Professionalism - Knowledge of information management with specialization and experience in records management; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. Domains of professional knowledge include the following: the nature of records and recordkeeping, including records in electronic media; maintenance and disposition of records, including appraisal, conservation and migration management; records preservation and description; knowledge of research practices and trends. Demonstrable conceptual, analytical and evaluative skills and ability to conduct independent research and analysis, identifying and assessing issues, formulating options and making conclusions and recommendations. Planning and Organising - Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision. Technological Awareness - In-depth knowledge and experience of relevant technology and its application to archives and recordkeeping. Commitment to Continuous Learning - Willingness to keep abreast of new developments in the field. Communication - Demonstrable ability to write in a clear and concise manner and to communicate effectively orally. Ability to prepare reports, formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; demonstrated ability to develop and maintain effective work relationships with client groups. Teamwork - Demonstrated interpersonal skills and ability to establish and maintain effective working relations.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) preferably in Information Systems, Mathematics, Statistics, or relevant field. A first level university degree with a combination of relevant academic qualifications and experience in Information Systems, Mathematics, Statistics, or relevant field, may be accepted in lieu of the advanced university degree.

Work Experience

At least 7 years progressively responsible professional and managerial experience in telecommunications and computer technology, including experience in developing and overseeing large centralised and globally distributed institutional systems; experience at the international level in the public/private sector, functioning at the management level.

Languages

Fluency in spoken and written English or French; knowledge of a second UN language is an advantage and sometimes a requirement. Fluency in the local language may be essential.

Other Skills

Network Engineer, P-3

DEADLINE FOR APPLICATIONS: Open

DATE OF ISSUANCE: 09 Oct 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 06-IST-PMSS-412166-R-NEW YORK

Responsibilities

(The following duties are generic and may differ depending on the requirements of the mission.) Within delegated authority, the Network Engineer is responsible for providing adequate network services to the Mission. The incumbent reports to the Chief, Information Technology Unit (CITU) on the proper delivery of related services and: Analyzes, plans, designs and implements network projects in accordance with Mission requirements; Reviews network configuration and plans cost-effective upgrades to keep up with changing technology, growth of mission, and needs of Mission components ensuring maximum efficiency; Prepares, under the overall CITU supervision, network backup and security policies; Draft plans and specifications for the request of equipment and services related to the area of networking; Directs and supervises, when requested by the management, the work of personnel and/or contractors assigned to the Unit, in terms of network equipment installation, support and maintenance and organizes prompt network support by assigning the available technical resources while exercising quality assurance functions; Coordinates with other specialists and collaborates with external partners to ensure proper connectivity of the Mission network to the internet and other external sources; Provides technical guidance for other members of the Information Technology Unit; Uses network management and monitoring tools to prepare problem-analysis reports, resources utilization data, suggests measures for network efficiency maximization and provides recommendations and reports for management review; Works closely with other specialists on the development and implementation of Voice over Frame Relay, Voice/video over IP and other voice, video and data integration technologies; Provides customer support to the Mission's Wide Area Network using mostly CISCO routing, switching and multi-services platforms; Supports the design, implementation and maintenance of Data Security projects with emphasis in CISCO firewalls; Supports the design and implementation of VPN (Virtual private Networks) Mission wide. Perform other duties as required.

Competencies

Technical Skills - Hands-on technical training and problem-solving skills, good knowledge of relevant telecommunications policies, structure and strategy as it relates to area of assignment; ability to assess network needs; good written and spoken communications skills, including the ability to convey technical concepts and recommendations to non-technical staff at all levels, both orally and in writing, in a clear and concise style; technological background and experience in network design and implementation. Professionalism - Excellent interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations; ability to perform with minimal supervision, and work under pressure of frequent and tight deadlines often in difficult and demanding conditions.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in computer science or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree. Industry standard CISCO certifications: Networking

Professional and Internetworking Expert certifications highly desirable. Other CISCO certifications desirable.

Work Experience

At least 5 years of progressively responsible experience in telecommunications with at least 3 years at the international level in the public/private sector and related fields, specializing in the ICT infrastructure field. A valid driver's license is essential. Knowledge of Microsoft NT, TCP/IP and other network protocols, design of LAN/WAN with CISCO equipment, setup of Internet/Intranet; Knowledge and experience of voice and data integration projects. Knowledge of UN standard equipment for voice, data and video. (Ericsson PABX, CISCO routers/concentrators, Tandberg Videoconferencing, etc.) is a plus. Experience in customer support for Wide Area Networks desirable.

Languages

Fluency in spoken and written English; knowledge of a second UN language is an advantage and sometimes a requirement. Fluency in the local language may be essential.

Other Skills

Project Coordinator (Technical Manager), L-3

DEADLINE FOR APPLICATIONS: 08 May 2009

DATE OF ISSUANCE: 10 Nov 2008

DUTY STATION: Vienna

VACANCY ANNOUNCEMENT NUMBER: 08-IST-UNODC-418582-R-VIENNA

Responsibilities

This position (Project Coordinator) is located in the Division for Management, Information Technology Service. Under general supervision of the Chief, Information Technology Service (ITS), the incumbent will report to the UNODC Integrated Management Information System (IMIS) Coordinator. The incumbent will be responsible for Coordinating the implementation of IMIS in CTBTO and administration of IMIS application and database servers, and as such will perform day-to-day work and activities aimed at providing a stable and reliable production environment for IMIS. Working closely with the UNODC IMIS Coordinator, perform management of the IMIS project and production environment as follows: Determine resource requirements and prepare cost plans for the management of IMIS IT services, including coordinate with FRMS and CTBTO for billing and necessary fund allotments; Perform analysis and design for the development of IMIS interfaces to external systems; Coordinate with UN HQ and other vendors for the implementation of different interface projects; Manage vendor contracts and perform purchase of services and goods; Coordinate with UN HQ and UNODC FRMS for providing Finance helpdesk support; Manage IMIS security administration; Provide guidance/supervision to the Support Technicians related to UNIX/SYBASE administration tasks; Coordinate user support arrangements, support and guide the Super Users in troubleshooting, the payroll users in monitoring payroll runs, as well as monitoring other batch runs; Perform necessary data analysis for resolving application / data / functional problems; Perform installation/upgrade/configuration of IMIS, IMIS web and interface software; Provide technical support to external interfaces; Assist Applications Development team in design and support of IMIS non-standard reports and supplementary applications.

Competencies

Technological Awareness - Advanced knowledge in systems development or implementation. Good knowledge of Software Project Managements. Good technical knowledge of hardware and software of information technology infrastructure, database servers, operating systems. Planning and Organization - Ability to plan own work, to work effectively under stress and to prioritize and juggle multiple tasks within tight deadlines; good problem solving skills. Teamwork - Works collaboratively with colleagues to achieve organizational goals. Communication - Strong written and oral communication skills.

QUALIFICATIONS

Education

Advanced University degree in Computer or Information Systems, Mathematics, Statistics or other related field, or equivalent combination of education, certification and experience in relevant area. Successful completion of advanced training in IMIS is an advantage.

Work Experience

A minimum of five years of relevant and progressively responsible experience in the information technology field, particularly in the Enterprise Resource Planning (ERP) area.

Languages

Fluency in oral and written English is required. Knowledge of German is an advantage.

Other Skills

Very good knowledge of IMIS procedures. Good knowledge in Computer Science and operating systems, particularly UNIX scripting skills and knowledge of PERL, Java and Web services.

Judicial Affairs Officer, P-4

DEADLINE FOR APPLICATIONS: Open

DATE OF ISSUANCE: 02 Oct 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 07-JUR-PMSS-415847-R-NEW YORK

Responsibilities

(The following duties are generic and may differ depending on the requirements of the mission.) Within limits of delegated authority, and under the supervision of the Head/Director of the Rule of Law or Justice Section or the Senior Judicial Affairs Officer or his/her designate, the Judicial Affairs Officer will perform the following duties: Participate in the development and implementation of the Mission's strategies related to the rule of law and the development/reform of the justice and legal systems, including by advising national counterparts, providing training, and monitoring the court and legal system; Establish and maintain contacts and effective relations with national legal professionals, government officials and civil society representatives (including counterparts in the Ministry of Justice and other relevant Ministries, Parliament, the courts, associations of legal professionals, law schools, women's groups, non-governmental organizations, diplomatic missions and donors, and the media); Advise on and prepare complex legal research and analysis, and prepare outputs such as Section reports and assessments, policy documents and guidelines, and participate in legislative reviews and drafting of commentaries; Participate in coordination mechanisms at Mission level, maintaining close working relationships with relevant components (human rights, police, corrections, gender etc.) and UN agencies, and represent the Mission as required; Perform programmatic and administrative tasks necessary for the functioning of the Section, including preparation of budgets, reporting on performance and results, managing and evaluating staff performance, job interviewing and evaluation of candidates; Perform any other task as appropriately requested by the Senior Judicial Affairs Officer, Head/Director of Section or Mission leadership.

Competencies

Professionalism - Demonstrated in-depth understanding of judicial and legal systems issues, and knowledge of criminal law and relevant international human rights standards; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. Judgment/Decision-making - Strong analytical skills and demonstrated sound judgment in applying technical expertise to resolve a range of issues and problems. Planning and Organizing - Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision. Communication - Proven and sustained communication (oral and written) skills, including ability to prepare reports and conduct

presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations. Teamwork - Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS

Education

Advanced university degree (Master's Degree or equivalent) in law is required. A first-level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience

At least 7 years of progressively responsible professional legal experience as a practicing lawyer, prosecutor, judge, legal consultant or international legal assistance advisor, is required. This must include at least eighteen months providing technical legal assistance for the development/reform of legal or judicial institutions in a transitional, developmental or post-conflict setting outside the applicant's country of nationality. Management experience is desirable. Experience in a peacekeeping operation is desirable.

Languages

Fluency in spoken and written English or French; knowledge of a second UN language is an advantage and sometimes a requirement. Fluency in the local language may be essential.

Other Skills

Legal Officer, P-3

DEADLINE FOR APPLICATIONS: Open

DATE OF ISSUANCE: 14 Nov 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 07-LEG-PMSS-416169-R-NEW YORK

Responsibilities

Under the supervision of the Legal Adviser and within limits of delegated authority, the Legal Officer may be responsible for the following duties: Handle matters involving issues of international, public, private and administrative law, to include interpretation and application of legislative and other instruments governing United Nations activities and operations, seeking guidance on complex issues from the Legal Adviser. Prepare legal advice on diverse substantive and procedural questions, which may include those related to administration and management, institutions support, procurement and contracts, peacekeeping and other operational matters, separately-administered program and funds, etc. Perform extensive legal research and analysis and prepare legal opinions, studies, briefs, reports, and correspondence. Review, advise on and draft contracts, agreements, institutional and operational modalities and other legal documents; as necessary, may develop new legal modalities to meet unique needs/circumstances. Participate in negotiations and settlement of claims and disputes. Represent the organization in judicial, arbitral or administrative proceedings. Serve on various standing boards and committees as required. Provide guidance to, and may supervise, more junior staff on straightforward matters. Any other activity as deemed appropriate by the Legal Adviser. Work implies frequent interaction with the following: the Legal Adviser for guidance and reporting; Colleagues and senior officers throughout the mission, both within and outside the duty station. Counterparts, senior attorneys and officials in UN system organizations, specialized agencies, governments, law firms and other external entities.

Competencies

- Professionalism: Knowledge of, and ability to apply, legal principles, concepts and procedures and terminology for review, examination, and processing of a range of legal documents. Knowledge of various

legal research sources, including electronic, and ability to conduct research and analyze information on a wide range of legal issues. Knowledge of the civil law and/or common law legal systems and principles. Ability to interpret and apply legislative instruments, develop and present results, recommendations, and opinions clearly and concisely. Ability to draft legal papers and work under pressure. Ability to apply good legal judgment in the context of assignments given. Shows pride in work and in 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. • 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. • Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. • Planning & 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. • Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable. • Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client. • Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

QUALIFICATIONS

Education

Advanced University Degree (Masters or equivalent) in Law, with a specialization in international, administrative, commercial and/or criminal law required. A first level university degree in law with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience

At least 5 years of progressively responsible professional legal experience is required in the practice of law either in an international organization, or in a government, or in a law firm, with substantial experience in international, administrative, commercial and/or criminal law matters. International experience is required.

Languages

Fluency in spoken and written English or French; knowledge of a second UN language is an advantage and sometimes a requirement. Fluency in the local language may be essential.

Other Skills

Familiarity with United Nations activities is desirable.

Logistics Officer, P-3

DEADLINE FOR APPLICATIONS: Open

DATE OF ISSUANCE: 07 Jul 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 06-LOG-PMSS-412334-R-NEW YORK

Responsibilities

(The following duties are generic and may differ depending on the requirements of the field mission.)

Under the supervision of the Chief Integrated Support Services (CISS), the Logistics Officer is responsible for the following duties: Prepare logistics and support plans, deployment timelines and budget requirements for planned or new operations; Develop logistical plans for existing operations; Develop logistics contingency plans; Develop plans for downsizing or liquidation; Develop and implement methodologies and tools to enable effective execution of logistic plans; Formulate Standard Operating Procedures; Manage logistics operations, including, material and personnel; Ensure timely, accountable and cost-effective delivery of peacekeeping cargos and personnel; Ensure that supervised staff members are adequately trained and cross-trained; Identify additional training needs to achieve high working standards; Coordinate and provide logistics support to ongoing air, land, river or rail operations; Ensure that logistics requirements take account of gender-specific needs; Coordinate logistics activities with procurement, finance, humanitarian affairs and other substantive units; Develop and implement logistics support policy, procedures and methodologies to the common benefit of all mission units; Prepare reports on personnel and material movements and other operational logistics issues; Participate in technical survey missions for new missions and pre-deployment verification visits to troop contributing countries; Identify, plan and manage special logistics operations; Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained; Prepare logistics preparedness reviews; Coordinate logistics operations with UN agencies, UN military, UN police and other organizations upon request; Guide and supervise the work of new/junior logistics officers or staff; Assume responsibilities of certifying officer upon request; Perform other related tasks as required.

Competencies

Professionalism - Strong personal initiative and willingness to accept responsibilities; comprehensive grasp of logistics operations and practices; ability to deploy to remote locations and to operate independently in austere environment on short notice for limited duration; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. Leadership - Ability to manage and mentor a technical team by demonstrating leadership. Communication - Good communication skills including ability to prepare and present concise oral and written logistics operations reports, briefings, updates and other documentation; ability to conduct meetings. Management - Demonstrated management skills. Planning and Organizing - Ability to establish priorities and to plan, coordinate and monitor work plans. Judgment/Decision Making - Sound judgment in applying technical expertise to resolve a rank of issues/problems. Client Orientation - Good negotiating skills and ability to influence others to reach agreement. Technological Awareness - Ability to develop and operate common database software, spreadsheet, project management applications and complex text documents. Teamwork - Good interpersonal skills; ability to lead teamwork sessions; demonstrated ability to develop and maintain effective working relationships with logistic counterparts in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS

Education

Advanced university degree (Masters or equivalent) in Business Administration, Engineering or related fields. A first level university degree with a relevant combination of academic qualifications and experience in areas such as transport or logistic operations/management, supply chain management, etc. may be accepted in lieu of the advanced university degree.

Work Experience

At least 5 years of progressively responsible experience in logistics operations. Experience in international peacekeeping or military operations is an asset.

Languages

Fluency in spoken and written English or French; knowledge of a second official UN language is an advantage and sometimes a requirement. Fluency in the local language may be essential.

Other Skills

Chief Nurse, P-3

DEADLINE FOR APPLICATIONS: Open

DATE OF ISSUANCE: 12 Jul 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 06-MED-PMSS-411051-R-NEW YORK

Responsibilities

Within limited delegated authority, the incumbent is responsible for ensuring smooth day to day functioning of the walk-in-clinic at the UN Medical Facility and arrange appointments for medical exams of mission personnel. Design and implement outreach programs for mission personnel. Liaise with local hospitals to secure treatment of staff in these facilities preventive and promotive medical programs. Conduct medical orientation for incoming mission staff. Arrange first aid training for mission personnel. Prepare monthly medical reports. Medico Administrative Duties: Assist the Chief Medical Officer in coordinating medical evacuations/repatriations Identify supplies and equipment requirements for the clinic and with approval of the Chief Medical Officer raise requisitions accordingly. Liaise with the Procurement Supply section for this. Provide support to the satellite clinics and ensure regular medical supplies. Supervisory Duties: Supervise the nursing staff at mission headquarters and satellite clinics to ensure smooth functioning of the clinic. Assist the Chief Medical Officer in preparing Performance Appraisal Reports of nursing staff in the clinic. Ensure periodic upgrading of medical skills of nursing staff. Perform other related duties as required.

Competencies

Professionalism: Knowledge and experience in clinical nursing. Planning and Organising: Ability to establish priorities and to plan and coordinate own work plan. Commitment to continuous learning: Initiative and willingness to keep abreast of new skills in the nursing field. Technology Awareness: Knowledge of relevant medical software packages. Teamwork: Good interpersonal skills; ability to work in a multi-cultural environment with sensitivity and respect for diversity. Communication: Ability to write in a clear and concise manner and to communicate effectively.

QUALIFICATIONS

Education

Registered Nurse who is a graduate of either an accredited Baccalaureate Nursing Programme (University) or an accredited Diploma Programme (4 years). Certificates in ECG, CPR or Basic Life Support is an asset.

Work Experience

At least 5 years of experience in the general nursing/intensive care with some experience in health administration. Experience of UN peace keeping operations and familiarity with relevant UN administrative policies and procedures is highly desirable.

Languages

Fluency in spoken and written English or French; knowledge of a second official UN language is an advantage and sometimes a requirement. Fluency in the local language may be essential.

Other Skills

Medical Officer, P-4

DEADLINE FOR APPLICATIONS: Open

DATE OF ISSUANCE: 16 Aug 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 06-MED-PMSS-411473-R-NEW YORK

Responsibilities

These positions are located in United Nations (UN) field missions. They usually report to a more senior Medical Officer in the field, and have a functional reporting relationship to the Medical Director, Medical Service Division, OHRM. Accountabilities: Within limited delegated authority, the Medical Officer will be responsible for the following duties: (These duties are generic and may not be carried out by all Medical Officers.): Clinical Duties: Undertake day -to-day clinical duties, e. g. walk-in clinic, emergencies, pre-placement and periodic medical examinations, immunisations, etc. Refer staff to outside specialists as necessary and follow-up with outside specialists. Provide health education and participate in addressing work environment and occupational health issues. Medico Administrative Duties: Liaise with UN-Military Medical Units in the mission and host-nation medical facilities. Follow the United Nations established policies and procedures regarding medical clearances, sick leave and medical evacuations. Deputise for a more senior Medical Officer during his/her absence. Supervisory Administration: Manage day-to-day mission medical support operations by ensuring availability of supplies and proper functioning of medical equipment; Ensure appropriate training programs are implemented in order to maintain and develop the medical capabilities (e. g. Health education, HIV/AIDS prevention, first aid and CPR). General: Work implies frequent interaction with the following: Staff at large; staff within work unit; Staff counsellors; Senior management throughout the Organization; All specialised agencies; Military Physicians; Physicians and representatives of Laboratories, Pharmaceutical Companies, Medical Associations and Societies. Perform other related duties as required

Competencies

Professionalism - Knowledge and hands on experience in clinical medicine. Planning and organising - Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision. Teamwork - Strong interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Communication - Good interpersonal and oral and written communication skills. Commitment to Continuous learning - Willingness to learn to keep abreast of new developments in the medical field. Technological awareness - Solid computer skills and good knowledge of relevant medical databases.

QUALIFICATIONS

Education

Doctorate in Medicine. Residency in one of the medical specialties, preferably internal medicine.

Work Experience

At least 7 years of practical experience in occupational health and tropical medicine; general knowledge of worldwide health conditions, health requirements and precautions.

Languages

Fluency in spoken and written English or French; knowledge of a second official UN language is an advantage and sometimes a requirement. Fluency in the local language may be essential.

Other Skills

Population Affairs Officer, P-3

DEADLINE FOR APPLICATIONS: 27 Mar 2009

DATE OF ISSUANCE: 28 Sep 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 08-POP-DESA-417856-R-NEW YORK (G)

Responsibilities

Under the supervision of the Chief of the Migration Section of the Demographic Analysis Branch of the Population Division, Department of Economic and Social Affairs, the incumbent performs the following functions:

- Prepares estimates of levels and trends of international migration for all countries of the world. This task includes the compilation and assessment of data; the evaluation of data for completeness and accuracy so as to make adjustments as needed; the application of methods and techniques of demographic analysis to estimate the number and demographic characteristics of international migrants; and the development of methodologies to derive migration indicators from partial or incomplete information.
- Develops and maintains databases, including indicators and metadata, for the study of international migration, internal migration and urbanisation and other population related issues, as well as the necessary software to implement analytical techniques.
- Provides support to intergovernmental processes on population, migration and development issues, including preparing reports or inputs for reports, following meetings and preparing summary reports, and assisting in the organization of panels and round tables.
- Conducts research and drafts technical studies or reports on international migration, internal migration and urbanisation, their causes and consequences as well as their relations to development.
- Applies, adapts and, if necessary, develops methodologies for demographic analysis.
- Assists in the organization and servicing of expert group meetings, seminars, etc. on migration and related issues.
- Attends international, regional and national meetings on migration related issues to present results of demographic analysis and research; keeps abreast of developments in the field, gathers information, networks and holds discussions on population issues with colleagues in other institutions.
- Provides, as necessary, substantive support to technical cooperation projects in migration related areas.
- Prepares briefing notes on migration related issues for senior staff.
- Maintains communication and exchanges technical information with colleagues in specialised agencies, programmes and funds of the United Nations system, the Regional Commissions and the professional community at large.
- Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the Section's outputs.

Competencies

PROFESSIONALISM: Sound analytical skills; ability to apply population concepts, demographic techniques and research methods to issues of concern to the UN; ability to determine the suitability, validity and accuracy of the data or estimates available; ability to devise sound methods for the derivation of migration estimates; ability to manage large and complex databases; capacity to use and develop demographic techniques for the analysis of migration; ability to draft technical reports on population issues. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **COMMUNICATION:** Excellent drafting ability and communications skills, both oral and written; ability to prepare technical reports that are clear and follow United Nations editorial rules; ability to make presentations. **PLANNING AND ORGANIZING:** Ability to plan and organize own research work independently; ability to organize meetings and seminars. **TECHNOLOGICAL AWARENESS:** 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. **COMMITMENT TO CONTINUOUS LEARNING:** Willingness to keep abreast of new developments in the field and to improve computer skills.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in demography or sociology, statistics or economics with an emphasis on demography. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in population analysis and research, including experience in the area of international migration, internal migration and urbanisation.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required; knowledge of a second official United Nations language is an advantage.

Other Skills

Proficiency in programming and other computer applications relevant to the analysis of demographic data is required; proficiency in the use of MS Office programs, especially Excel and MS Access or other database software is required; proficiency in computer applications relevant to the analysis of demographic data, including demographic and statistical packages, is required.

Programme Officer, P-3

DEADLINE FOR APPLICATIONS: 15 Apr 2009

DATE OF ISSUANCE: 17 Nov 2008

DUTY STATION: Nairobi

VACANCY ANNOUNCEMENT NUMBER: 08-PGM-UNEP-418430-R-NAIROBI

Responsibilities

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Division of Regional Cooperation (DRC) helps to implement UNEP's global programs in the regions by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies. This position is located in the United Nations Environment Programme, in the Division of Regional Cooperation, Regional Office for Africa at the Nairobi duty station. Under the overall direction of the Director, UNEP Regional Office for Africa (ROA), and the day-to-day supervision of the Senior Programme Officer, Programme Development, Coordination and Implementation, ROA, the incumbent will perform the following:

1. Support the facilitation and coordination of regular discussions and consultations between ROA and relevant staff of UNEP divisions to ensure coordinated and coherent delivery of UNEP participation and support to the four One UN pilots in Africa (Cape Verde, Mozambique, Rwanda and Tanzania), Common Country Agreement/United Nations Development Assistance Fund (CCA/UNDAFs) and other common country programming processes.
2. Liaise and consult with the relevant staff of the UN Country Teams in the four One UN pilots, CCA/UNDAFs in Africa. Compile coordinated UNEP response and provide regular backstopping support as necessary in support of UNEP's engagement in these processes.
3. Assist in the compilation and analyses of priority issues of significance and important lessons emerging from UNEP engagement in the four One UN pilots and CCA/UNDAFs.
4. Support the development and updating of UNEP-wide country programme documents in collaboration with relevant staff of UNEP divisions to promote synergies and coordinated delivery of UNEP activities in CCA/UNDAFs and other common country programming processes in Africa.
5. Participate and provide substantive inputs in the review of project concepts, funding proposals and detailed implementation projects developed within the framework of Delivering as One to ensure conformity and compliance with established criteria and requirements of ROA before submission to UNEP's project approval processes.
6. Provide substantive inputs in the preparation of regular policy briefings and updates on progress of UNEP's engagement in the four One UN pilots, CCA/UNDAFs and other country programming processes for UNEP divisions and Senior Management Team.
7. Represent UNEP as appropriate in relevant meetings of the UN Country Teams and in particular in the Environment Thematic Groups in the four One UN pilots, CCA/UNDAFs and other common country programming processes.

Competencies

Professionalism: Proven ability to formulate policies, programme/project development, coordination and implementation; Broad knowledge of poverty and environment issues; Demonstrated ability to research and rapidly analyze and integrate diverse information from varied sources; Ability to prepare comprehensive reports with respect to key environment and development issues; Knowledge of the UN system, including the UN common country programming process. Teamwork: Strong interpersonal skills with ability to establish and maintain effective work relationships with people of different national and cultural backgrounds; Ability to work independently and to participate effectively in a team-based information sharing environment. Planning and Organizing: Excellent coordination skills, with the ability to work under pressure and handle multiple activities and projects concurrently; Ability to develop clear goals for planned activities, foresee risks and allow for contingency plans; Ability to meet tight deadlines and handle conflicting priorities. Communication: Ability to express ideas clearly, concisely and persuasively, both orally and in writing; including ability to defend and explain difficult issues and positions to staff and senior officials; ability to draft/edit a variety of reports on UN policy issues and strategies relevant to own work as required; Demonstrates openness in sharing information and keeping people informed.

QUALIFICATIONS

Education

Advanced university degree in environmental policy/science, development or related field with a strong preference for development, economics or socio- economic aspects of sustainable development. A first level degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

Work Experience

Minimum of 5 years of professional working experience of which some should be at the international level, including relevant experience in the UN country operations in developing regions of the world in particular Africa.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Working knowledge of French is highly desirable.

Other Skills

Knowledge of relevant institutional mandates, policies and guidelines is desirable. Exposure and experience at the country level an advantage.

Public Information Officer, P-4

DEADLINE FOR APPLICATIONS: 25 Mar 2009

DATE OF ISSUANCE: 26 Oct 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 08-PUB-DPI-416010-R-NEW YORK (G)

Responsibilities

Within delegated authority under the supervision of the Director of the News and Media Division, the Public Information Officer may be responsible for the following duties: • Provides advice and expertise to the Director on a range of public information, administrative and other issues. • As needed: drafts and/or edits complex material; reviews and/or assesses information products to support the communication objectives of Organization; edits inputs submitted from the Division for publications, reports, internal papers and correspondence. • Assists in the operations of the News and Media Division, including by participating in coordinating substantive and administrative activities, liaising with other parts of the Division, and/or the Department and offices of the Secretariat as needed, and developing practical proposals to support the objectives of the Division and the Department. • Serves as liaison and/or focal point with partners and counterparts as directed to find creative and effective ways to promote the

Organization's message. • May coordinate and direct public information staff and/or mentor and supervise the work of junior officers on specific projects. • Oversees the efficient administration of the Office of the Director, NMD.

Competencies

• Professionalism: Ability to rapidly analyze and integrate diverse information from varied sources and to produce written communications in clear concise style. Strong writing and editing skills. Ability to diplomatically handle sensitive situations with discretion, and to cultivate productive relationships. Ability to remain calm in stressful situations and work to deadline. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. • 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. • Teamwork: Works collaboratively with colleagues to achieve organizational goals; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. • Accountability: Takes ownership of responsibilities and honours commitments; operates in compliance with organizational regulations and rules; supports subordinates. • Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems; thinks "outside the box"; is not bound by current thinking or traditional approaches.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in communication, journalism, international affairs or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in public information, international affairs, or related area. Experience producing information products for diverse audiences and in diverse environments an advantage.

Languages

English and French are the working languages of the United Nations. For this post, fluency in oral and written English is required. Knowledge of another UN official language is an asset.

Other Skills

Security Officer, P-3

DEADLINE FOR APPLICATIONS: Open

DATE OF ISSUANCE: 14 Sep 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 07-SEC-PMSS-415310-R-NEW YORK

Responsibilities

(The following duties are generic and may differ depending on the requirements of the mission.) Within delegated authority, the Security Officer shall be responsible for the following duties: Prepare the draft security plan for the mission, designated country or geographic area, including all aspects related to elaboration, development, implementation and updating of the plan; Maintain continuing lines of communication with security focal points and all other agencies involved in peacekeeping and other missions to ensure maximum security coordination; Serve as a member of the United Nations Security Management Team, contributing to implementation and evaluation of the effectiveness of the security plan; Assess prevailing local security conditions, identifying security trends and advising UN staff, project

personnel and dependants on potential security problems, such as mines, kidnapping, armed attacks, arrest and detention; Maintain an ongoing evaluation of air, land and sea evacuation routes and resources for use in emergencies, ensuring the availability of vehicles, aircraft, vessels, fuel supply and assessable roads; Ensure that fire detection devices and fire-fighting equipment are available on the premises; Maintain fire evacuation plan and conduct fire drills and training as necessary; Maintain office security by conducting physical security inspections of facilities, issuance of identity cards, if possible background checks, and entry control; Provide advice and training to staff and dependants on residential security measures such as window guards, alarm systems and locks to minimize burglar intrusions; Maintain dialogue with authorities and international institutions such as Red Cross/Red Crescent in the event of natural disasters; Ensure availability of emergency communications system by making periodic checks to determine if system is functioning properly; Arrange for necessary repairs or adjustments; Investigate accidents involving UN vehicles and prepare reports of findings; Investigate security-related incidents involving UN staff members, project personnel or eligible dependants; Assume responsibility for guard force management; Maintain protection detail for senior officials as necessary; Conduct security training in such subjects as the security management system, responsibilities of Area Coordinators and Wardens and personal security awareness; Perform other duties as required.

Competencies

Professionalism: Excellent knowledge of security management combined with solid background of military or other security specialization and some political and social knowledge of country of assignment; ability to effectively deal with stress factor when encountered in security management; good technical skills to understand and consolidate the varying specializations such as electronics, communications, mechanics, explosives and other sophisticated devices encountered in security system management; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations; Planning and Organizing: Proven ability to plan and organize work and establish priorities. Communication: Good communication skills, both oral and written; Good drafting and presentation skills; Leadership: Demonstrated leadership skills; ability to make quick decisions in emergencies or when rapid response is required; ability to manage and motivate a team. Technological Awareness: Good computer skills. Teamwork: Good inter-personal skills; ability to establish and maintain effective working relations with mission directors, security officers in other agencies, specialists in other fields related to security, representatives of local and national governments and the non-government community, with sensitivity and respect for diversity.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in business administration, political/social science, psychology or international relations, or related fields. A first level university degree, or police/military academy, with a relevant combination of professional qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience

At least 5 years of progressively responsible experience in security management, preferably in the police or military context, which should include a high standard of physical fitness and operation under extreme stress, unit command and staff experience (with high level of leadership) and capability of rapid decision-making.

Languages

Fluency in spoken and written English or French; knowledge of a second UN language is an advantage and sometimes a requirement. Fluency in the local language may be essential.

Other Skills

Welfare Officer, P-3

DEADLINE FOR APPLICATIONS: Open

DATE OF ISSUANCE: 28 Oct 2008

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 08-SOC-PMSS-417719-R-NEW YORK

Responsibilities

The Welfare Officer is responsible for the welfare provision for all members of staff within the mission. The incumbent's responsibilities are, but are not limited to: coordinating activities with the Civilian Staff Welfare Officers based in other Sectors, the Military Staff Welfare Officer, Contingent Welfare focal points and police welfare focal point where applicable; increasing staff awareness and information about social and recreational opportunities available to them in the mission through contributing to the induction training of new staff by producing a guide to the local amenities, regularly updating information posted on the internal internet system, facilitating access to housing information, and developing links with local resources as appropriate; collaborating with the Training Unit to implement "Cultural Awareness" training for staff in the mission; improving the recreational and social opportunities for staff by convening representative staff welfare committees; developing regular recreational activities for staff (such as outings, film nights and other social events) and working in partnership with administration to secure a staff recreation space and gym; establishing an information resource centre and organizing a book/DVD library for staff; facilitating increased welfare initiatives in the Team sites through offering support to committees and fostering the development of new committees; participating in developing the expertise, profile, and capacity of the Welfare Unit by identifying funding opportunities; assessing welfare needs within the mission and providing a focal point for welfare initiatives within the mission; acting as a non-clinical counseling resource to any staff member within mission area requiring non-judgmental support and assistance in resolving any personal and/or work-related problem(s) in consultation with the Staff Counselors as necessary; organising memorial services for international civilian staff in cases of death in the mission area; performing any other duties as may be required.

Competencies

Professionalism: Strong related background and working experience in a multi-cultural environment, especially in initiating and encouraging participation in welfare/social activities; Judgment and Decision-making: Discretion and sound judgment in dealing with sensitive issues; Planning and Organization: Demonstrated planning and organizational skills; ability to handle multiple concurrent projects/activities and to implement activities. Leadership: Strong negotiating skills and ability to influence others to reach agreement; ability to motivate mentor and develop staff; the ability to take initiative and work independently. Technological Awareness: Fully proficient computer skills and use of relevant software and other applications; Communication: Highly developed communication skills (spoken, written); the ability to manage expectations constructively. Teamwork: Excellent interpersonal skills and ability to establish and maintain effective working relations, with sensitivity and respect for diversity in a multi-cultural, multi-ethnic environment.

QUALIFICATIONS

Education

Masters Degree in Sociology, Social Work, Social Science or similar discipline. A relevant combination of education and experience in a closely related area of expertise can be considered in lieu of an advanced university degree.

Work Experience

At least five years experience in planning large scale recreational and welfare events; Excellent organizational, communication and computer skills; Experience in organizing conferences, corporate events or management of leisure facilities is highly desirable; Knowledge of the UN rules, regulations and working experience in a United Nations field mission or other similar operational environment would be an advantage.

Languages

Fluency in English is required. Knowledge of Arabic and French highly desirable.
Other Skills

Cross-Cultural Common Expertise: Awareness and appreciation of client cultural differences; Awareness of their own capacity and limitations; Sensitivity and respect for diversity is a must. International experience in a multicultural, multi ethnic environment is a plus; Judgment and professionalism: Discretion, confidentiality, and sound judgment in dealing with sensitive issues a must. Professional, independent, and ethical practice essential; Communication and interpersonal skills: Highly developed communication skills as well as good interpersonal skills and a sense of humour. The ability to establish and maintain effective working relationships within a changeable and demanding working environment is required. Autonomy, dynamism, and creativity a must.

REMUNERATION

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered. Annual salary ranges between US\$125,000.00 to US\$230,000.00 for respective positions.

HOW TO APPLY

Interested and qualified applicant should send their detailed Resumes/Cvs to jobrecruitment@unsdc.org.

Only Applicants considered for employment will be contacted.

Dr. Albert Rawlins
Recruitment officer,
Sustainable Development Commission
Two UN Plaza, 21st Floor,
NY 10017, New York.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). English and French are the two working languages of the United Nations Secretariat. The United Nations Secretariat is a non-smoking environment.