



UNITED NATIONS DEPARTMENT OF POLITICAL AFFAIRS

The United Nations Secretariat is transitioning to a new online recruitment system. During this transition period, both the existing and the new system will run in parallel. When applying for a job, you will be automatically directed to the appropriate system.

The United Nations Secretariat is looking for competent and motivated persons with a strong belief in its purpose and mandates, who are willing to dedicate themselves to a rewarding international career in different locations around the world. The United Nations provides an opportunity to serve in a dynamic, multicultural environment in a variety of jobs in the support of global causes.

United Nations staff upholds the principles and core values of the Organization, including integrity, professionalism, efficiency and respect for diversity. The United Nations welcomes applications from nationals of all Member States and strongly encourages women to apply. Applicants with disabilities are considered by the United Nations for employment under all types of contracts in full compliance with the United Nations Charter. The United Nations offers a variety of ways to join its workforce. It also offers university students opportunities to serve as interns.

Candidates for jobs in the General Service and related categories, including those in the trades and crafts, security and safety, secretarial and other support positions, are recruited locally.

eVACANCY NEWSLETTER

Overview

The Department of Political Affairs plays a central role in United Nations efforts to prevent and resolve deadly conflict around the world. DPA monitors and assesses global political developments with an eye to detecting potential crises before they erupt and devising effective responses.

The Department provides support to the Secretary-General and his envoys, as well as to UN political missions deployed around the world to help defuse crises or promote lasting solutions to conflict.

With the support of UN Member States, DPA is evolving into a more mobile and agile platform for crisis response, capable of rapidly deploying mediators and other peacemaking expertise to the field and cooperating more closely with regional organizations on the frontlines of conflicts.

The Department also contributes directly to UN efforts to promote peace and prevent conflict by coordinating UN electoral assistance activities, coordinating

the Organization's work to prevent terrorism and violent extremism and providing staff support to the UN Security Council and other bodies.

Find Below the List of Current Vacancies;

1. Posting Title: Senior Technical Advisor, D1-D2
Job Code Title: Senior Technical Advisor
Department/ Office: Technical Section
Duty Station: Multiple
Posting Period: 6TH July, 2015 –
2nd November,2015
Job Opening number: 13-STA-UNDP-7213-W-MULTIPLE

Responsibilities

1. Work closely with the Country Program Manager to organize staff and manage technical activities.
2. In coordination with Country Program Manager, the Ministry of Health and other in-country partners, develop country proposals, plans and budgets for Organisation for The Department of Political Affairs (DPA) technical assistance.
3. Collaborate with Country Program Manager to update the work plans and budgets on a quarterly basis.

Technical Assistance

1. Provide direct in-country technical assistance to local counterparts and Organisation for The Department of Political Affairs (DPA) staff at national and peripheral levels, as appropriate within areas of expertise.
2. Act as focal point on Organisation for The Department of Political Affairs (DPA) activities to the Government.
3. Coordinate with the Country Program Manager to identify the need for external consultants, and to organize and manage activities related to the provision of short-term technical assistance. Collaborate with the Country Program Manager to define scopes of work (SOW) for short-term technical assistance and obtain necessary approvals as required.
4. Coordinate the implementation of project activities and staff at both national and regional levels.
5. Supervise the technical work of Organisation for The Committee for Programme and Coordination (DPA) staff and consultants and assess their performance. Ensure the consistency and high quality of the technical work carried out under the Organisation for The Committee for Programme and Coordination (DPA) project according to Organisation for The Committee for Programme and Coordination (DPA) standards.
6. In coordination with the Country Program Manager, identify, assess and propose opportunities for Organisation for The Department of Political Affairs (DPA) technical assistance. Where appropriate, seek additional field support funding to finance technical assistance activities.

7. Regularly produce reports documenting technical assistance activities. Supervision of staff and recruitment, Identify staffing needs, and coordinate the recruitment process for additional staff with the Country Program Manager as needed.

8. Identify capacity gaps of existing staff and coordinate with the Country Program Manager to implement training and other capacity building activities aimed at adequately equipping them with the skills and knowledge required to accomplish their technical, administrative and financial management responsibilities.

9. Supervise staff following Organisation for The Department of Political Affairs (DPA) policies. Supervisory responsibilities include, but are not limited to:

a. Coordinating with supervisees to develop annual performance and development plans following Organisation for The Department of Political Affairs (DPA) policies and templates.

b. Regularly providing feedback and guidance to staff on their performance

c. Tracking progress of individual staff work plans

d. Ensuring consistent quality of work performed.

e. Approving timesheets,

f. Conducting performance reviews;

g. Instilling Organisation for The Department of Political Affairs (DPA) technical standards and organizations values;

h. Communicating relevant information on U.N policies and procedures to all staff;

i. Facilitating the development of staff skills and knowledge.

Coordination and Communication

1. Serve as the in-country lead for maintaining regular verbal and written communications with the donor agencies and represent Organisation for The Department of Political Affairs (DPA) at meetings with the external partners as needed.

2. Create a mechanism for regular sharing of information on Organisation for The Committee for Programme and Coordination (DPA) activities with the donor agencies, the public sector collaborating institutions and other partners.

3. Ensure effective communications within the in-country team. Establish adequate coordinating and supervision mechanisms inside the country office in order to ensure that the office functions in a participatory, collegial environment, where staff is properly mentored and responsibilities assigned according to capacity and professional growth.

4. Coordinate the communication and linkages of Organisation for The Committee for Programme and Coordination (DPA) activities to in-country partners.

5. Ensure adequate coordination with other Organisation for The Committee for Programme and Coordination (DPA) activities to promote the application and sharing of lessons learned as well as the dissemination of project products and information. Languages

Competencies

o Professionalism -Excellent interpretation skills with emphasis in legal and political texts; Familiarity with legal terminology; Utmost discretion and confidentiality in the performance of translation and interpretation. o Communication skills -Strong communication skills (spoken, written and presentational); Ability to interpret/communicate in court hearings and at meetings. o Technological Awareness -Good computer skills, fully conversant with the use of MS Word, internet/intranet services, library sources information databases, etc. o Teamwork -Proven interpersonal skills and ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity. Positive attitude in sharing work responsibilities and establishing work priorities in a team.

QUALIFICATIONS

Education

Advanced university degree in linguistics or relevant fields and/or diploma in interpretation from an internationally recognized school of interpreters. A first level university degree with a relevant combination or academic qualifications and experience may be accepted in lieu of the advanced university degree.

2. Posting Title: Public Information Officer, P4

Job Code Title: Public Information Officer

Department/ Office: Public Affairs

Duty Station: Multiple

Posting Period: 6TH July, 2015 –

2nd November, 2015

Job Opening number: 11-PIO-UNDPA-5420-F-MULTIPLE

This vacancy announcement refers only to the described position and its duration. The appointment is for an initial duration of one year. It is exclusively related to United Nations technical cooperation activities. The contractual status of the selected candidate will be under the 200 series of the UN Staff Rules which were established for the management of Project Personnel (L category). Selection for this assignment does not imply access to further career development within the UN System

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

Responsibilities

Under the overall management of the Coordinator and the supervision of the Chief of Public Affairs Section, the Public Affairs Officer will carry out the following duties: (1) Manage the flow of information from all sections of the Extraordinary Chambers to the national and international media, interested organizations, governments, and member of the public; (2) Address the public outreach needs and media interest; (3) Create the capacity for the Extraordinary Chambers to produce and disseminate information concerning the Khmer Rouge Trials; (4) Ensure the information provided to the press and public is clear, consistent and coordinated; (5) Make external presentations; (6) Organize media coverage and arranges for media contacts, briefings, interviews; (7) Build information networks; and (8)

Plan and oversees maintenance of publicly accessible information materials, beside advise on UN related

Competencies

o Professionalism -In-depth knowledge of the background of the Khmer Rouge Trials and the role of the United Nations; ability to (1) act as spokesperson and produce press releases; (2) plan, organize and implement public information and communication strategies and operations; (3) conceptualize, design and implement major information campaigns; (4) rapidly analyze and integrate diverse information from varied sources; (5) diplomatically handle sensitive situations with target audiences and cultivate productive relationships; (6) demonstrate persistence when faced with difficult problems or challenges; (7) remain calm in stressful situations; (8) take responsibility for incorporating gender and minority perspectives and ensuring the equal participation in all areas of work. o Planning and Organizing -Ability to organize comprehensive and upscale public information campaigns, meaningful interaction with nongovernmental organization and media companies, incl. media meetings.

QUALIFICATIONS

Education

Advanced university degree (Masters 'or equivalent), in communications, media relations or related fields; or a first university degree with a relevant combination of academic qualifications and experience maybe accepted in lieu of the said advanced university degree.

Work Experience

At least seven (7) years of progressively responsible experience in a public information, journalism, international relations or related media position, preferably with experience of court reporting in the broadcast and print media. A minimum of five (5) years should be at the international level.

Languages

The official languages of the Organisation for The Department of Political Affairs (DPA) are English, French and Khmer. For this post, fluency in written and oral English is essential, knowledge of French and/or Khmer an advantage.

Other Skills

Familiarity and experience with internet-based technologies including the use of standard Microsoft applications is essential. Experience using Apple software and Macromedia Dreamweaver is an advantage.

3. Posting Title: Senior Programme Officer, D1-D2
Job Code Title: Senior Programme Officer
Department/ Office: Programme Management
Duty Station: Multiple
Posting Period: 6TH July, 2015 –
2nd November,2015
Job Opening number: 17-SPO-UNDPA-2187-G-MULTIPLE

Responsibilities

Under the supervision of the Director in the Secretariat the incumbent will be responsible for: (i) Providing independent professional and technical expertise on the implementation of UN Forum on Forests policy decisions; (ii) Leading the preparation and technical implementation of the multi-year programme of work (MYPOW); (iii) Liaising and maintaining regular contact with focal points of international organisations and representing the UNFF Secretariat at intergovernmental and nongovernmental meetings; (iv) monitoring forest policy developments and the implementation of the MYPOW and participating in identification of new and emerging forest economics/policy issues; (v) Working on mobilising financial resources for the implementation of the MYPOW and other decisions by the Forum; (vi) Coordinating and overseeing the work of staff members in formulating proposals for development strategies, policies and measures for presentation to intergovernmental fora.

Professionalism: Knowledge in scientific and policy issues of sustainable forest management as well as forest financing. Knowledge of current trends and practices in the field of forests and related environmental issues. Knowledge of relevant institutional mandates, policies and guidelines pertaining to sustainable forest management, and knowledge of institutions and processes of the UN system. National/international policy analysis skills. Ability to undertake activities in collaboration with entities of the UN system as well as other partners. Ability to review and edit the work of others. Planning and organization: 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. Communication: Speaks and writes clearly.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in forest sciences, natural resources management, environmental sciences or related area. A Ph D in any of the above areas is an advantage. 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 ten years of progressively responsible professional experience in international cooperation on forests, forest economics, forestry practices and forest policies in developed and developing countries, natural resources, and international negotiations or related area, of which at least five years should be in an international organization. Experience in exercising supervisory responsibilities, providing leadership and overseeing planning and management of programmes is required. Familiarity with UN policies, procedures and operations, in particular of activities in implementing multilateral environmental agreements is desirable.

Languages

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

4. Posting Title: Senior Economic Affairs Officer, D1

Job Code Title: Senior Economic Affairs Officer

Department/ Office: Economic Affairs

Duty Station: Multiple

Posting Period: 6TH July, 2015 –

2nd October, 2015

Job Opening number: 6-SEAO-UNDPA-0892-J-MULTIPLE

Responsibilities

Under the supervision of the Chief, Development Strategy and Policy Analysis Unit (DSP), the incumbent is responsible for the following duties: Economic and development policy analysis: 1. Identifies emerging development issues of potential concern to the international community, particularly those relating to the macroeconomic and structural policy challenges of developing countries, linked to the internationally agreed development goals. 2. Examines key cross-cutting policy challenges, particularly those linked to climate change and conflict. 3. Formulates, organizes and undertakes studies and writes policy briefs on those development issues, identifying corresponding strategies, policies and actions for adoption by the international community; 4. Provides high-level inputs to policy briefs and resolutions for the intergovernmental process; 5. Takes shared responsibility for policy research and reporting, among others for the Department's flagship report World Economic and Social Survey, and commissions etc

Competencies

Professionalism: Ability to apply economic theories and concepts in quantitative and qualitative analysis of economic development policy issues. Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of data provided by different sources. Ability to assess economic policies and make recommendations on their implementation.

Is able to apply and interpret up-to-date statistical and quantitative techniques for economic analysis. Shows pride in work and in achievements; demonstrates professional competence and mastery of economic analysis; is conscientious and efficient in meeting commitments, and shows persistence and

professionalism when faced with difficult problems or challenges.

Communications: Speaks and writes clearly and effectively; shares information and is a good communicator at work; tailors communication to match audience.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in macroeconomics, microeconomics, development economics or public economics is required; a PhD in the relevant area is desirable.

A combination of relevant academic qualifications and extensive development policy analysis experience may be accepted in lieu of the advanced university degree.

Work Experience: At least ten years progressively responsible relevant post-graduate experience involving the application of principles and concepts of economics in various contexts, including through association with national or international economic policy-making, academia and foreign assistance programmes.

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 UN language is an advantage.

5. Posting Title: Chief Nurse, P4

Job Code Title: Chief Nurse

Department/ Office: Medical

Duty Station: Multiple

**Posting Period: 6TH July, 2015 –
2nd November, 2015**

Job Opening number: 21-CN-UNDP-0834-L-MULTIPLE

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.

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.

6. Posting Title: Associate Pharmacist, P4

Job Code Title: Associate Pharmacist

Department/ Office: Medical

Duty Station: Multiple

Posting Period: 6TH July, 2015 –

2nd November, 2015

Job Opening number: 12-AP-UNDPA-3690-C-MULTIPLE

Responsibilities

(The following duties are generic and may differ depending on the requirements of the mission.) Within delegated authority and under the guidance of the Chief Medical Officer, the incumbent is responsible for developing, updating and implementing a mission list for drugs and medical consumables, based on generic drugs produced according to the WHO standards. Develops and maintains a system for ongoing inspections of drug safety in all mission medical facilities. Offers day-to-day advice on pharmaceutical issues including evaluating different antibiotics for impact on the local microbiological situation, and secures that mission personnel do not unnecessarily influence the ecological balance through the use of antibiotics. Responsible for advising the medical administrator in the specification of drugs to be requisitioned, and for offering a prudent scale of issue for the planning of re-supply. Through proactive

planning, the incumbent is responsible to facilitate an unimpeded supply of drugs, medical supplies.

Competencies

Professionalism -knowledge and hands on experience in pharmaceuticals; 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 Organising -Ability to establish priorities and to plan, coordinate and monitor own work plan. 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 and keep abreast of new developments in the medical field. Technological awareness -Solid computer skills and good knowledge of relevant medical databases.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in Pharmaceutical Sciences 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.

Work Experience

At least two years of experience in pharmaceutical logistical matters. Hands-on experience, particularly in support of peacekeeping or a related field mission 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.

7. Posting Title: Chief Medical Officer, P4

Job Code Title: Chief Medical Officer

Department/ Office: Medical

Duty Station: Multiple

Posting Period: 6TH July, 2015 –

2nd November, 2015

Job Opening number: 08-CMO-UNDPA-5140-A-MULTIPLE

Responsibilities

(The following duties are generic and may differ depending on the requirements of the mission.) The Chief Medical Officer reports to the Medical Director, Medical Services Division (OHRM/DM for Clinical and medico-administrative matters, and to the Chief, Medical Support Section (MSS) for Medical Logistics and Operational matters. Within the delegated authority, the Chief Medical Officer will be responsible for the following duties: 1. Managerial -Plan, Organize, Manage, Supervise and Co-ordinate

medical services in missions; This includes management of medical support activities in the mission; Conduct and co-ordinate activities of all medical facilities, both civilian and military; Recruit and manage medical staff; Prepare budgets and control of finances; Procure drugs, medical equipment, consumables and medical supplies; Ensure availability of supplies and proper functioning of medical equipment; Ensure optimum and rational use of resources; Prepare reports

Competencies

Professionalism -Demonstrate in-depth knowledge and recent hands on experience in all aspects of clinical medicine; 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 identify key strategic issues and clearly communicate links between the Organization's strategy and the work unit's goal; good judgment and decision-making skills; demonstrate ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work. **Communications** -Strong communication (spoken, written and presentational) skills including ability to defend and explain difficult issues and positions to staff including senior officials. **Teamwork** -Ability to operate effectively across organizational boundaries; ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity staff inc

QUALIFICATIONS

Education

Current registration as a Doctor of Medicine. Residency in one of the medical specialties, preferably Internal medicine/Infectious Disease/Emergency Medicine or related fields. Training and experience in Tropical Medicine is highly desirable. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the Doctorate in Medicine. A degree or extensive experience in Management is highly desirable. A degree in Public Health will be an advantage.

Work Experience

At least 10 years of progressive responsibility in Clinical Medicine. At least 5 years experience at Managerial level or Public Health. Previous UN medical system/international medical experience or military medical experience with priority in international tasks is desirable. Experience in Peace-keeping missions is an advantage. Military background desirable.

Experience in the application of UN guidelines for medical services in Field Missions 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.

8. Posting Title: Senior Environmental Affairs Officer, D1
Job Code Title: Senior Environmental Affairs Officer
Department/ Office: Environment
Duty Station: Multiple
Posting Period: 6TH July, 2015 –
2nd November,2015
Job Opening number: 10-SEAO-UNDPA-0800-R-MULTIPLE

Responsibilities

The United Nations Centre for Research and Development (Organisation for The Committee for Programme and Coordination (DPA)) 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. Organisation for The Department of Political Affairs (DPA) 's Division of Early Warning and Assessment (DEWA) is responsible for analyzing the state of the global environment, providing early warning information and assessing global and regional environmental trends to catalyse and promote international cooperation and action on the environment. Under the overall guidance of the Director, DEWA, and the direct supervision of the Chief, Scientific Assessment Branch (SAB), the incumbent will function as Head of the Integrated Environmental Assessment Section (IEA) and will perform the following functions

Competencies

Professionalism: Demonstrated ability to identify key strategic issues and to provide innovative technical and scientific inputs and guidance for the production of integrated, comprehensive, policy relevant, global environmental assessments and reports, including related projects, incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Proven ability to analyze and integrate diverse information and to communicate it (verbally and in writing) clearly and effectively to senior managers; while ensuring that global scientific assessments integrate, reflect and contribute to Organisation for The Department of Political Affairs (DPA) 's work in all subprogramme areas. Broad knowledge of environment and development issues. **Leadership:** Ability to identify key strategic issues, opportunities and tasks, links between the Organizations' strategy and the work unit's goals; demonstrated innovative technical leadership by performing and/or overseeing the planning, development, and management of operations.

QUALIFICATIONS

Education

Advanced University degree in natural and/or environmental sciences, natural resources management or related disciplines. A first university degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

Work Experience

At least 10 years of relevant working experience at the national and international levels. A mixture of working experience in developed and developing countries is highly desirable.

Languages

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

Other Skills

Track record in financial resource mobilization. Experience of managing performance with proven effective supervisory skills, and ability to delegate. Knowledge of Organisation for The Committee for Programme and Coordination (DPA) institutional mandates and policies an advantage.

9. Posting Title: Programme Officer, P4

Job Code Title: Programme Officer

Department/ Office: Programme Management

Duty Station: Multiple

Posting Period: 6TH July, 2015 –

2nd November,2015

Job Opening number: 02-PO-UNDPA-1900-H-MULTIPLE

Responsibilities

Under the overall guidance of the Director of SRO-EA and the direct supervision of the Head of the Business Support Cluster, the incumbent will be responsible for programme and project management functions at the SRO throughout their entire life cycle, including conceptualization, formulation, planning, resourcing, implementation, monitoring and evaluation, and closure. Specifically, the Programme Officer:

Mainstreams results based management (RBM) and quality management in the operations of SRO-EA;

Develops and implements assigned programmes and projects;

Monitors, evaluates and analyzes programmes and project development and implementation;

Reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; and ensures follow-up actions;

Carries out research on selected programmatic and operational aspects of the work of SRO-EA including collecting, analyzing and presenting statistical data and other relevant information gathered from diverse sources;

Provides substantive support for policy coordination and evaluation functions, including review and analysis of emerging issues and trends, participation in evaluations or research activities and studies;

Generates surveys initiatives; designs data collection tools; researches, compiles, reviews, analyses, summarises and interprets responses and relevant information/data on a wide range of programmes/projects and related topics, highlighting noteworthy issues/trends for consideration by appropriate parties;

Organises and prepares written outputs, e.g. draft annual report, background papers, analysis, sections of reports and studies, and other relevant inputs to publications;

Provides full range of programme/project planning, preparation, management and implementation assistance at all phases of the SRO-EA programme/project cycle;

Tracks UN mandates, resolutions and other legislative and statutory decisions and recommendations from other relevant bodies that affect programme/project content, distills relevant information for programmatic purposes and suggests options to incorporate in SRO-EA programmatic frameworks;

Reviews, appraises and revises, as necessary, all submissions for substantive programmes/projects, ensuring compliance with mandates, guidelines and programme/project objectives and RBM principles;

Supports resource mobilization efforts and works with funding agencies and development partners in arranging financing modalities; obtains requisite clearances; ensures establishment of proper monitoring systems through scheduled reporting, review meetings and missions;

Supports activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.);

Contributes to the formulation of SRO-EA business plans and to building-up of ECA partners profile and operationalises the ECA project management manual at SRO-EA;

Drafts budget and forecasts based on submissions;

Leads the preparation of monitoring checklists, identifying stages of programme/project development, funding source, and inputs by reviewing internal and external bodies, and follow-up actions required;

Monitors budgetary commitments, including verification of charges and obligation documents in IMIS for all relevant financial transactions;

Prepares periodic budget revisions and ensures appropriate resource allocations;

Arranges for formal closures of projects, final budget revisions, and transfer of equipment, clearance, publication and distribution of final reports;

Supports the organization of meetings, workshops and events organised by SRO-EA;

Participates in the substantive activities of SRO-EA; and

Performs other administrative and technical duties as assigned.

Competencies

Professionalism: Proven ability to formulate policies, develop and coordinate projects; 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; Familiarity with UN common country programming process and United Nations Development Assistance Framework (UNDAF) processes; 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 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.

QUALIFICATIONS

Education

An advanced university degree in environmental policy/science, development or related field. A first university degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

Work Experience

At least seven years of professional working experience in developing and implementing environmental management policies and/or programme/project management in the field of environment, some of which should be at the international level, including relevant experience in the region, preferably with United Nations.

Languages

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

Knowledge of another official United Nations language is an advantage.

10. Posting Title: Research Assistant, P2-P4

Job Code Title: Research Assistant

Department/ Office: Administration

Duty Station: Multiple

Posting Period: 6TH July, 2015 –

2nd November, 2015

Job Opening number: 20-RA-UNDPA-0087-P-MULTIPLE

Responsibilities:

Under the supervision of the Chief of the Division, the incumbent will be responsible of performing the following duties: 1. Assists in identifying and monitoring substantive aspects of the work of the Division in various regions/countries. Selects and analyzes a variety of documents, summarizes pertinent material, collects and analyses data and prepares background materials for assessment papers, studies, briefs and reports. 2. Systematically follows through and retrieves, highlights and compiles information from a wide variety of information sources; prepares input for the electronic database and the internet and co-operates with research institutes and organizations in the collection of data. 3. Assembles and examines original statistical material to ensure accuracy, clarity and validity; makes appropriate adjustments. 4. Designs, prepares and maintains a country profile for each country assigned to the Division.

Competencies

The incumbent must have the following skills and competencies: i) PROFESSIONALISM: Knowledge of research methodologies, data collection and maintenance. Ability to identify, extract, analyse and format data from a wide variety of standard and non-standard sources. 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; ii) 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

QUALIFICATIONS

Education

High school diploma or equivalent is required. Supplemental courses/training in research methodologies, statistical methods and procedures, project management on related fields is desirable. First level university studies in economics, sociology, statistics or related area desirable.

Work Experience

Six years of relevant experience, of which five at least of collecting, processing and systematizing information, with progressive responsibilities in managing project activities and monitoring programmes, providing inputs for project formulation and implementation.

Languages

Fluency in Spanish and intermediate knowledge of English required. Proficiency of the second language (English/Spanish) will be tested, unless knowledge of the second language can be supported by a certificate from a recognized institution.

Other Skills

Proficiency in computerized spreadsheet, database and word processor is required.

11. Posting Title: Emergency Programme Officer, P4

Job Code Title: Emergency Programme Officer

Department/ Office: Administration

Duty Station: Multiple

Posting Period: 6TH July, 2015 –

2nd November,2015

Job Opening number: 16-EPO-UNDPA-8316-S-MULTIPLE

Responsibilities:

-To manage Organisation for The Department of Political Affairs (DPA) day-to-day activities in the Country , ensuring an efficient humanitarian response and an effective, accountable use

-To represent Organisation for The Department of Political Affairs (DPA) at all relevant co-ordination bodies, for example the Protection Working Groups and UN inter-agency meetings.

-To ensure that all programme activities in the country are firmly situated within the established humanitarian framework for response and therefore in close collaboration with the relevant local authorities, UN agencies and NGOs.

-To advocate on behalf of older people in the country in order to promote their inclusion in programmes outside the reach of Organisation for The Department of Political Affairs (DPA) activities.

-To be responsible for all aspects of international staff management in the country including, job

review and security within Organisation for The Department of Political Affairs (DPA) 's

policies. This will also include international staff professional development and guidance in planning, implementation and evaluation of their programmes as well as identifying capacity building opportunities as they arise.

-To have ultimate responsibility for local staff management in The country, including the recruitment of support staff, development, guidance in their activities, and capacity building and ensuring that

Organisation for The Department of Political Affairs (DPA) 's practice complies with Labour

law taking advice from the country development programme.

-To control and manage expenditure of Organisation for The Committee for Programme and

Coordination (DPA) 's budget, including monitoring of expenditure, supervision of the monthly finance

reporting process accounts and revision and maintenance of financial controls.

-To identify and explore new operational and strategic opportunities for the Organisation for The Department of Political Affairs (DPA) programme.

-To take overall responsibility for the preparation of all Organisation for The Committee for Programme and Coordination (DPA) proposals and monitoring and reporting to donors from whom funds are secured. These will be submitted to the Country Director and then passed onto Head Office in Geneva for sign off after appropriate input from concerned departments

-To develop, in collaboration and consultation with the Programmes Department Geneva plans for on-going and future Organisation for The Department of Political Affairs (DPA) 'S activities in The country.

-To ensure the security and maintenance of Organisation for The Committee for Programme and Coordination (DPA) property, including vehicles, accommodation and equipment.

-To ensure staff safety through adherence to security guidelines and UN evacuation plans.

-To provide monthly narrative and financial updates to the Country Programme Director and Geneva on Organisation for The Department of Political Affairs (DPA) 's programme activities and other developments in the region.

-To travel to other areas of the country, where necessary in order to fulfil the above

QUALIFICATIONS:

Education

Advanced university degree (Masters and equivalent) in related field. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree.

Work Experience

At least 7 years of progressively responsible professional experience at national and international levels , including project management.

12. Posting Title: Monitoring and Evaluation Expert, P4

Job Code Title: Monitoring and Evaluation Expert

Department/ Office: Administration

Duty Station: Multiple

Posting Period: 6TH July, 2015 –

2nd October, 2015

Job Opening number: 11-MEE-UNDPA-6321-L-MULTIPLE

Responsibilities:

The position will also mentor, coach, and train program and project field staff who have M&E responsibilities. Other responsibilities include leadership or contributions on M&E and evaluation projects for a variety of external clients, applying and promoting M&E principles and appropriate methods flexibly and creatively, developing and improving M&E strategy for proposals, project start-up and work planning, and working in the ICT Program to conceptualize, develop, and enhance effective M&E tools using appropriate, cost-effective, locally sustainable information technology. Like all team members, this position is responsible for promoting effective, pragmatic M&E that supports project results and meets quality standards across all program areas. The team is housed in the Information and Communication Technology (ICT) Program to help develop and use appropriate tools to support effective M&E systems that improve impact. Specific position responsibilities include the following:

- Develop and support M&E systems for field projects including strategies, plans, indicators; data collection and information management tools and training; quality assurance mechanisms; and related budgeting tasks
- Develop and support project evaluations, including data collection design, tools, and implementation; data analysis and qualitative assessments; team guidance and mentoring; collaborative development and oral and written presentation of findings and recommendations
- Support M&E Team members, field M&E staff, and field program staff with expertise, technical assistance, and mentoring to improve ongoing project M&E and effective information use
- Lead or contribute to M&E and ICT proposals
- Develop M&E sections for other program's proposals as appropriate, e.g. narrative approach tailored to technical approach, timeframe, and budget; illustrative results and indicators; provide M&E input for other proposal sections including staffing, budgets, and technical as needed
- Contribute technically on teams using ICT to develop effective M&E tools and strengthen applications Qualifications
- Ph.D. preferred or Master's Degree in a social science.
- 8-10 years' experience working in M&E in international development, including significant M&E field experience in low resource countries or in conflict or fragile states
- Technical M&E skills, including several of the following: design and implementation of program M&E systems; M&E training design and implementation; development and field-testing of data collection instruments for M&E indicators; data collection design and implementation (routine or survey); data analysis, synthesis, and communication of results; applied evaluation or research skills, including statistical analysis; M&E-related information and communication technologies
- Specialized knowledge and significant experience in M&E methods .
- Excellent management and organizational skills suitable for a complex environment with multiple competing priorities, short deadlines, and performance pressure; ability to manage several

major multidimensional activities simultaneously

-Enthusiasm for providing technical leadership and mentoring on a collaborative team, including building M&E relevant capacity with non-M&E staff, non-technical staff, and international/cross-cultural staff and counterparts

-Superior skills in facilitation, team building and coordination; experience in developing strategic plans in Collaboration with stakeholders who represent a wide range of interests and needs

-Demonstrated experience with U.N and other donors' M&E approaches, current tools, practices, and expectations for program results and reporting

-Demonstrated writing skills, including technical papers, plans and reports for funding sources, communicating with colleagues and counterparts. Peer-reviewed journal articles are a plus.

-Excellent communication and interpersonal skills, including professional presentation of technical and training materials and FSI 3/3 in at least one language other than English -Ability to travel independently and work independently and professional

13. Posting Title: Senior Public Health Officer, D1

Job Code Title: Senior Public Health Officer

Department/ Office: Medical

Duty Station: Multiple

Posting Period: 6TH July, 2015 –

2nd November,2015

Job Opening number: 16-SPHO-UNDPA-2810-F-MULTIPLE

Background /Responsibilities:

The Senior Public Health Officer is a senior position in the office that functions under direct supervision of the Organisation for The Department of Political Affairs (DPA) Representative and technical guidance of the concerned Units in Organisation for The Committee for Programme and Coordination (DPA) HQs. He/She is expected have an expert knowledge on various aspects of Public health care and management of communicable diseases in large population with minimum hygienic conditions. The specific functions include:

1. Direct and coordinate Organisation for The Department of Political Affairs (DPA) activities in the health sector

-Map activities and gaps by each agency

-Conduct negotiations with the Ministry of Health to include Person of Concern (PoCs) in host Government public health services at secondary and tertiary level (already achieved at primary level)

-Closely follow up with Implementing Partners to oversee the transition of NGO-provided health services to public health services

-Coordinate and participate in assessments: qualitative and quantitative

-Coordinate and participate in development and implementation of appropriate monitoring and evaluation activities

-Chair the NGO-Organisation for The Department of Political Affairs (DPA) medical committee which decides on assistance to medical cases which pass the thresholds as agreed on in the Organisation for The Department of Political Affairs (DPA) Health Guidelines

-Develop systems to ensure proper and efficient screening for medical resettlement

-Develop systems to ensure proper and efficient NGO referral of refugees to secondary and tertiary care facilities

-Improve and standardise health information systems

-Direct Organisation for The Department of Political Affairs (DPA) activities in the mental health sector

-Update and disseminate information materials on public health based on standard practices and policies among partners

-Ensure that provisions contained in various Memoranda of Understanding between Organisation for The Department of Political Affairs (DPA) and other organisations are applied as appropriate

2. Undertake needs and resources assessments with Governments and partners in order to prioritise needs and activities in provision of services to refugees and other persons of concern to Organisation for The Department of Political Affairs (DPA) .

-Review and analysis of relevant project proposals and budgetary submissions presented by Organisation for The Department of Political Affairs (DPA) partners within context of Organisation for The Department of Political Affairs (DPA) programme cycle

-Ensure that project plans and proposals submitted to Organisation for The Committee for Programme and Coordination (DPA) for funding adhere to internationally accepted standards and are based on a comprehensive primary health care strategy

-Maintain and update contingency plans for potential epidemics, refugee and returnee movements

3. Monitor and evaluate country-level health and nutrition programmes against standard Organisation for The Department of Political Affairs (DPA) and international indicators to ensure that programmes are evidence-based and implemented in a comprehensive and cost-effective manner.

-Active involvement in all aspects of programme monitoring and evaluation with emphasis on checking levels of implementation and impact vis-à-vis resource inputs to measure cost-effectiveness and re-orient the programmes as appropriate

-Monitor technical and financial aspects of health programme with emphasis on:

-Organisation and use of Organisation for The Department of Political Affairs (DPA)
?'s Health Information System

- Application of standard guidelines and protocols
- Comprehensiveness of health programme.
- Apply various mechanisms and tools to ensure proper monitoring including:
- Regular meetings, in accordance with Organisation for The Committee for Programme and

Coordination (DPA) programming cycle

- Site visits
- Regular flow of information (reporting)

- Use of Health Sector Monitoring Forms
- Conventional/non-conventional surveys and evaluation studies
- Meeting with health implementing partners
- Providing technical support and guidance to implementing/operational partners where required
- Data analysis and interpretation Support periodic nutrition surveys

4. Support capacity building initiatives so that refugees and other persons of concern to Organisation for The Department of Political Affairs (DPA) , Organisation for The Committee for Programme and Coordination (DPA) and its partners acquire the needed knowledge, skills, and sense of responsibility and ownership of programmes.

- Support health and nutrition focal points and coordinators to develop training plan, organise and act as resource persons in workshops and training both in-service (formal) and on the job (coaching)

- Share with local and international partners on the ground relevant guidelines and information materials on refugee health including reproductive health, HIV/AIDS and nutrition materials

- Support health focal points and coordinators to promote establishment of Refugee Health and Nutrition Committees to enable their active participation in process of health and nutrition planning, implementation, monitoring and evaluation

5. Advocate, inform, and communicate amongst stakeholders to ensure that refugee health and nutrition issues are on the national and international agenda and that the health and nutritional needs and status of refugees and other persons of concern to Organisation for The Committee for Programme and Coordination (DPA) are appropriately documented and disseminated

6. Any other responsibilities/functions deemed necessary or as delegated by the Organisation for The Department of Political Affairs (DPA) Representative/Chief of Section in order to meet the level of the services in the organization.

Academic: Advanced university degree (Post graduate level) in Medical science or Public Health or Epidemiology with focus on Reproductive health and HIV/AIDS related communicable diseases.

Experience: Minimum of 6 years progressively responsible functions in HIV/AIDS and Public Health or Reproductive health in tropical countries dealing with development of comprehensive public health care programmes. Of the 6 years, at least 4 years of experience should be in an international humanitarian organization dealing with HIV/Public health in large scale emergencies or displaced/refugee situations.

Specific and proven skills and training in the areas of HIV and AIDS and Public health, including reproductive health. Demonstrated ability to organise and conduct training activities, seminars and mass

information campaigns for the benefit of Implementing Partners and relevant government agencies. Applied knowledge in Organisation for The Department of Political Affairs (DPA) programme management, project formulation and monitoring as per Organisation for The Committee

for Programme and Coordination (DPA) established Programme Cycle. Proven ability to deal with multiple tasks in a courteous and service oriented manner in a demanding working condition that often has short deadlines.

Skills: Ability towards analytical and creative thinking for rapid solutions. Good communicator with strong interpersonal and negotiations skills to deal with persons of various cultural and educational backgrounds. Strive to live up to high ethical and professional standards. A team player with service oriented attitudes. High IT affinity is essential with skills in PowerPoint, excel, data analysis and statistical soft-ware.

Languages: Excellent knowledge of English (written/oral/comprehension) is essential. Working knowledge of another UN language, preferably Arabic. Advanced drafting skills in English.

-Experience, advance training, balance and combined knowledge in different subjects: HIV and AIDS, Public Health, Reproductive health , Epidemiology and Tropical medicine.

14. Posting Title: Legal Officer, P4

Job Code Title: Legal Officer

Department/ Office: Legal

Duty Station: Multiple

Posting Period: 6TH July, 2015 –

2nd October, 2015

Job Opening number: 10-LO-UNDPA-6590-U-MULTIPLE

The Dispute Tribunal hears and decides cases filed by or on behalf of current and former staff members appealing administrative decisions alleged to be in non-compliance with their terms of appointment or contract of employment. The Tribunal conducts hearings, issues orders, and renders binding judgments. Both staff members and the Administration have a right to appeal the judgments of the Dispute Tribunal to the United Nations Appeals Tribunal. The Legal Officers will report to the UNDT Registrar in the respective duty station. Please indicate in the cover letter the duty station you are interested in.

Responsibilities

The Legal Officer will be responsible for providing substantive, technical and administrative support to the Judges of the United Nations Dispute Tribunal in the adjudication of cases. Duties will include:

- Review of submissions to the Tribunal to ensure that they meet procedural requirements and identifying, where applicable, cases that are amenable to informal resolution, such as third party conciliation or mediation, to be brought to the attention of a judge for possible referrals to the Mediation Division in the Office of the Ombudsman;
- Respond or assist in the preparation of complex inquiries and referrals to the Mediation Division of the Office of the Ombudsman;
-

Respond to complex inquiries and correspondence;

-

Draft, review and advise on legal documents and correspondence;

-

Service Judges by preparing background materials and summaries of issues, as required;

-

Attend meetings, and give ad hoc advice on emerging issues and questions, as required;

-

Identify issues, draft legal texts and handle a wide range of complex legal matters involving interpretation and application of administrative law;

-

Conduct extensive legal research and provide detailed analysis of cases and jurisprudence;

-

Provide legal advice on diverse substantive and procedural questions;

-

Assist the Tribunal in producing accurate, comprehensive judgements, including review of draft judgements for any inconsistencies or inaccuracies, and ensuring editorial uniformity prior to dissemination.

The Legal Officer will also:

-

Assist in maintaining the Tribunal's registers (electronic and online), the publication and dissemination of the decisions, rulings and judgements rendered by the Tribunal, in the required official languages, through the agreed media;

- Assist in maintaining the Tribunal's case law and jurisprudence databank;

- Assist in the preparation of reports on the work of the Tribunal to the General Assembly and other bodies, as may be mandated;

- Perform other duties as required.

Competencies

PROFESSIONALISM: Knowledge of relevant Regulations and Rules of the United Nations, as well as of applicable jurisprudence; ability to apply legal and administrative expertise to analyzing a diverse range of complex and unusual issues and problems, and to develop innovative and creative solutions; produce reports and papers on legal and administrative matters; analytical skills and ability to conduct comprehensive legal research on a range of issues, including those of a unique and/or complex nature; discretion and sound judgement in applying legal expertise to sensitive, complex legal and administrative issues; ability to influence others to reach agreement; ability to review and edit the work of others; 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; 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.

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.

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.

Education

Advanced university degree (Master's degree or equivalent) in law, with an emphasis on Administrative,

International law. 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 law, preferably administrative law. A substantial part of that experience at the international level, preferably in an international public organization, is highly desirable. Thorough understanding of, and experience in, judicial structures and procedures is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required. Ability to work in French is highly desirable. Geneva post: For this post, fluency in oral and written English and French is required. Knowledge of another official language of the UN is an advantage.

15. Posting Title: Director, Management and Programme Analysis, D1

Job Code Title: Director, Management and Programme Analyst

Department/ Office: Administration

Duty Station: Multiple

Posting Period: 6TH July, 2015 –

2nd November,2015

Job Opening number: 19-DMPA-UNDP-7490-P-MULTIPLE

Under the direct supervision of the Executive Secretary, the incumbent is responsible for performing the following duties:

1. Directs and oversees all activities related to administration and planning and programme support operations:
 - a. Prepares documents on policy issues and acting in an advisory capacity to the Executive Secretary, identifies broad strategies required for the improvement of programme support delivery and highlights risks to planned delivery, proposing mitigating measures.
 - b. Formulates and implements the substantive work programme of ECLAC under his/her supervision, determining priorities, and allocating resources for the timely completion of outputs and their timely delivery.

- c. Oversees the management of activities undertaken by ECLAC Org. Units, ensuring that programmed activities are carried out in a timely fashion and co-ordinates work in the different areas both, within the divisions of ECLAC and with other organizations of the United Nations System, donors and agencies as appropriate.
 - d. Provides leadership to the development of change management programmes, with respect to the transition to IPSAS and Umoja and the associated business processes.
 - e. Acts as Chairperson for relevant committees established by the Executive Secretary on administrative related issues such as management, property, staff safety and security, common services, etc.
 - f. Coordinates strategies with national authorities of the host country with respect to administrative and logistical matters, as well as implementation of the host country agreement. Ensures that productive and cooperative relations with counterparts are maintained.
 - g. Oversees and supports audits and evaluations conducted by the internal oversight bodies of the UN. Coordinates and monitors the implementation of their recommendations.
 - h. Coordinates and oversees the preparation of reports for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budget Questions, Committee for Programme Coordination, Economic and Social Council, the General Assembly and other policy-making organs, as appropriate.
 - i. Reports to intergovernmental bodies on management issues including budget/programme performance as appropriate.
 - j. Ensures that the outputs produced by the substantive and support divisions and sections maintain high-quality standards; that reports are clear, objective and based on comprehensive data.
 - k. Coordinates UNOG's fundraising efforts and partnership building.
 - l. Oversees the recruitment of staff for administrative and support functions taking due account to geographical and gender balance and other institutional values.
2. Coordinates with Heads of UN agencies, funds and programmes in the host country duty station all matters pertaining to security and safety of ECLAC personnel, and premises and the provision of common services, as well as with the UN Regional Hub on issues related to the regional coordination mechanisms.
 3. Performs other functions as assigned by the Executive Secretary.
- Competencies

- Professionalism: Demonstrated ability to provide reasoned specialized advice in a broad range of management areas including strategic planning, programming, budgeting and administrative issues to Head of Office, to Headquarters and Office senior staff is required. Ability to ensure adequate strategic recommendations with implications on programme activities and quality of outputs, as well as ability to prepare actions, reports or rationale with respect to key management and administrative decisions is required. Comprehensive knowledge of UN policies, procedures, rules and regulations, and operations as well as ability to liaise at a high-level with member States, UN organizations, multilateral organizations and donors is required. 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.

- 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.

- **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.
- **Leadership:** Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.
- **Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Education

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting or related area is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. The successful candidate will require an additional internal certification review, to confirm the designation to carry out significant functions in human, financial or physical resources as well as information and communications technology.

Work Experience

Over fifteen years of progressively responsible experience in management, programme planning and budgeting, administration, human resources management, logistics, financial management or related fields is required. At least five years in international organizations are required, additional years would be considered as an asset. Experience with the planning and delivery programme support services in an UN organization is required. Experience in facilitating and conducting intergovernmental negotiations as well as experience in handling a multidisciplinary portfolio of tasks and duties are required. Experience in Latin America and the Caribbean is required. Experience in management of development programmes at the national, regional and/or international level 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 required. Knowledge of another UN official language is an advantage.

16. Posting Title: Political Affairs Officer, P4
Job Code Title: Political Affairs Officer
Department/ Office: Administration
Duty Station: Multiple
Posting Period: 6TH July, 2015 –
2nd November,2015
Job Opening number: 21-PAO-UNDPA-4210-V-MULTIPLE

Responsibilities

Within delegated authority, the Political Affairs Officer will be responsible for the following duties:

- Acts as focal point for coordination of substantive and secretariat support to the Inter-Agency Task Force for any Crisis (IATF), its co-chairs, its Core Group and working groups;
- Reviews and monitors activities in neighboring countries with particular focus on issues pertaining to UN inter-agency coordination; assesses trends which might affect the work of the United Nations system; recommends solutions/possible action by United Nations.
- Analyses political and related events within assigned area with a view to provide early warning advice to ASG/USG or Head of Mission.
- Prepares analytical reports and papers on sensitive and high profile matters of concern to the General Assembly, Security Council, or other bodies; drafts notes, background papers, talking points, speeches and other correspondence for senior UN officials.
- Acts as focal point for collection and analyses of information on political issues of assignment.
- Maintains contacts with relevant UN entities, other international organizations and governments on coordination and policy matters; briefs representatives and provides, as appropriate suggestions and recommendations.
- Participates in conferences, seminars and academic for a related to his/her assigned area of expertise.
- Provides input for assessment of staff to be deployed to important posts in the field (e.g. Resident Coordinators).
- Drafts plans for start-up of operations and participates in the activities of implementation.
- Carries out, as appropriate, administrative functions relating to the staff planning and budget.
- Performs other related duties as required.

Competencies

PROFESSIONALISM – Shows ability to lead and support interdisciplinary/inter-departmental teams and task forces; Shows knowledge of the work of the United Nations and of the functions, priorities and policies of the Department of Political Affairs. Shows ability to complete in-depth studies and reach conclusions on possible causes and solutions to political problems in specific areas and/or countries. Shows ability to relate to various issues and perspectives to political, social, economic and humanitarian programmes in affected countries and areas. 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.

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.

Education

Advanced university degree (Master's degree or equivalent) in political science, international relations, international economics, law, public administration or other related area. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area. Experience in managing and supporting inter-agency coordination and planning mechanisms is required. Experience with regard to the Middle East and West Asia region, within the context and framework of the United Nations mandates and activities is required. Experience in the field is desirable. Experience in working with budgeting processes, including managing extra-budgetary projects is desirable.

Languages

English and French are the working languages of the UN Secretariat. For the position advertised fluency in English is required. Knowledge of Arabic is desirable.

Kindly find below the salary range of pensionable remuneration for the various Levels;

P1:\$46,553.00-\$61,114.00

P2: \$96,441.00 -\$125,962.00

P3: \$117,554.00 -\$161,384.00

P4: \$143,031.00 -\$192,540.00

P5: \$175,226.00-\$ 219,569.00

D1: \$210,577.00-\$ 246,248.00

D2: \$231,676.00 -\$ 257,995.00

Application Method:

ALL INTERESTED APPLICANTS SHOULD SEND THEIR RESUME AND APPLICATION LETTER TO:

eRecruitment Officer/Placement Officer

Human Resources Management Service

United Nations Headquarters

Department of Political Affairs

United Nations Secretariat New York,

NY, 10017

United States of America

Via email: **job@un-dpa.org**

Contact Person: Ms. Anna Ivanova Ruski

Important -Kindly reflect the following information in your application:

- 1) Indicate your position in the subject heading of your e-mail message.
- 2) Include your motivation note/letter attached to the email.
- 3) Name any attached documents properly
- 4) As part of the UN secretariat, Organization for The Department of Political Affairs

(DPA) offers attractive remuneration packages and benefits. Starting salaries are based upon academic and professional qualifications, as well as the level of the post. We thank all applicants for their interest in employment opportunities with Organization for The Department of Political Affairs

(DPA).Onlycandidateswhose skillsandexperience are underseriousconsiderationshall be contacted.

Applicants are strongly encouraged to apply early due to the high volume of mails received.

THE UNITED NATIONS DOES NOT CHARGE ANY FEE TO REGISTER PROSPECTIVE INDIVIDUALS FOR RECRUITMENT OPPORTUNITIES OR RECRUIT STAFFS AT ANY STAGE OF THE RECRUITMENT PROCESS IN THE UN.

PLEASE NOTE:

Due to the high volume of applications received, ONLY those applicants who are selected will be notified. Incomplete applications or applications received will not be considered.

