



United Nation's Committee for Migrant Workers

MISSION

Migrants' Rights are Human Rights: The Global Campaign for Ratification of the United Nations International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families

The Steering Committee of the Global Campaign for Ratification of the United Nations International Convention on the Protection of the Rights of All Migrant Workers and members of Their Families was first convened in 1998. It is a unique alliance involving the United Nations Secretariat, intergovernmental agencies and leading international human rights, church, labour, migrant and women's organizations.*

The Steering Committee has coordinated international and national activities to publicize the Convention and raise awareness about it through its Global Campaign. Its main purpose is to promote the ratification of, or accession to, the Convention by a large number of States, and the incorporation of the Convention's standards into national laws and practices. Its work has led to a sharp increase in the number of ratifications and signatures. For example, before 1998 only 9 States had ratified the Convention, while from 1998 to 2004 another 18 did. Campaigning for ratification goes hand in hand with raising awareness of the situation of migrants in society and the often sensitive political issues involved. The Global Campaign strives to achieve endorsement of the Convention from a broad cross-section of society, including public officials, political parties, trade unions, religious groups, women's organizations and provision of job opportunities around the globe. Only through the work of hundreds of organizations and people at the local level is the Global Campaign able to achieve such success.* Its members are: International Catholic Migration Commission, International Confederation of Free Trade Unions, International Labour Office, International Organization for Migration, Migrant Forum in Asia, Migrants Rights International, Office of the United Nations High Commissioner for Human Rights (OHCHR), Public Services International, United Nations Educational, Scientific and Cultural Organization, Women's International League for Peace and Freedom, and World Council of Churches.

The United Nations Committee for Migrant Workers UNCMW is equal opportunity employer in the global recruitment data base. Application is free and open to all nationals. Applicants must have a working knowledge of at least one of the UN's official languages (both oral and written)(English, French or Spanish). United Nations - Chapter 3, article 8).The United Nations Secretariat is a non-smoking environment

“ Current vacancies in the United Nations’ Committee on Migrant Workers”

The United Nation does not charge fee for recruitment, traveling or training or involve itself to any bank account.

We are aware of fictitious vacancy announcements that are being circulating via the internet, the purpose of which is to get people to register for training and send in a fee. Since logos, emblems, names and addresses can be easily copied or reproduced, you are advised to take particular care in applying for vacancies. Report any mail suspected to be fraudulent to fraudalert@uncmw-us.org for investigation.

1.VacancyAnnouncement No:	Date of Issuance: 3rd 3 rd March 2011
VAN-UNCMW/OB2011/01	March 2011
Post Title and Level:	Chief, P5
Duty Station:	Vienna, Austria
Organizational Unit:	Buildings Management Services Operational Support Services Branch PROGRAMME SUPPORT AND GENERAL MANAGEMENT DIVISION
Expected entry on duty:	As soon as possible
Indicative Minimum Net Annual Remuneration:	US\$ 186,650:00
Type of Appointment:	Permanent
Deadline for the receipt of applications:	60 days from Issuance
Organizational Context	

The Operational Support Services Branch (OSS) within the Programme Support and General Management Division (PSM) is responsible for providing diverse and essential services in support of all UNCMW activities, comprising procurement of goods and services, communications, inventory, records management, travel, transportation and shipment services. OSS is also

responsible for providing buildings and ground maintenance services for the Vienna International Centre (VIC) and its technical installations, as well as the technical operations of the UN/UNCMW Conference Services, through its Buildings Management Services (BMS).

After a certain number of years located at Headquarters, the incumbent must be ready to travel and to serve in any duty station away from Vienna as determined by the needs of the Organization.

Main Functions

The Chief, PSM/OSS/BMS, under the overall guidance of the Director, OSS, carries out the following main responsibilities and has the following authority:

Serves as the Organization's senior expert in the main areas of specialization. In this capacity he/she is responsible, jointly with BMS staff, for conceptualizing and implementing the BMS strategy in its respective area(s) of work.

Develops the BMS work programme and is the first line manager responsible for its implementation and monitoring, to be consistent with the established objectives and expected results.

Drafts, finalizes and implements plans for the preventive and regular maintenance and repair of the VIC buildings and associated facilities, as well as their replacement, modification and improvement.

Monitors global trends and best practices within BMS's areas of specialization and proposes new initiatives or changes, including out-sourcing of individual facility management services where feasible, to ensure that BMS practices reflect state-of-the-art approaches.

Represents the Organization vis-à-vis internal and external counterparts in areas relating to BMS areas of specialization.

Specifically: (i) makes presentations, provides advisory services, conducts training and awareness campaigns; (ii) participates in meetings of the Consultative Committee on Common Services and the VIC Infrastructure Committee, to discuss and resolve issues related to BMS and the VIC; (iii) maintains day-to-day contacts with senior technical representatives of other United Nations organizations based in Vienna and local technical authorities; (iv) presides over the Permanent Technical Working Group meetings attended by representatives of the Federal Government of Austria and representatives of other UN Organizations in the VIC; (v) establishes and implements projects falling under the Agreement on the Common Fund for major repairs and replacements.

Updates the organizational structure of BMS including initiating recruitment of staff, completing staff performance appraisal reports and recommending renewals, extensions and/or termination of contracts.

Ensures the optimal allocation of staff assignments within the BMS.

Is the first level of management and is specifically entrusted with the following responsibilities: (i) approves leave arrangements for staff of BMS; (ii) decides performance objectives and acts as first level appraiser for GS staff of BMS. This should be done jointly with the relevant professional and GS supervisory staff of BMS in cases where the staff concerned is under the direct supervision of another professional or GS staff member; (iii) sets performance objectives for BMS professional and GS supervisory staff jointly with the Director of the Branch, and for the appraisal of professional staff should consult, as a matter of standard procedure, in accordance with the established reporting lines; (iv) prepares various reports related to the VIC and BMS for management and other governing bodies and institutions.

Directs, supervises and/or inspects the work carried out by BMS staff and contractors including: (i) preparing, checking, correcting and approving architectural and engineering Terms of Reference, specifications for individual facility management services and construction, alterations, repair or improvement projects of the VIC complex; (ii) supervising and inspecting the work performed by contractors for the supply of utilities such as electrical power, hot and cold water, heating and cooling systems; (iii) directing the work related to the establishment of buildings operations and maintenance and repair manuals as well as manuals related to preventative and regular maintenance of machinery, equipment and other furnishings; (iv) requesting the intervention and participating in the work of specialists from the City of Vienna and/or relevant Federal Institutions, in the field of environmental protection, air quality, hygiene, safety of elevators, escalators, conveyors, garbage compactors and other moving machinery and equipment; (v) developing and implementing energy efficiency measures aimed at achieving savings in electricity, heating and cooling consumption, as well as improving the environmental performance and sustainability of the Vienna International Centre and bringing about a modern and state-of-the-art office working environment. Ensures that modern working tools and facilities are developed, including computerized systems.

Establishes and updates the budget and accounts related to BMS.

Advises the Branch Director on the utilization of BMS financial resources.

Performs other relevant functions as required in the Branch/Division.

Required Competencies

Management of groups and team leadership capabilities and capability of working in harmony with different teams; proven leadership qualities, inter-personal skills; cultural sensitivity, communication and public relations skills; strong drafting skills; capacity for strategic analysis and decision-making and cultural sensitivity.

Minimum Requirements

Education:

Advanced university degree in engineering, and/or related fields required for the post main functions. Additional studies in, related management fields, including legal aspects of facility management, and certification as an authorized professional civil engineer, are desirable.

Experience:

A minimum of 3-5 years professional experience in the relevant fields of the post out of which a minimum of five years in the management of a large building complex. The above should include but not be limited to experience in project management for large building complexes and in outsourcing of facility management services; familiarity with the relevant Austrian/EU norms and standards and legal aspects of facility management services including contractual issues, resolution of claims and disputes as well as experience in an international environment. Knowledge and use of the common computer applications such as Microsoft Office package.

Languages:

Fluency in English and working knowledge of German is required. Knowledge of other UN language(s) is an asset.

2.VacancyAnnouncement No:
VAN-UNCMW/OB2011/02

Date of Issuance: 3rd March 2011 3rd March 2011

Post Title and Level:

Statistician GRADE LEVEL: P3

Duty Station:

Rome, Italy

Organizational Unit:

Statistics Division, ESS

Economist and Social Development Department,

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 169,248:00

Type of Appointment:

5years Contract (Renewable at contract end)

Deadline for the receipt of applications:

60 days from Issuance

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Director, ESS, and as a member of one or more teams, the incumbent will perform duties related to the review of the methodology for the estimation of prevalence of undernourishment for the monitoring of the MDG hunger target. In particular, will:

- perform country assessments of the food security situation using national household income and expenditure surveys;
- develop and maintain food security indicators and related statistical methodologies for the assessment of the food and nutrition situation, including prevalence of food deprivation for global and sub-national monitoring;
- promote the development of country capacity to produce and analyze food security statistics;
- assess country statistical capacity building needs and develop relevant strategies;
- formulate technical assistance projects in the field of food security and social statistics, with the application of the new methodologies;
- collaborate with other FAO Divisions on matters relating to food and nutrition security and social statistics, for the preparation of publications;
- liaise with other UN and international agencies on food and nutrition security, in particular for the maintenance of the UNMDG database and the production of the UN-MDG Reports, following the introduction of the revised indicators;
- prepare technical articles, working papers, books and training materials and document best practices on food and nutrition security indicators and statistics;
- organize and participate in international meetings;
- perform other related duties as required

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced University degree in statistics, economics or a related technical field
- Five years of relevant experience in statistical analysis applied to economic and social studies, including food security assessments and in processing and analysing national household surveys

- Working knowledge (level C) of English and limited knowledge of French or Spanish

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience in processing and analysing national household surveys and in conducting methodological research in food security and social statistics
- Extent of experience in the use of statistical software (SPSS, SAS, etc)
- Extent and relevance of experience in the formulation of technical assistance projects, provision of technical support and implementation of training programmes in food security and social statistics
- Ability to write clearly and concisely technical documents and strength of publication record
- Demonstrated inter-personal and communication skills
- Extent and relevance of educational qualifications

3.VacancyAnnouncement No:
VAN-UNCMW/OB2011/03

Date of Issuance: 3rd March 2011 3rd March 2011

Post Title and Level:

Chief, Social Policy & Economic Analysis, P-5

Duty Station:

New York, United States of America

Organizational Unit:

Social Policy and Economic Analyses

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 188,520:00

Type of Appointment:

Permanent (Long-term Staff)

Deadline for the receipt of applications:

60 days from Issuance

Purpose of the Position

You will lead the Social Policy and Economic Analyses Unit whose primary work is to provide a timely analysis of trends,policies, legislation, development frameworks, and global initiatives, and the impact of these factors on children, young people and women;

You will take responsibility for analysing, and helping UNCMW to understand, the global economic environment and for providing guidance, technical and advocacy support in the use of international economic/development partnerships and instruments for the benefit of children and women in both global policies and country programmes

Key Expected Results

1. Analysis: You will analyse economic environment and trends, up-dating UNCMW#s knowledge on issues with potential to affect children and women; analyze key emerging and existing economic and social policies, such as in PRSPs and NDS, so as to identify gaps and opportunities in the fulfilment of children#s rights.End Result(s): Updated organizational knowledge on emerging economic and social trends affecting children

2. Policy Design: You will lead or contribute to the design of UNCMW social and economic policies, including socially-responsive macroeconomics, public expenditure analysis, social protection, equitable policies, child poverty studies and real-time monitoring of vulnerable groups. and lead approaches which allow the organisation to seize opportunities offered by development debates, instruments and partnerships at both global and country level; coordinate among other colleagues within the Section, Division, HQ, IRC, RO and COs, in the formulation and implementation of UNCMW#s global responses to these opportunities.End Result(s): UNCMW as knowledge leader on social and economic policies, including socially-responsive macroeconomics, public expenditure analysis, social protection, child poverty studies and equitable policies

3. Networking and Liaison: You will serve as the Division#s focal point with other organisations initiating and/or supporting policies or instruments aiming to coordinate economic development assistance and/or make it more efficient; develop and maintain networks with internal (IRC, HQ, RO, CO) and external partners (IFIs, Regional Banks, UN agencies, donors)to ensure that findings of PAKM/DPP analysis are effectively communicated and that analysis work is effectively fed back into development assistance policies and UNCMW country programmes; represent UNCMW and advocate for children and women#s interests in informal networks and consultations on poverty reduction, SWAp and economic/sector reforms.

Develop network of academics conducting research on social and economic development issues related to children and women#s rights.

End Result(s): Knowledge on economic and social policies, including socially-responsive macroeconomics, public expenditure analysis, social protection, child poverty studies and equitable policies, is used at country level and put to reality check by UNCMW Country and Regional Offices and partners

4. Support and Report writing: You will contribute to the conceptual integration of UNCMW#s development approaches, creating an intellectual dynamic which ensures considerations of gender, rights, macro-economics, poverty reduction and social policy are mutually reinforcing; prepare reports on progress UNCMW#s socioeconomic engagement and prepare briefs on the subject for senior management and the Executive Board as needed. End Result(s): Organizational integration of new cutting-edge development issues and approaches

5. Capacity building/training: You will facilitate consultations at global/regional levels on UNCMW#s engagement in national development plans, PRS/Ps and SWAps, CCAs, UNDG guidance notes. Lead the development and continuous update of tools and trainings that aim at facilitating UNCMW#s socioeconomic policy engagement. Under the guidance of the Associate Director, manage on-going initiatives aimed at enhancing UNCMW engagement in and influence on international development debates, goals, instruments and programmes originating outside the Organisation. End Result(s): Operational responses to emerging economic and social trends affecting children at country, regional and global levels

Qualifications of Successful Candidate

Advanced university degree in economics, ideally combined with social studies, policy analysis, planning or related subjects. Excellent research and analytical skills related to development policy and programs. Strong and demonstrated understanding of children's rights, the Convention on the Rights of the Child, gender equity in development and human rights-based approaches to development

Ten years of progressively responsible professional work experience at the international level in economic development, research, policy design and management.

Experience working in developing countries, or in managing processes which support economic, social and legal development of such countries; Experience of working with poverty reduction and economic reform strategies an advantage.

Demonstrated excellence in writing, communication, negotiation and networking;

Excellent organizational skills for building partnerships and using teamwork to meet goals for the realization of children and women#s rights, goals and objectives of UNCMW and the PAKM Section;

Strong conceptual skills related to various modalities of economic and social development, to include global programming with donors, regional and sub-regional programs, national and sub-national programming Capacity to work effectively in inter-cultural environment

Fluency in English and another UN language.

Competencies of Successful Candidate

Communicates effectively to varied audiences, including during formal public speaking

Creates and encourages a climate of team-working and collaboration in a multi-cultural environment

Consistently achieves high-level results, managing and delivering projects on-time and on-budget

Has good leadership and supervisory skills; co-ordinates group activities, ensuring that roles within the team are clear Analyzes and integrates diverse and complex quantitative and qualitative data from a wide range of sources ,Identifies urgent and potentially risky decisions and acts on them promptly; initiates and generates organization-wide activities Sets, develops and revises organizational strategy and develops clear visions of the organization#s future potential

Quickly builds rapport with individuals and groups; maintains an effective network of individuals across organizational departments Negotiates effectively by exploring a range of possibilities

4.VacancyAnnouncement No:
VAN-UNCMW/OB2011/04

Date of Issuance: 3rd March 2011 3rd March 2011

Post Title and Level:

Information Systems Project Officer, P-3

Duty Station:

Bonn, Germany

Organizational Unit:

INFORMATION TECHNOLOGY SERVICES (ITS)
PROGRAMME
- Information Systems Delivery Sub-programme -

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 172,800:00

Type of Appointment:

Permanent **plus other UN benefits and pension fund**

Deadline for the receipt of applications:

60 days from Issuance

Background

The United Nations Framework Committee on migrant workers (UNCMW) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Information Technology Services programme is a central service provider for information and communication technology infrastructure and user support services, as well as for information systems development, maintenance and application support within the UNCMW.

Responsibilities

Under the general supervision of the Manager of Information Systems Delivery (ISD) and the direct supervision of the Information Systems Programme Officer, the incumbent is responsible for the architecture, design and implementation of activities related to complex systems including integration and maintenance of related information systems. In particular the incumbent:

a. Manages projects involving conceptualization, analysis and design and of complex information systems by:

- Analyzing needs, developing software and hardware specifications of information and process management systems;
- Monitoring infrastructural components of information systems and suggesting options to improve designs;
- Liaising with staff in business units, external IT specialists, governing bodies, and provides specialized advice to users after analyzing users' requirements;
- Overseeing and monitoring activities aimed at improving the software programmes on a continuous basis;

b. Develops detailed systems and other functional specifications for integration and linkage of information systems and monitoring performance by:

- Performing impact analysis and change control and manages implementation of the changes in liaison with internal and external stakeholders;
- Providing advice on use of new techniques, monitoring transactions between the systems to measure performance and continued effectiveness;
- Ensuring data security and access controls considering both local and wide area issues.

c. Builds technical capacity of the information system team by:

- Participating in elaboration of internal procedures, mechanisms and controls to ensure stability, improved quality, security and performance of systems
- Monitoring responsiveness and robustness of usage and maintenance procedures;
- Coordinating efforts to develop and maintain the library of system documentation and internal user manuals, training materials, and guidelines and making recommendations on improvements;
- Mentoring and participating in staff selection and continuous staff development activities;
- Supports junior staff in the team in difficult cases and new situations, including by acting as second level support for user requests and problem reports;
- Maintaining and updating the IT knowledge base to support internal and external users.

d. Liaises with other programmes within the Secretariat on information technology and systems issues by representing the sub-programme in committees, task forces and steering groups and by regularly meeting with peers.

e. Performs other related duties.

Requirements

- First level university degree (Bachelor or equivalent) in systems analysis, mathematics, computer science, information technology, or a related discipline.
- At least five (5) years of progressively responsible experience in planning, architecture, design, development, implementation and maintenance of software, databases, computer information systems including experience with project management, business and systems analysis, software specification and development, preferably related to business automation and financial systems.
- Excellent knowledge and thorough understanding of general networking, Internet and web technologies, knowledge and hands-on experience with at least two programming languages or web technology suites. Knowledge of Python language and Zope2 application server technologies is a major plus.
- Fluency in oral and written English, working knowledge of other UN language is an asset.

Evaluation criteria

Professionalism:

The capacity to identify problems/issues and participate in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

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Commitment to continuous learning:

Willingness to keep abreast of new developments in their field of work.

Communication:

Ability to provide thorough, well reasoned contributions to documents and papers.

Technological Awareness:

The capacity to make effective use of required computer software and other equipment relevant to the post.

Teamwork:

Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization.

5. Vacancy Announcement No:

VAN-UNCMW/OB2011/05

Date of Issuance: 3rd March 2011

Post Title and Level:

Team Assistant, G-4

Duty Station:

Bonn, Germany

Organizational Unit:

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM)
PROGRAMME
Services and Management Support (SMS)

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 182,925:00

Type of Appointment:

4 years contract with possibility of extension at contract ends

Deadline for the receipt of applications:

60 days from Issuance

Background

The United Nations Framework Committee on migrant workers (UNCMW) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The Services and Management Support (SMS) Unit provides general oversight, administrative support and guidance to SDM.

Responsibilities

Under the direct supervision of the Public Information Officer, and the general guidance of the Manager, Services and Management Support Unit, the Team Assistant provides a wide range of office support, secretarial and administrative functions. In particular, the incumbent Perform a wide range of secretarial and administrative support by:

- Taking notes and preparing draft minutes;
- Responding to or drafting internal/external routine correspondence and other communication;
- Searching for relevant background material on CDM/JI which may be needed for replies; Proofreading and checking correspondence, reports, statistical tables and other documents for accuracy, formatting, spelling, grammar, enclosures and addresses;
- Ensuring follow-up action on pending issues according to deadlines and priorities;
- Maintaining office files, archives and records (both paper and electronic);
- Maintaining appointment schedules;
- Performing general administrative tasks relating to procurement, shipment of publications, staff travel, issuance of contracts and payment requests for consultants; filling in related forms and following up to conclusion

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- Placing and screening telephone calls, responding to routine requests for information, receiving visitors;
- Sending faxes and electronic mail;
- Screening, registering and routing incoming mail;
- Preparing presentations using Power Point.

Provide assistance in disseminating information about CDM/JI by:

- Coordinating the scheduling of contracted webcast teams prior to and during meetings of the CDM

Executive Board and the Joint Implementation Supervisory Committee, and facilitating on-site setup;

- Uploading/updating web pages;
- Maintaining email/contact lists;
- Keeping general presentation about CDM/JI up to date;
- Responding (using existing text as basis) to queries received through the CDM Info email account.

Requirements

- Completed secondary education or equivalent. Clerical/secretarial training an asset. Communication/marketing/public relations training an asset.
- At least four years relevant experience working in an office support function carrying out secretarial and/or team assistant duties. Experience in office support functions linked to journalism, communication, public relations or marketing highly desirable. At least one year in an international environment would be an asset.
- Fluency in English, written and spoken is required. Working knowledge of another UN working language desirable.

Evaluation criteria

Professionalism: Very good understanding of the function of computer hardware, software and general operations and basic networking.

Communication: Very good communication skills (spoken and written) including ability to discuss and communicate concepts and terminologies in simple language to users.

Planning and Organizing: very good organizational skills and the ability to respond/executive within project timelines, as well as ability to be flexible and prioritise workload.

Client (Service) Oriented: Proven service-oriented approach to tasks and the ability to keep clients informed of progress and setbacks encountered of the services provided.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment.

Technological Awareness: Fully proficient computer skills related to PCs operating systems and relevant software applications, as well as awareness of latest developments in computer and telecommunications technology. Additional knowledge in using Internet development tools such as Macromedia products an advantage.

Commitment to continuous learning: Proactive and mature attitude towards self-development

6. Vacancy Announcement No:
VAN-UNCMW/OB2011/06

Date of Issuance: 3rd March 2011

Post Title and Level:

Programme Specialist Grade P4

Duty Station:

Montevideo, Uruguay

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 186,958:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

60 days from Issuance

Main Responsibilities:

Under the overall authority of the Assistant Director General for Natural Sciences, under the direct supervision of the Director of UNCMW Office in Montevideo, and in close coordination with the Division of Water Sciences at Headquarters, the incumbent is responsible for the formulation, coordination, management and evaluation of UNCMW programme in water resources at the national, cluster, sub-regional, and regional levels in Latin America and the Caribbean region. In particular, she/he will:

- Execute or coordinate the implementation of activities of the International Hydrology Programme (IHP) in the LAC region, which includes the coordination, formulation, management, and evaluation of IHP programmes and projects aimed at improving the national and regional capabilities for the sustainable integrated management of water resources..
- Advice and support Member States in the identification, formulation, and implementation of water resources initiatives and contribute to the enhanced water governance and cooperation issues at the regional level, with the purpose of strengthening and expanding water-related agendas and projects and ensuring that UNCMW's programme in water sciences feature adequately.
- Contribute to the development, implementation and evaluation of intersectorial and interdisciplinary actions within the regional/Cluster Office and of extra budgetary funded programmes and projects to expand the development capabilities of IHP in the Latin America and Caribbean region (LAC).

- Advise, coordinate, develop, or organize conferences, symposia, seminars, as well as short- and long-term courses, in close cooperation with the UNCMW Institute for Water Education, and other educational activities to contribute to the strengthening and development of capacities at the sub-regional, regional, and national level. Coordinate IHP and water sciences activities in the UNCMW Cluster and National Offices of the LAC and enhance and expand the scientific programmes and activities of the water-related category II centers under the auspices of UNCMW and UNCMW chairs aimed at strengthening these institutions and permanently increase and improve their services to Member States.
 - Carry out other activities that may be required to ensure the success of the work team, including contributing to the assessment of the prevailing water situation in LAC, within the context of existing UN-Water programmes, primarily the UNCMW led WWAP, and the UN Commission on Sustainable Development. Profile
 - Advanced University degree (preferably at Doctorate level) in the field of hydrology, water resources engineering or in closely related water or environmental sciences.
 - 7-10 years of progressively responsible relevant experience in the field of water sciences, of which preferably 3-5 years acquired at international level.
 - Experience in research and teaching at university level in the field of sciences and/or environmental sciences would be an asset.
 - Experience in developing, implementing and evaluating projects in the field of water sciences.
 - Working experience in organization for international technical cooperation is required.
 - Experience in fund-raising and resources mobilization.
 - Working experience in the region would be an added advantage.
 - Proven capacity to organize training courses; excellent analytical and organizational skills.
 - Strong managerial skills. Ability to lead, motivate and supervise a team and to maintain effective working relationships in a multicultural environment
 - Excellent IT skills.
 - Excellent knowledge of English and good knowledge of Spanish. knowledge of French and/or Portuguese would be an asset. Conditions of employment.
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7. Vacancy Announcement

**No: VAN-
UNCMW/OB2011/07**

Date of Issuance: 3rd March 2011

Post Title and Level:

Senior Advisor, Health Information, Knowledge Management and Communication
Grade: P5

Duty Station:

Brasilia, Brazil

Organizational Unit:

AM Americas (AM) PAHO/WHO Representative (PWR-BRAZIL)/Knowledge Management and Communication (KMC)

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 195,360:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

60 days from Issuance

OBJECTIVES OF THE PROGRAMME :

To establish the principles and practice of knowledge management and communication as fundamental to public health and a key component of technical cooperation and capacity building. As such, it oversees the equitable and efficient dissemination of health information and communications to priority audiences, especially in Member Countries, as well as PAHO's knowledge sharing processes and information and communications products. It ensures that PAHO is widely recognized as a source of authoritative scientific and technical information and safeguards PAHO's intellectual property against any use contrary to the Organization's mission and principles.

Description of duties:

Under the direct supervision of the PAHO/WHO Representative and the general technical supervision of the Manager, Knowledge Management and Communication (KMC) and the Manager, Health Surveillance, Disease Prevention and Control (HSD), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Provide technical, managerial and policy advice in the area of health information systems, knowledge management and communication; coordinate project development and program activities required for the operationalization and accessibility of tools and platforms required for the optimization of knowledge management following the mandates and policies of the Organization; develop virtual collaboration tools and methodologies, policies and services within the context of the areas of responsibility;
- b) Support the work of KMC by creating and providing mechanisms of capturing and disseminating health information products and in the promotion of equitable and efficient dissemination and access to health information by implementing and supervising information systems and tools for the Organization's information products; support the facilitation of regional Communities of Practices; develop proposals to strengthen organizational capacity for the development and application of tools for knowledge management and communications; support the quality development of knowledge products/publications;
- c) Advise and coordinate specific projects related to the areas of responsibility, including providing support to the consolidation of the PAHO Web 2.0 Strategy, including the development of managerial reports for Executive Management and the Web Technical Advisory Group; the e-Learning components of the Digital Literacy Program in convergence with the Virtual Campus Project;
- d) Develop and implement new tools and methodologies to improve knowledge sharing in the Organization and within national institutions; coordinate the implementation and evaluation of the Corporate Contact Management System in the context of the Selective Information Dissemination Portal; develop information audits projects and collaborate in the establishment of a Corporate Identity system and standards;
- e) Collaborate with KMC and the Latin American and Caribbean Center on Health Sciences Information (BIREME) in the development and promotion of the Virtual Health Library at regional and national levels;
- f) Facilitate access to relevant and important sources of scientific and technical information globally, with the support of WHO and other partners, through established projects at national, regional and global programs, as the Virtual Health Library (VHL) and other relevant partners;
- g) Provide technical, international advocacy, coordination and collaboration on program activities on knowledge management with governmental and non-governmental institutions and the Representation;
- h) Provide technical cooperation for the strengthening of health information systems by providing technical assistance and support to improve the organization and functioning of public health networks at all levels; provide advice in applying approaches for the use of the principles and methods of epidemiology for the analysis of health situation and trends of political and economical situation related to health; disseminate technical information on health trends in the Region for the Interagency Information Network for Health (RIPSA); identify and mobilize national financial and human resources to support health information systems initiatives;
- i) Identify possible sources of external funding and resources in support of national programs and oversee the preparation and negotiation of projects, funding proposals, research grants and contracts addressing public health priorities;
- j) Formulate objectives, targets, and lines of action for the Inter-programmatic Team; develop methodologies for program execution to achieve those targets and objectives taking into account the country's needs and the orientation and policies of the Organization. Ensure that the results are aligned with the Representation's biennial and multi-year plans, including monitoring, controlling and evaluation of activities, adjustments to any deviations, such as redefined objectives or strategies; plan and supervise program execution; provide periodic evaluations of Team performance;
- k) Administer, allocate and monitor and control the Inter-programmatic Team's financial, logistical and staff resources; prepare, and justify the Team's program and budget proposals; plan and organize the formulation, development, implementation and control of information systems to monitor and improve the area's activities;
- l) Participate in the definition of the Inter-programmatic Team's personnel component, including their selection, training and development. Initiate and recommend approval of personnel actions for all staff assigned and assure timely personnel evaluations; monitor the competencies of the staff to ensure optimal performance and staff development, monitor workloads to ensure equitable distribution of work and maintain job satisfaction, efficiency and output; and follow up on any deviation of work results from objectives;

- m) Provide authoritative technical, managerial and policy advice to national authorities and technical staff within the Representation; review reports submitted by staff and provide constructive feedback;
- n) Provide a stable managerial framework that demonstrates credibility, trust and value to Member States, clients and donors, while optimizing staff performance;
- o) Advise, prepare and support the participation of national authorities in the Governing Bodies Meetings in close coordination with the Representative;
- p) Serve as communication link between the Representative and the Teams of the Office on matters of policy, strategy, program implementation and evaluation;
- q) Promote team work across the Representation and the establishment of an environment which encourages participation, stimulates each staff member's creativity, and fosters a multidisciplinary approach to the solution of specific problems;
- r) Provide leadership, guidance and monitoring of staff through setting of clear work objectives, use of performance reviews and feedback mechanisms, regular communications, and solving interpersonal conflicts or resolving technical debates; coordinate the institutional development plans under area of responsibility;
- s) Identify, promote, establish, maintain, and coordinate liaison across the Organization, within WHO, with other United Nations organizations or with other partners in order to maximize programmatic integration, efficiency and effectiveness;
- t) Serve as an active member of the Group for Management Coordination (GCAC), Inter-programmatic Group (GI), Expanded Inter-programmatic Group (GIA), Optimal Group (GO) and the Plenary (PG); advise the Representative on all aspects related to technical organization and follow-up on recommendations made at these meetings;
- u) Represent the PAHO/WHO Representative and other senior level staff in the Office as requested;
- v) Perform other duties as assigned.

REQUIRED QUALIFICATIONS

Education:

Essential: A bachelor's and master's degree in health or information sciences, information technology, epidemiology or a related field from a recognized university.

Desirable: Coursework and/or training in emerging technologies for Library and Knowledge Management would be an asset.

Skills:

-- Intra-institutional Action: Leads team efforts toward full understanding of the policies the organization must operate within as well as the Standard of Conduct for the International Civil Service. Leads employees and co-workers toward operating in a fair, consistent and equitable manner, and displays such behavior by example. Behaves consistently in accordance with the Code of Ethics of the Organization.

-- Thinking, planning and the strategic management of technical cooperation interventions: Evaluates the ideas for interventions in terms of their potential for change and transformation before deciding to execute them. Follows the Organization's strategy in executing technical cooperation interventions in order to generate expected results.

-- Performance Management: Evaluates the performance of subordinates in terms of the organizational strategy, provides feedback offering measurable suggestions and promotes their professional development. Develops and implements realistic and achievable work plans--including tasks, priorities, resources and schedules. Adjusts goals and courses of action to meet changing needs. In a systematic way develops people through demanding and challenging projects utilizing each employee's competencies. Effectively uses the Organization's official performance evaluation processes and systems. Uses a regular evaluation system. Provides constant and positive feedback to focus development efforts.

-- Devising the budget for interventions and cost optimization: Demonstrates initiative and managerial capacity in obtaining alternative sources of financing and in mobilizing extrabudgetary resources for interventions. Acquires adequate funding, based upon the resources allocated in intervention plans.

-- Information Management: Initiates, leads and participates in activities to improve systems for the presentation and dissemination of information. Verifies that information from the area of work is handled objectively and presented clearly and equitably. Develops new strategic forms to be more effective and concordant with the dissemination of the information.

-- Teamwork: Develops a high performing team in one's operational area and also encourages teamwork across the Organization. Establishes and models the standard for teams and teamwork. Provides significant contributions when participating in internal and external work teams. Initiates and leads mutually beneficial productive interpersonal relationships based on trust, both inside and outside the Organization.

-- Knowledge Management: Systematically seeks and disseminates knowledge that can serve as evidence, lessons learned, and good practices within a particular area and the Organization as a whole. Encourages a culture where more experienced professionals share their knowledge within the Organization, letting others learn, create the best criteria and reinforce their knowledge.

-- Resource Mobilization: Establishment of an internal Culture that supports the Organization's strategic direction program of work and the organizational results to enable effective resource mobilization. Supports and makes all efforts to increase the level of resources that are considered necessary for operations. Is capable of negotiating with different types of organizations. Uses the financial and non-financial resources with objectivity. Is able to achieve the goals and results with the resources they have.

Technical Expertise:

Technical: Excellent knowledge of the principles and recent developments in epidemiology, surveillance and biostatistics. Demonstrated ability in the applications of epidemiological techniques and procedures for analyzing the health situation and conditions affecting the health of the population; determining factors which influence the magnitude of these conditions and applying and evaluating selected interventions designed to reduce its impacts. In-depth knowledge and understanding of knowledge management and communication methodologies, concepts, and tools and their role in helping organizations become a learning institution; possesses know-how related to capturing and structuring an organization's intellectual capital; including advance knowledge on the use of different technologies and tools. Ability to present innovative concepts in knowledge management initiatives, promote knowledge sharing and to reduce the know-do gap in public health interventions and evidence based decisions.

Managerial: Extensive expertise in senior, progressively responsible positions in the management of a large public or private administration of administrative and technical matters requiring sensitive negotiation and high level intervention and in organizational development. Demonstrated ability to provide professional leadership to strategic, organizational, managerial and analytic work in health; resourcefulness, initiative, highly developed judgment and interpersonal skills to deal with difficult situations and sensitive areas.

Administrative: Skills or experience with creation and integration of administrative procedures for the delivery of the highest quality results for the Team. Courtesy, tact, sensitivity to manage confidential information, and ability to establish and maintain effective working relations with people of different professional levels, discipline, nationalities, and cultural background.

IT Skills

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint, SharePoint and Outlook. Demonstrated understanding of scientific, web-based and open source information systems as well the ability to operate desktop, web related applications, knowledge management and virtual collaboration tools and methodologies.

Experience:

Thirteen years of combined national and international progressively responsible experience in health information management, knowledge management and epidemiology functions.

Languages:

Very good knowledge of English or Spanish with a working knowledge of the other language. Knowledge of French and/or Portuguese would be an asset.

8.VacancyAnnouncement No:
VAN-UNCMW/OB2011/08

Date of Issuance: 3rd March 2011

Post Title and Level:

CHIEF OF OFFICE, P5

Duty Station:

BRASILIA -Brazil

Organizational Unit:

ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 189,795:00

Type of Appointment:	Permanent
Deadline for the receipt of applications:	60 days from Issuance

The Economic Commission for Latin America and the Caribbean is one of the five regional commissions of the United Nations. It was founded in 1948 with the purpose of contributing to the region's economic and social development. Its mission includes the design, monitoring and evaluation of public policies and the provision of advisory services, expertise and training to Governments, as well as support for regional and international cooperation and coordination activities. The Commission also functions as a centre of excellence and a forum for dialogue among the region's countries and stakeholders. ECLAC is headquartered in Santiago de Chile, with Sub regional Headquarters in Mexico City and Port-of-Spain, and maintains country offices in Buenos Aires, Brasilia, Montevideo and Bogotá, as well as a liaison office in Washington, D.C.

Responsibilities

Under the general direction of the Executive Secretary of ECLAC, the incumbent is responsible for the overall direction and supervision of the Brasilia Office. The incumbent is responsible for the following duties:

1. Oversees the formulation and implementation of the work programme by allocating and managing resources; establishing performance indicators; monitoring output delivery; ensuring coordination with ECLAC Headquarters; directly participating in substantive activities including research and reports on economic and social development issues; reviewing the research agenda with senior officials and defining the end results of such activities; providing advisory services at the request of the host government; advising on the interpretation of established guidelines and policies on substantive issues.
2. Represents ECLAC in Brazil by attending meetings, negotiating agreements with the host government and promoting technical cooperation, ensuring satisfactory relations with the Government of Brazil, performing special assignments as requested by the Executive Secretary.
3. Maintains contacts and liaison with ECLAC Headquarters, other Offices Away from Headquarters, other UN agencies and international organizations, to organize ad-hoc meetings, collaborate in development projects and integration issues, collaborate in regional studies on economic and social development.
4. Supervises all administrative matters pertaining to the Office daily operations by ensuring that all UN rules and regulations are properly observed; acting as designated certifying officer for ECLAC Brasilia accounts; participating in recruitment processes to ensure adequate staffing of the Office; supervising performance of staff. This requires strong communication (spoken, written, workshops and presentational) skills including the ability to defend and explain difficult issues and positions to staff in the office and to senior officials at ECLAC headquarters.

Competencies

Professionalism: Expert knowledge of the economic and social situation in Brazil. Ability to produce reports and papers on technical issues and to review and edit the work of others. Ability to apply UN rules, regulations, policies and guidelines in work situations. Knowledge of development economics and social concepts and theories. 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.

Teamwork: works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise, and 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; and 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.

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 objective. 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 improvement; 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.

Managing performance: delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; and appraises performance fairly.

Education

Advanced university degree (Master's degree or equivalent) in economics, social sciences, public administration or related area. A PhD is highly desirable. A first-level university degree in addition to qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of ten years of progressively responsible experience in public administration, economic research, or related field, in academic institutions or international organizations dealing with development and economic analysis. Previous experience in South America is an asset. Experience establishing working partnerships with a diverse range of actors and stakeholders, in particular relating to social/economic issues concerning Brazil.

Languages

English and French are the working languages of the UN Secretariat. For this post, fluency in English, Spanish and Portuguese is required. Knowledge of another UN official language is an advantage.

9.VacancyAnnouncement No:
VAN-UNCMW/OB2011/09

Post Title and Level:

Duty Station:

Organizational Unit:

Expected entry on duty:

Indicative Minimum Net Annual Remuneration:

Type of Appointment:

Deadline for the receipt of applications:

Responsibilities

Date of Issuance: 3rd March 2011

Chief Human Rights and Justice Section, P-5

Bujumbura - Burundi

United Nations Integrated Office in Burundi

As soon as possible

US\$ 190,848 :00

Permanent

60 days from Issuance

Under the overall supervision of the Special Representative of the Secretary-General (SRSG) in Burundi, and the substantive support and guidance of the Office of the High Commissioner for Human Rights (OHCHR), the incumbent will perform the following main functions as Head of the Human Rights and Justice component: Advisory and Representative role: Act as the Senior Adviser to the Special Representative of the Secretary-General and report directly to him/her on issues related to the work of the component, including as regard to human rights, judicial affairs, corrections, transitional justice and the rule of law; Act as

the Representative of the Office of the High Commissioner for Human Rights (OHCHR) in Burundi, and report to the High Commissioner in Geneva on issues related to human rights; Represent the Human Rights & Justice component and OHCHR at interagency meetings at country level and advise UN Country Team (UNCT) and Humanitarian Country Team (HCT), as appropriate, to ensure human rights and a human rights based approach are fully integrated into political, humanitarian and development efforts, including with respect to the United Nations Development Assistance and Integrated Strategic Frameworks (UNDAF and ISF), the Consolidated (Humanitarian) Appeal (CAP/CHAP) processes, as well as the national Poverty Reduction Strategy Process (PRSP); Represent the mission and OHCHR on human rights and justice matters during contacts with national and international organisations working in the field of human rights, diplomatic missions, donors and other international actors; Participate in the mission's internal policy and decision-making processes and advice on policy, strategic and operational decisions that may have human rights and justice implications; Participate in the senior management meetings and inform its participants on the activities of the Human Rights and Justice component and recommend measures necessary or desirable for other components of the mission to better protect and promote human rights and justice in Burundi and implement a human rights based approach. Substantive coordination: Assist the Government of Burundi, in close coordination with UN Agencies, Funds and Programmes and other components of the Mission, in its efforts to promote human rights, judicial and corrections development, the rule of law and accountability through, inter alia, the integration of international human rights and criminal justice norms and standards into the legal, judicial, correctional and security sector reform initiatives; the provision of strategic and technical support for the establishment of transitional justice mechanisms; the training of law enforcement bodies on human rights and gender and sexual gender-based violence, and by supporting the capacity building efforts for civil society's engagement with the Government; Ensure the provision of technical advice for strengthening the independence, capacities and legal frameworks key national institutions, in particular judicial and parliamentary institutions, in line with international standards and principles; Ensure the provision of technical expertise for the establishment and strengthening of a National Human Rights Commission and other oversight and accountability institutions, including the Office of the Ombudsman; Ensure the provision of technical advice, and coordinate strategic and operational support to transitional justice mechanisms, established with a view to combating impunity and fostering national reconciliation; Ensure the provision of technical advice and support for the development of the Burundi prison system, including the implementation of a strategic plan for the system; Direct the provision of technical assistance for strengthening the capacity of the Government to meet its human rights obligations including treaty reporting and Universal Periodic Review, and support the mandate of the Independent Expert of the U.N. Human Rights Council on the situation of human rights in Burundi, including in-country missions and reporting, as required; Ensure monitoring of the human rights situation, including economic, social and cultural rights, as well as the institutional functioning of key rule of law institutions such as police stations, prosecutors' offices, the courts and prisons. Ensure the component collects and analyses information from across the Mission, maintains an updated and functioning human rights database and information management system, and issues public reports on the human rights situation; Establish and maintain principled, constructive working relationships with Burundian authorities in the field of human rights, justice and transitional justice. Support regular dialogue between the Mission, national authorities, and stakeholders, to review progress and gaps, and to follow-up on the implementation of measures for improved human rights compliance, especially by security and law enforcement services; Support Burundian civil society organisations in building their capacity to advocate, monitor and contribute to the development of initiatives, policies and reforms that ensure the respect, protection and fulfilment of human rights, including through fostering dialogue between Government institutions, the UN and civil society; Ensure, as OHCHR representative, that human rights considerations are reflected and integrated in humanitarian activities, including in emergency planning, preparedness and response of the UNCT and HCT, and through participating in and/or playing a lead role in the work of the Protection Cluster, as appropriate and if activated; Ensure the component's contribution to the commitment of the UN to mainstream human rights and integrate gender perspectives/considerations and specific women/girls' rights issues in all the Sections' activities. Managerial responsibilities: Responsible for the overall management of the Human Rights and Justice component, through, inter-alia, formulating the substantive work program of the office and the achievement of the objectives contained therein, allocating resources, preparation and reporting on budget and other programme planning and performance exercises; evaluating staff's performance and ensuring correct staffing of the component; Ensure and demonstrate commitment to build the component's staff competencies, particularly of national staff, to facilitate future transition of responsibilities; Support forward planning by the UN system and national counterparts to meet medium and longer-term human rights needs in Burundi; Responsible for the management and implementation of OHCHR funded projects in Burundi; Maintain close liaison with OHCHR-HQ, including with geographical desk officers, and ensure timely communications on the human rights and justice situation including with the treaty monitoring bodies and the special procedures mechanisms; Perform other duties as required by the Special Representative of the Secretary-General and by the HC/OHCHR.

Competencies

Professionalism – Excellent knowledge of and exposure to a range of human rights and justice, including gender issues, the rules governing their protection and the mechanisms available in case of their violations; Familiarity with transitional justice processes, and strengthening justice sector institutions including the prison system; Capacity to relate to and integrate human rights issues and perspectives into other fields -humanitarian action, development, rule of law, legislation reforms and vice versa; Knowledge and understanding of gender concepts and methodologies to integrate women/girl's rights issues in programmes and activities; Good understanding of the political background and human rights situation in Burundi and the Great Lakes region; Ability to work and act under pressure in a politically and stressful environment, with a minimum of comfort and in precarious security conditions; Sound political judgment, impartiality, diplomacy and discretion. 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 – 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 improvement; and provide advice and guidance to others. Managerial Performance - Delegates the appropriate responsibility, accountability and decision-making authority; Makes sure that roles, responsibilities and reporting lines are clear to each staff member; Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; Monitors progress against milestones and deadlines; Is able to build and manage large teams by creating an enabling and motivating environment. Vision – Ability to identify strategic issues, opportunities and risks; Clear communication of links between the Organization's strategy and the work unit's goals. Ability to generate and communicate broad and compelling organisational direction and to inspire others to pursue that same direction. Ability to convey enthusiasm about future possibilities. Empowering others - Encourages others to set challenging goals; Holds others accountable for achieving results related to their area of responsibility and accepts joint responsibility for team shortcomings; Genuinely values all staff members' input and expertise; Shows appreciation and rewards achievement and efforts; Involves others when making decisions that affect them. Communication – Ability to establish and maintain trust and effective working relations with people of different cultural backgrounds with respect for diversity; Capacity to advice and transfer knowledge to external partners, stakeholders, senior officials and staff at all levels; Ability to present and defend difficult positions to external partners, stakeholders, senior officials, and to present information in a concise, persuasive and accurate manner.

QUALIFICATIONS Education

Advanced university degree (Masters degree or equivalent) in law, political sciences, international relations, social sciences or other discipline, preferably with specialisation in human rights. A relevant combination of university degree, professional training and experience may be considered in lieu of the advanced degree.

Work Experience

At least 10 years of progressively responsible experience acquired at national and international levels in the field of human rights, justice and the rule of law, including in a post-conflict environment and in the development and implementation of capacity building programmes, with at least 3 managing teams. Previous experience in building national institutional capacities to promote and protect human rights is required. Proven experience in public speaking and working with senior governmental officials.

Languages

Fluency in oral and written French and English is required.

10.Vacancy Announcement No: VAN-UNCMW/OB2011/010

Post Title and Level:

Duty Station:

Organizational Unit:

Expected entry on duty:

Date of Issuance: 3rd March 2011

Finance and Budget Officer, P-3

Phnom-Penh

UNCMW Department of Economic and Social Affairs

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 179,648

Type of Appointment:

Permanent

Deadline for the receipt of applications:

60 days from Issuance

Responsibilities

UNCMW represents the international side of the 'hybrid' court known as the Extraordinary Chambers in the Courts of Cambodia (ECCC). Under the terms of Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers will bring to trial, senior leaders of Democratic Kampuchea and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom, and international conventions recognized by Cambodia, that were committed during the period from 17 April 1975 to 6 January 1979. The subject-matter jurisdiction of the Extraordinary Chambers shall be the crime of genocide as defined in the 1948 Convention on the Prevention and Punishment of the Crime of Genocide, crimes against humanity as defined in the 1998 Rome Statute of the International Criminal Court and grave breaches of the 1949 Geneva Conventions and such other crimes as defined in Chapter II of the Law on the Establishment of the Extraordinary Chambers as promulgated on 10 August 2001. This position is located in the Budget and Finance Section. Within delegated authority, and under the direct supervision of the Chief, Budget and Finance Section, the Finance and Budget Officer will be responsible for the following duties: **BUDGET PREPARATION:** • Reviews and analyses data with respect to the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements. • Provides support to managers with respect to the elaboration of resource requirements for budget submissions. • Provides substantive support donor governments in their budget review. **BUDGET ADMINISTRATION:** • Issues allotments, including redeployment of funds when necessary, ensuring appropriate expenditures. • Monitors budget implementation and determines/recommends reallocation of funds when necessary. • Monitors expenditures to ensure that they remain within authorized levels. • Reviews all requisitions for goods and services to ensure correct objects of expenditure have been charged, ensuring availability of funds. • Administers and monitors extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures. • Prepares relevant documentation with respect to budget performance submissions. • Reviews and makes appropriate recommendations with respect to the finalization of budget performance reports, analysing variances between approved budgets and actual expenditures. • Provides substantive support to intergovernmental and legislative bodies. **GENERAL:** • Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme and/or project budgets, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures; • Monitors and supervises the work of subordinate staff as required; • Performs other related duties, as assigned.

Competencies

• **PROFESSIONALISM:** Knowledge of financial principles and practices. Ability to independently conduct research and analysis, formulate options and present conclusions and recommendations. Shows pride in work and in achievements; 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. • **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. • **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.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in business administration, finance, 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

At least five (5) years of progressively responsible experience in finance, administration, budget, business administration or related

area.

Responsibilities

These positions are located in departments and offices of the United Nations Secretariat in New York. Incumbents typically report administratively to one or more officers. Within limits of delegated authority and depending on location, the incumbent will be responsible for the following duties: (It should be noted that the responsibilities and duties listed are generic, and may not be performed by all Team Assistants.) Provide general office support services to help ensure the smooth functioning of an organizational unit. Use standard word processing package to produce a variety of routine correspondence, reports, tables, charts, graphs, etc., in accordance with institutional standards. Proofread documents for grammatical and typographical accuracy. Maintain calendar/schedules; monitor changes and communicate relevant information to appropriate staff inside and outside the immediate work unit. Review, record, route and/or process mail or other documents; gather pertinent background material; track and monitor follow-up action as required. Maintain files (both paper and electronic) and databases for work unit. Perform basic data entry and management functions. Perform a variety of administrative duties (e.g. leave recording, meeting organization, reservations, office supply and equipment orders, etc.). Operate and maintain a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner, etc. Perform other duties as assigned.

Competencies

Professionalism – Shows pride in work and in achievements. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. Planning and Organizing – Ability to plan own work to meet designated deadlines. Communication – Good communication (spoken and written) skills, including ability to draft routine correspondence. Teamwork – Good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.

QUALIFICATIONS

Education

High School diploma or equivalent. Must have passed the United Nations Administrative support Assessment Test (ASAT) in English at New York Headquarters.

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

Good computer skills; proficiency in standard computer applications for e-mail, word processing, spreadsheets, Internet are desirable.

Languages

The working languages of the ECCC are English, French and Khmer. For this post, fluency in spoken and written English is required. Knowledge of French and/or Khmer is an asset.

Other Skills

Knowledge of IMIS and Excel is an asset. Familiarity with UN Financial Regulations and Rules is desirable.

11. Vacancy Announcement No:
VAN-UNCMW/OB2011/011

Post Title and Level:

Duty Station:

Organizational Unit:

Expected entry on duty:

Indicative Minimum Net Annual Remuneration:

Date of Issuance: 3rd March 2011

Team Assistant, G-3

New York -America

Department of Management

As soon as possible

US\$ 204,390:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

60 days from Issuance

Responsibilities

These positions are located in departments and offices of the United Nations Secretariat in New York. Incumbents typically report administratively to one or more officers. Within limits of delegated authority and depending on location, the incumbent will be responsible for the following duties: (It should be noted that the responsibilities and duties listed are generic, and may not be performed by all Team Assistants.) Provide general office support services to help ensure the smooth functioning of an organizational unit. Use standard word processing package to produce a variety of routine correspondence, reports, tables, charts, graphs, etc., in accordance with institutional standards. Proofread documents for grammatical and typographical accuracy. Maintain calendar/schedules; monitor changes and communicate relevant information to appropriate staff inside and outside the immediate work unit. Review, record, route and/or process mail or other documents; gather pertinent background material; track and monitor follow-up action as required. Maintain files (both paper and electronic) and databases for work unit. Perform basic data entry and management functions. Perform a variety of administrative duties (e.g. leave recording, meeting organization, reservations, office supply and equipment orders, etc.). Operate and maintain a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner, etc. Perform other duties as assigned.

Competencies

Professionalism – Shows pride in work and in achievements. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. Planning and Organizing – Ability to plan own work to meet designated deadlines. Communication – Good communication (spoken and written) skills, including ability to draft routine correspondence. Teamwork – Good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.

QUALIFICATIONS

Education

High School diploma or equivalent. Must have passed the United Nations Administrative support Assessment Test (ASAT) in English at New York Headquarters.

Work Experience

Experience in general office support or related area 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. Knowledge of another official UN Language is desirable.

Other Skills

Good computer skills; proficiency in standard computer applications for e-mail, word processing, spreadsheets, Internet are desirable.

12.Vacancy Announcement No:
VAN-UNCMW/OB2011/012

Date of Issuance: 3rd March 2011

Post Title and Level:

Grants and Contracts Coordinator, Washington

Map Tags

Duty Station: Washington, DC
Expected entry on duty: Secretary to the Chef de Cabinet, G-5
Indicative Minimum Net Annual Remuneration: US\$ 235,690:00
Type of Appointment: Permanent
Deadline for the receipt of applications: **60 days from Issuance**

Overview:

The World Resources Institute (WRI) is seeking a dynamic, energetic, highly motivated person to fill the position of Grants and Contracts Coordinator. WRI is a growing organization with an increasingly diverse donor base and expanding international operations. The Grants and Contracts Coordinator works with the Grants Director to oversee the financial and compliance management of all grants and contracts to satisfy donor requirements. In addition, s/he will have the opportunity to innovate new systems that improve efficiency and financial management, and provide enhanced service to programs.

Responsibilities:

Grants and Financial Management:

Assists program staff based in the U.S., China, and India in grant proposal preparation, including budgets and administrative documents consistent with the funder's requirements.

Supports Development Department staff on complex cross-program proposals, in particular the preparation of budgets for government agency solicitations.

Reviews and monitors grant proposals and funding opportunities reports to ensure that related information for revenue forecasting is up to date and accurate.

Proactively engages programs to ensure the timely flow of proposals to the Development Department.

Monitors grant and contract payments and prepares monthly cash flow report in collaboration with the Accounting Office.

Tracks contract deliverables to ensure that they are submitted within the period of performance, prepares invoices and monitors the receipt of payments.

Monitors life of grant reporting requirements, and maintains database where deadlines are tracked and reports captured and keeps program staff alerted to upcoming grant reporting deadlines.

Maintains user-friendly "grants-management" resources for staff in the Development Department wiki.

Supports the Development Department's Operations Manager with preparation of the department's fiscal year budget, tracking of staff expenditures against this budget, and organization of materials required for quarterly meetings with WRI's CFO.

Develops, maintains, and processes grant related paperwork.

Develops grants/contracts and proposal files that meet legal and auditing requirements.

Subrecipient Oversight:

Enhances and maintains the subrecipient monitoring tracking system.

Provides training to program staff on the accurate preparation and monitoring of subgrant agreements.

Works with program staff on the timely and accurate submission of subgrantee progress and financial reports.

Monitors mid-point subrecipient reviews and communicates to relevant staff their due date and tracks the timely submission of these reviews.

Maintains the subrecipient audit requirement tracking system, notifies the relevant staff of the due date of all required audits and works with program staff to ensure the timely submission of subrecipient audits.

Develops subrecipient files that meet legal and auditing requirements.

Develops, maintains, and processes subagreements related paperwork.

Qualifications:

2 to 4 years of experience in grants and contracts management.

Bachelor's degree required.

Excellent written, oral, and interpersonal communication skills.

Attention to deadlines and detail oriented, particularly with regard to donor agreements, contracts and other related legal documents

Strong process orientation with sensitivity to quality.

Team player able to work independently or as member of a group.

Strong MS Office skills, including demonstrated experience working with databases.

Patience and perseverance in understanding and explaining issues with program staff.
Demonstrated working knowledge and experience applying OMB Circulars A-110 and A-133, the FAR, and experience with RFP processes a plus.

13.Vacancy Announcement No:
VAN-UNCMW/OB2011/013

Date of Issuance: 3rd March 2011

Post Title and Level:

Senior Translator, Washington

Duty Station:

Washington, DC

Organizational Unit:

Buildings Management Services

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 199,880:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

60 days from Issuance

Background / General description

The General Services Department (GSD) provides a range of integrated services to support the Bank Group with a team of highly qualified professionals and contracted services. The GSD Translation and Interpretation Business Unit (GSDTI) is responsible for the provision of language services. GSDTI strives to deliver value-added services competitive with the marketplace, customer satisfaction, innovation, productivity and a quality service product. The Senior Translator/Reviser is accountable for supporting communication between the Bank Group, its member countries, and a wide range of entities through translation of a broad range of documents, covering diverse subjects, from English into French. The position reports directly to the Manager, GSDTI. Note: If the selected candidate is a current Bank Group staff member with a Regular or Open-Ended appointment, s/he will retain his/her Regular or Open-Ended appointment. All others will be offered a 5 year renewable term appointment.

Duties and Accountabilities

Prepares and self-revises translations, from one or more languages into his/her primary language.

Responsible for ensuring completeness, accuracy and stylistic acceptability of translations produced.

Conducts necessary research for each document being translated in order to ensure that the meaning is interpreted correctly and in full, and that appropriate specialized terminology is employed.

Revises his/her own translations and those of others in order to ensure that on return to requesters they are accurate, complete and stylistically appropriate.

Participates in unit initiatives that promote the use of correct terminology for Bank Group documents.

Undertakes translations, often of a sensitive or confidential nature and often on short notice, at high level Bank Group meetings, including the Joint Bank/IMF Annual Meetings.

Tests and evaluates work of translators (staff and contractors), provides feedback on quality, production, and turnaround.

Conducts quality reviews of a variety of documents.

Meets with major clients on a proactive basis to assess needs and service level expectations.

Responds to client complaints on a timely basis and determines corrective action necessary to prevent recurrences.

Coordinates all aspects of the translation (including any revisions) of publications and documents that have to be split among several translators, to ensure consistency of style and terminology in the final product. Work implies frequent interaction with all other staff in the unit, key partners and clients Bank wide, as well as contractors, and freelance translators

Selection Criteria

French as primary language (i.e., native-level ability) or mother tongue.

Excellent comprehension of English.

Degree in Translation or Journalism, and ten or more years of experience (in-house and/or freelance) as a self-revising translator, ideally with international organizations.

Specialized knowledge in fields such as finance and economics would be desirable.

Experience as a journalist would be an added plus.

Proficiency in the use of relevant standard software packages, e.g. Word, Excel, PowerPoint, Lotus Notes, etc.

Proficiency in the use of web-based terminology and reference tools.

Familiarity with translation memory and translation aid tools.

Ability to work under occasionally very tight deadlines.

Ability to work in a multicultural environment and build effective working relations with clients and colleagues.

14. Vacancy Announcement No:
VAN-UNCMW/OB2011/014

Date of Issuance: 3rd March 2011

Post Title and Level:

Communications Officer (Editor), P3

Duty Station:

Vienna, Austria

Organizational Unit:

Advocacy and Communications Group
REGIONAL STRATEGIES AND FIELD OPERATIONS
DIVISION

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 189,950:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

60 days from Issuance

Organizational Context

The Regional Strategies & Field Operations Division (RSF) provides strategic programmatic guidance and substantive support to the work of the Organization, as well as alignment with its quality assurance framework. It provides Member States, as well as other Divisions with state-of-the-art analysis of the main determinants and trends of industrial development. It thus advocates the role of industry as an instrument for poverty reduction and environmental sustainability and provides strategic advice to policy-makers at the national and regional levels.

The Advocacy and Communications Group (ACG) is located in the Regional Strategies & Field Operations Division (RSF) and is responsible for enhancing UNCMW's visibility and public image, and promoting the Organization to an external audience, comprising the full range of the Organization's stakeholders (including governments, private sector firms and institutions, academia, civil society organizations, and the multilateral and bilateral development cooperation community), as well as the general public. In this connection, the Group communicates and promotes UNCMW's global mandate, policy priorities and programmes, and also disseminates the results of its technical cooperation, strategic research, normative and convening activities. In fulfilling its responsibility, the Group draws on all relevant public information and advocacy techniques, including media relations, strategic communication materials, and an effective presence on the internet and at high profile international events on issues related to UNCMW's mandate and activities.

The Group is also responsible for overseeing UNCMW's strategic communications with other related entities of the United Nations system, and ensuring coherence on common communications challenges with these entities through inter-agency platforms such as the United Nations Communications Group.

The Advocacy and Communications Group also provides support to the Director-General and to high-profile global and regional UNCMW conferences.

After a certain number of years located at Headquarters, the incumbent must be ready to travel and to serve in any duty station away from Vienna as determined by the needs of the Organization.

Main Functions

Under the direct supervision of the Advocacy and Communications Coordinator, the Communications Officer (Editor) will undertake the following activities:

Serves as the main focal point for the conceptualizing and editing of UNCMW promotional material, including brochures and flyers, to give more visibility to the Organization.

Gathers information for the UNCMW Times newsletter by liaising with different branches and units, by editing the material, overseeing the timely production of the newsletter, and further distribution of both, the print copies and the online version.

Conceptualizes and edits the "Making It" magazine; commissions and edits contributions to the magazine; liaises with the Editorial Committee on the theme and content of each issue; researches pictures and illustrations; works closely with the designer on the design and layout of each issue; liaises with the printer on the printing and delivery of each issue; researches and writes additional content for the website version of the magazine; oversees the online version of the magazine; promotes the magazine

on social media networks; arranges and coordinates translations (French and Spanish).

Identifies and edits stories for the UNCMW public website, when necessary.

Lectures to visiting groups on the work of UNCMW, when necessary.

Performs other duties as assigned by the ACG Coordinator.

Required Competencies

Excellent communication and publishing project management skills. Good computer skills, including use of word-processing and design and layout software. Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds whilst remaining impartial and objective.

Minimum Requirements

Education:

Advanced university degree in English, communication, international affairs, journalism or a development-related field.

Experience:

At least five years responsible professional work experience in editing and writing to a high standard. Proven experience in journalism and editing; proven experience in editing similar to mentioned above publications to high standards; knowledge of development and economic issues; familiarity with the work of UNCMW. Experience in writing/editing for the web and fund-raising campaigns and materials is an asset.

Languages:

Fluency in English. Working knowledge of French or Spanish is an asset.

15. Vacancy Announcement No:
VAN-UNCMW/OB2011/015

Date of Issuance: 3rd March 2011

Post Title and Level:

**Administrative Applications Coordination Officer (ERP
Quality Assurance)
GRADE LEVEL: P-5**

Duty Station:

Rome

Organizational Unit:

Administrative Applications Coordination Unit

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 198,995:00

Type of Appointment:

4years Contract **-(renewable)****
Business Improvement Unit (CSDB)

Deadline for the receipt of applications:

60 days from Issuance

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Head of the Administrative Applications Coordination Unit (AACU) coordinate the full Quality Assurance (QA) life cycle activities for the IPSAS/R12 Upgrade programme of work related to the Oracle Applications based ERP and associated administrative applications of the Organization. In particular:

- coordinate definition of testing requirements with QA team and business analysts and business unit focal points; create and review test plans and scripts;
- ensure agreed standards are followed and versioning control of test plans is available;
- coordinate with business analysts and the business unit focal points the manual running of test scripts; ensure audit trail of all testing performed is maintained;
- perform analysis of all test results; prepare progress reports and carry out impact analysis of issues identified;
- provide regular feedback to the Project Manager and the business analysts/business unit focal points on functional testing progress and other QA team related activities.

- Produce final reports for user sign off for each major User Acceptance Test cycle and prior to changes being made in the Production environment;
- manage the day-to-day tasks of the QA team members;
- develop, coach and train QA team members;
- provide functional support to the various projects related to the ERP programme of work when necessary;
- manage the change process to the Oracle ERP and associated administration systems, including coordinating functional testing of changes;
- perform other related duties as required.

Candidates should meet the following:

- University degree in Business Administration, Computer Sciences, Human Resources , Finance or Information Technology or related field
- Five years of relevant experience in all phases of Test Management for ERP systems implementation and/or upgrades
- Working knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Overall level and relevance of experience in administrative systems analysis, systems implementation and maintenance of ERP applications, preferably with Oracle Applications and reporting tools.
- Demonstrated ability to plan, manage and complete activities, including organizing and coordinating the work of others.
- Relevant experience in coordinating major test cycles in complex ERP environments.
- Experience in producing system test plans and test cases in a large IT environment. (Knowledge of automated testing tools would be an advantage).
- Experience in liaising between business units and IT technical personnel and ability to communicate effectively to all levels of staff both orally and in writing.
- Knowledge of and relevant experience in using project methodologies such as Prince2.

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

16.VacancyAnnouncement

No: VAN-

UNCMW/OB2011/016

Date of Issuance: 3rd March 2011

Post Title and Level:

Database and SAP Systems Administrator -P4

Duty Station:

Paris, France

Organizational Unit:

Network System Administration Unit, Division of Information Systems and Telecommunications, Sector for Administration

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 199,900:00

Type of Appointment:

Permanent

Deadline for the receipt of applications: 60 days from Issuance

Main responsibilities

Under immediate supervision of the chief of Network Systems Administration unit and the overall authority of the Director of DIT, the incumbent is the main responsible for the operational management and support of central database systems and assists in the SAP servers administration. In particular, she/he will :

Assure efficient and proper database operations through continuous monitoring of the system, detect and diagnose database performance issues, initiate appropriate actions to correct performance problems.

Identification, reporting and management of database security issues.

Analyze and control databases infrastructure requirements, identify database change tendencies for planning purposes determining future capacity needs.

Design and monitor database backup, archive and storage capacity.

Participate in the analysis of user requirements and their translation into database models and the implementation of software applications.

Provides second level support to helpdesk and end users in regard to database related issues.

Assist the SAP Systems Administrator in all SAP servers' installation and administration tasks.

Profile

Advanced university degree in Informatics or related area.

At least 2 to 4 years of relevant professional experience in the field of database management acquired preferably in an international Organisation.

Knowledge of SQL Server database and programming (Shellscript, PHP, Mysql, Javascript and HTML) environments.

Work experience on database security issues would be an advantage.

Previous experience on SAP administration would be an asset.

Experience in network systems installation and management (TCP/IP networks, routing, DNS configuration) would also be an asset

Proven analytical skills; capacity to detect and correct anomalies and to solve problems; initiative to propose solutions and improvements.

Accuracy, discretion and sense of confidentiality, team and service-oriented, autonomy, emphasis on quality, efficiency and result.

Ability to maintain effective working relationship with people of different nationalities and cultural backgrounds.

Excellent knowledge of English or French, good knowledge of the other language would be an asset.

Conditions of employment UNCMW's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. UNCMW offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependant children, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNCMW's job rotation policy. UN is a non-smoking Organization.

176.VacancyAnnouncement No:
VAN-UNCMW/OB2011/017

Date of Issuance: 3rd March 2011

Post Title and Level:

Assistant Liaison Officer P4

Duty Station:

Paris, France

Organizational Unit:

Division of Relations with Member States, Sector for External Relations and Public Information

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 189,890:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

60 days from Issuance

Main responsibilities

Under the authority of the ADG of the Sector for External Relations and Public Information and the Director of the Division of Relations with Member States and the direct supervision of the Chief of the Arab States

Section, the incumbent shall assist in the following duties:

- Ensure and strengthen liaison with the Member States of the entire Arab States region, their permanent delegations and their representatives to the Executive Board, and transmit all relevant information concerning cooperation between the States and UNCMW; ensure regular exchange of information with Field Offices and Regional Bureaux in the Arab region;
- Prepare visits by the Director-General (or of his representative) to the Member States by handling the coordination with the national authorities, finalizing the programme, making preparations for information and coordination meetings, preparing briefings comprising political and economic analyses and an appraisal of existing and future cooperation, and monitoring official travel with the Member States and their permanent delegations, their national commissions, Field Offices and the Sectors at Headquarters;
- Compile, analyse and update relevant information and documentation concerning the political, economic and social situation in the Arab States region and UNCMW's cooperation with the Member States and the intergovernmental organizations of the Arab region; participate in the regular update of the section's databases and country information;
- Contribute to the daily press review of matters of interest to UNSECO in the Arab world;
- Process and follow up correspondence sent to the Secretariat by the Member States and intergovernmental organizations of the Arab States region;
- Represent the Section at intersectoral meetings or working meetings with the regional delegations and organizations.

Profile

- Advanced university degree (Master's or equivalent) in the field of International Relations, International Law, Political Science or a related area.
 - Two to four years of relevant professional experience, including at least one year in the United Nations system or in a diplomatic service.
 - Very good geopolitical knowledge of the Arab States region.
 - Very good analytical skills and ability to draft in English or French (briefing notes, report, presentation, etc.); good sense of organization and coordination.
 - Excellent sense of human relations for work in a multicultural environment and skills for effective dialogue with different stakeholders inside and outside the Organization.
 - Excellent IT skills.
 - Excellent knowledge of Arabic. Excellent knowledge of English or French and good knowledge of the other language.
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18. Vacancy Announcement No:
VAN-UNCMW/OB2011/018

Date of Issuance: 3rd March 2011

Post Title and Level:

Director, Division for Freedom of Expression and Media Development, P4

Duty Station:

Paris, France

Organizational Unit:

Communication and Information Sector

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:
(including post adjustment at single rate for current month)

US\$ 198,780:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

60 days from Issuance

Main responsibilities

Under the authority of the Assistant Director-General for Communication and Information (ADG/CI), the incumbent will be responsible for leading and managing the staff of the Freedom of Expression and Media Development Division, which is responsible for the following UNCMW activities:

- Promoting an enabling environment for freedom of expression and freedom of information, to foster the role of media for development, democracy and dialogue;
- Strengthening free independent and pluralistic media, civic participation, and communication for sustainable development;
- Providing leadership in asserting UNCMW's prominent role in catalysing international cooperation for media development, particularly through the International Programme for the Development of Communication (IPDC);
- Anticipating, developing and launching media development interventions in conflict and post-conflict countries as a key component of the United Nations peace-building and reconstruction programmes, in close collaboration with UNCMW field offices and the United Nations system.

The incumbent will specifically:

- Provide intellectual, strategic and operational leadership of the Freedom of Expression and Media Development Division and the IPDC secretariat. He/she will particularly: lead the conceptualization, design and implementation phase of the Division's activities; provide expert advice to internal and external stakeholders in the areas covered by the mandate of the Division; foster the multi-stakeholder cooperation and outreach of the Division through cooperation with Member States, UNCMW's Governing Bodies, the United Nations system, civil society and the private sector; guide and monitor CI field staff in the development of their professional capacities and their ability to respond to emerging development issues with authority; provide expert advice on identification, preparation and negotiation of extrabudgetary projects and joint United Nations initiatives in the field offices.
- Serve as the Secretary of the UNCMW-Guillermo Cano World Press Freedom Prize, and particularly: promote, coordinate and implement activities on press freedom, such as the celebration of World Press Freedom Day; provide technical assistance to Member States in regard to media laws and regulatory frameworks, the safety of journalists, freedom of expression issues, including in relation to the Internet, advocacy, awareness-raising and monitoring of press freedom, and violations at the global level, as well as ethical and professional standards in journalism.
- Serve as the Secretary of the International Programme for the Development of Communication (IPDC), and particularly: negotiate and mobilize extrabudgetary resources to implement the Programme; assist the intergovernmental structure

(Council/Bureau) in the completion of its tasks through networking, ensuring information flow and organizing statutory meetings; drive the outreach of the Programme through fostering contacts and joint projects with representatives of Member States, UNCMW's statutory bodies, United Nations system, civil society and the private sector.

– Establish appropriate communication procedures, as well as information and knowledge management structures, of the Freedom of Expression and Media Development Division, within the Division at Headquarters and with the Advisors for Communication and Information (ACIs) in the field and all (internal and external) stakeholders.

Qualifications and experience

- Advanced university degree, preferably Ph.D., in the field of communication and information and/or in one of the areas covered by the work of the Division, or a combination of relevant professional qualifications/certification and extensive experience (minimum 15 years) in the field of freedom of expression and media development.
- At least 15 years of extensive professional experience in the area of journalism, media development or freedom of expression both at national and international levels, including at least 7 years at international level in senior executive positions.
- At least 10 years of recognized experience in leadership and proven ability in planning and managing international projects.
- Demonstrated ability to persuasively defend freedom of expression and articulate communication development needs within UNCMW's mandate.
- Analytical abilities and sound judgement of complex development and policy issues.
- Ability for strategic planning and management, including capacity to administer extensive programmes and financial resources.
- Ability to build collaborative partnerships and networks.
- Capacity to provide intellectual leadership, to guide and motivate staff in a multicultural environment with sensitivity and respect for diversity, and to exercise supervision and control.
- Demonstrated knowledge of general management practices and techniques with substantive experience in building and leading productive teams.
- Ability to create a working culture that values diversity.
- Ability to communicate effectively and persuasively, orally and in writing.
- Ability to lead complex negotiations with diplomacy and a sense of tact.

Candidates should also possess:

- A broad general culture, sound analytic capacities and proven leadership and managerial skills.
- Working knowledge with excellent drafting skills in one of the working languages (English or French). A good knowledge of the second one is strongly desirable. Language training will be mandatory in order to acquire the required level of the second working language in a reasonable time-frame.

United Nations Educational, Scientific and Cultural Organization UNCMW contributes to peace and human development in an era of globalization by furthering international cooperation through its

programmes in education, sciences, culture and communication. With its 193 Member States and 7 Associate Members, UNCMW has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Competencies The successful candidate should be able to demonstrate the following competencies:

- Commitment to the Organization's mandate, vision and strategic direction, as well as its priorities.
 - Demonstrated strategic planning and management abilities, including the capacity to administer extensive programmes, financial resources and exercise appropriate supervision and control.
 - Strong managerial skills combined with flexibility.
 - Ability to identify key strategic issues and objectives, opportunities and risks.
 - Organizational skills, including in establishing plans and priorities and implementing them effectively.
 - Ability to interact with a wide range of high-level partnerships and to participate effectively in high-level negotiations.
 - Excellent interpersonal skills to maintain effective working relationships and ability to build trust and guide, manage and lead, work and motivate a large and diversified body of staff in a multicultural environment, with sensitivity and respect for diversity.
 - Human capital, institutional leadership capacity and high sense of objectivity and professional integrity, diplomacy, tact and political astuteness.
 - Sound judgement and decision-making skills.
 - Ability to communicate effectively and persuasively, orally and in writing, as well as to address complex concepts orally and to prepare written material in a clear, concise and meaningful manner.
 - Excellent communication and presentation skills, with strong representational abilities.
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19.VacancyAnnouncement No: VAN-UNCMW/OB2011/019	Date of Issuance: 3rd March 2011
Post Title and Level: Duty Station:	Learning Resource Associate - Senior Leadership Programmes P4 New York -America
Organizational Unit:	Advocacy and Communications Group REGIONAL STRATEGIES AND FIELD OPERATIONS DIVISION
Expected entry on duty:	As soon as possible
Indicative Minimum Net Annual Remuneration:	US\$ 190,985:00
Type of Appointment:	Permanent
<i>Deadline for the receipt of applications:</i>	60 days from Issuance

Advisory Services; Capacity Building; Civil Servants; Conflict Resolution; Effectiveness; Human Resources; Knowledge Management; Monitoring and Reporting; Procurement; Programme Evaluation; Project Management; Public Administration; Public Sector Background

The Office of Human Resources (OHR)/ Learning Resources Centre (LRC) of the Bureau of Management (BOM), have been charged with the practices implementation function and the provision of tools, instruments and learning options to strengthen our knowledge based organization so is consistently recognized for excellence in development advocacy, advisory services and capacity building.

Under the guidance and direct supervision of the Chief, the Learning Associate ensures effective and efficient coordination of the Leadership Development and Management Skills Programme (LDMSP) for UNCMW Senior Managers. The successful candidate will make required arrangements for coordinating nomination of participants, logistical arrangements of travel, liaison with the institution, monitoring, evaluation and reporting.

The Learning Associate will be the focal point for the design and development of the new LRC website on SharePoint and support events organized by the LRC. The Learning Associate will coordinate, support and provide effective management of learning events organization. The Learning Associate works in close collaboration with LRC staff to ensure efficient flow of information actions on instructions, agendas and works efficiently with other partners and clients.

Duties and Responsibilities

Learning:

Provides effective support to the Chief in the monitoring and reporting of the Senior Management, Leadership Development and Management Skills Program, LDMSP and advisory functions focusing on the achievement of the following results:

Prepares thoroughly written report on the progress of the Senior Management, Leadership Development and Management Skills Program, LDMSP;

Provides operational support to the Senior Management, Leadership Development and Management Skills Program, LDMSP in connection with the preparation, reporting, and evaluation of the programme;

Provides support in communicating effectively with Programme participants in carrying out programme evaluation;

Assists in effective monitoring and follow-up on various evaluation through development, implementation, maintenance and presentation of data and reports that are easily understandable, user friendly, and adapted to the needs and characteristics of various constituents;

Helps in managing organizational and individual needs analysis, design, development, implementation, evaluation and administration of learning events;

Supports and facilitates, as required, the development of training materials and delivery of training events. Follows through with user feedback, progress and integrates the feedback to the future programmes;

Assists in the coordination of all activities related to the Leadership Development and Management Skills Programme (LDMSP) for UNCMW Senior Managers in collaboration with stakeholders;

Informs stakeholders on all monitoring, reporting and evaluation in regards to the LDMSP;

Carries out surveys, assessment and feedback analysis to monitor the impact of learning and to evaluate overall programme effectiveness.

Project Management:

Supports management of learning project(s) pertaining to Leadership Development and Management Skills Programme (LDMSP) for UNCMW Senior Managers and other LRC events as may be applicable, in line with UNCMW's corporate standards;

Makes required arrangements for coordinating nomination of participants, logistical arrangements of travel, liaison with the institution, monitoring, evaluation and reporting;

Works with service providers (as applicable) in identifying, developing and implementing creative solutions to enhance skills of staff;

Participates and supports other team members in the procurement processes and provide substantive inputs as necessary;

Coordinates supports and ensures effective organization of learning events;

Supports required knowledge building and knowledge sharing;

Ensures monitoring, evaluation and reporting of the LDMSP;

Supports Chief of LRC for coordination of information flow in the office and with internal and external contacts and stakeholders;

Follows up on deadlines, commitments made, actions taken and coordination of nominees for the LDMSP;

Ensures that the LRC Website on SharePoint is regularly updated and upgraded;

Supports in the creating and distribution of LRC Materials.

Impact on Results

The delivery of a successful Leadership Development and Management Skills Programme (LDMSP) for UNCMW Senior Managers will help UNCMW to develop the requisite staff capacity and retooling thereby enabling the organization to develop and maintain their Senior Leaders. The delivery of successful Leadership Development and Management Skills Programme (LDMSP) for UNCMW Senior Managers will facilitate the delivery of UNCMW's agreed commitments to invest in its leaders.

Successful execution of tasks related to other learning events will help LRC/OHR to adequately establish a commensurate research and application capacity that will facilitate LRC/OHR's innovation & renewal capability of learning events.

Competencies

Core Competencies:

Demonstrates integrity by modeling the UN values and ethical standards;

Advocates and promotes the vision, mission, and strategic goals of UNCMW;

Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

Treats all people fairly without favoritism;

Demonstrates and promotes the values of UN/UNCMW in actions and decisions and acts in accordance with the standard of conduct for international civil servants;

Integrates himself/herself into the work unit, taking responsibility for own contribution to achieving team results;

Takes initiative and seeks opportunities to initiate action;

Proposes innovative ideas and new solutions to work.

Functional Competencies:

Knowledge Management and Learning

Shares knowledge and experience and contributes proactively to UNCMW Practice networks;

Encourages office staff to share knowledge and contribute to UNCMW Practice Areas;

Develops deep knowledge in Practice Areas;

Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness

Ability to implement communications and publications strategies;

Ability to advocate effectively;

Communicates sensitively and effectively across different constituencies;

Demonstrates excellent ability to write and communicate orally with accuracy and professionalism;

Familiarity with budget management;

Ability to conceptualize issues and analyze data with prior experience in a public sector organization;

Demonstrates strong IT skills;

Demonstrates excellent facilitation and presentation skills;

Demonstrates excellent organizational and planning skills.

Self-Management and Teamwork

Establishes priorities for self and helps other members of the team; schedules activities to ensure optimum use of time and resources; monitors performance and other objectives and corrects deviations from the course;

Demonstrates capacity to gather comprehensive information on complex problems or situations; evaluates information accurately and identifies key issues required to resolve problems;
Focuses on impact and result for the client;
Demonstrates team spirit and shows effective conflict resolution skills;
Excellent interpersonal skills with a proven ability to work with cross-functional teams;
Consistently approaches work with energy and a positive, constructive attitude;
Builds strong relationships with clients and external actors;
Demonstrates openness to change and ability to manage complexitie.
Required Skills and Experience

Education:

Secondary education. Certification in Administration. University Degree in Business or Public Administration desirable, but it is not a requirement.

Experience:

5 to 7 years of relevant experience in administration or programme support service. Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems.

Language Requirements:

Fluency in English required. Proficiency in another UN language is an asset (in particular Spanish and French).

Eligibility:

This is a local post, therefore only eligible candidates need apply. (USA Citizens, Green Card Holder and UN Common System Staff residing in the USA with valid G4 Visas

[Click here for important information for US Permanent Residents \('Green Card' holders\).](#)

UNCMW is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

20.Vacancy Announcement No:
VAN-UNCMW/OB2011/020

Date of Issuance: 3rd March 2011

Post Title and Level:

Investment Analyst - Financial Markets, P3

Duty Station:

Pars-France

Organizational Unit:

Investment Analyst

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 190,845:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

60 days from Issuance

Development Finance; Financial Institutions; Financial Statements; Insurance Companies; International Finance; Internship; Market Research; Microfinance; Private Sector; Project Finance; Western Europe International Finance Corporation (IFC), the private sector arm of the World Bank Group, is a global investor and advisor committed to promoting projects in its developing member countries that are economically beneficial, financially and commercially sound, and environmentally and socially sustainable. IFC finances private sector investments, mobilizes capital in the international financial markets, helps clients improve social and environmental sustainability, and provides technical assistance and advice to governments and businesses in the developing world. IFC has been enhancing its presence in Western Europe to strengthen and extend its networks with the European business community, financial institutions and governments. In this context, IFC is recruiting an Investment Analyst who will join the financial markets investment team, located in Paris, consisting of four senior investment staff. She/he will support the business development and relationship management activities with Western European institutions in the financial sector (banks, insurance companies, private equity firms and microfinance institutions). As an integral part of the team, she/he

will help identify new business opportunities with new and existing clients through industry, market and regulatory research and support senior investment staff as needed. This position requires fluency in English and French. Additional European languages are highly desirable. The position is based in Paris, France and will report to the Head, Business Development, Financial Sector, with final overview by the Special Representative, Europe. This is a two-year term contract extendable to a maximum of four years

Duties and Accountabilities:

Responsibilities include, but are not limited to:

- Pro-actively liaise and co-ordinate with new and existing clients and help maintain our client contact records
- Help develop and implement our on-going strategy for developing business with Western European financial institutions
- Analyze historical and projected financial statements
- Conduct industry and market research
- Review company information
- Prepare documentation for IFC internal processes
- Participate in investment negotiations

Selection Criteria:

- Bachelor's or equivalent degree
- 2 to 3 years work experience in finance (internships included)
- Strong analytical and conceptual skills including corporate/project finance
- Ability to develop complex financial models
- Keen interest in development finance and multicultural environments
- Ability to communicate clearly and concisely both orally and in writing
- Fluency in English and French; additional European languages are highly desirable

21.Vacancy Announcement No:
VAN-UNCMW/OB2011/0121

Date of Issuance: 3rd March 2011

Post Title and Level:

Regional Monitoring and Evaluations Officer P5

Duty Station:

Johannesburg, South Africa

Organizational Unit:

UNCMW office Regional Monitoring and Evaluations

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 195,780:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

60 days from Issuance

Advisory Services; Driver; French Language; Interpersonal Communication; Monitoring and Evaluation; Project Management
The Regional Monitoring & Evaluations Officer is a member of the SSA Advisory Services team. S/he works closely with the regional AS team to design well structured advisory programs and ensure that IFC is able to adequately track and report results. The Regional M&E Officer reports to the Regional Head of Advisory and works closely with the regional and global AS Portfolio Management and M&E/Results Measurement officers to meet IFC standards for M&E processes and practices. This includes supervising evaluations, ensuring quality and accuracy of results reporting, informing project-level and programmatic strategies, liaising with donor relations officer, clients, beneficiaries, and other partners/stakeholders, and sharing knowledge and lessons internally and externally. A key challenge going forward is to improve the real-time feedback into operations, as an input into both strategy and new business decision-making. In addition to M&E for IFC Advisory Services, the position would require M&E support for IFC Investment Services in the future, as follows (i) oversight of CAF AS/IS results measurement systems and especially forward-looking goals (including IDGs) and IS/AS evaluations; (ii) feedback from AS and IS results into CAF regional and country strategies; (iii) oversight of the results measurement strategy for the increasing number of CAF AS/IS linked projects; (iv) stakeholder communication on joint results. The Regional M&E Officer is also a member of the global Results Measurement Network. As a senior member of that network, s/he will play an active role in ensuring that the network helps IFC implement its changing business model with development impact becoming the key driver of the Corporation. The Regional M&E Officer is supported in the above effort by a small team of dedicated and part-time resources throughout the region.
Duties and Accountabilities:

Develop a regional M&E strategy/Action plan in coordination with the Development Impact Department

Promote a results measurement culture in regional operational staff by building skills and common approaches to monitoring and evaluation
 Ensure lessons learned from evaluations and from monitoring data are incorporated into the structure of new programs and M&E practices
 Continuously raise the bar for how the region measures and reports on impact of its advisory business, including participation in joint target setting with investment colleagues as appropriate
 Ensure compliance with standards for quality of Approvals, Supervision (PSR) and Completion Reports (PCR)
 Drive analysis across all aspects of results-metrics. Identify potential problems in the portfolio and work with the teams to proactively deal with them
 Provide guidance to colleagues on key M&E processes (indicators, IDGs, governance, timelines, purpose of project management tools such as PDS documents which are derived from iDesk, etc.) Train/assist new staff on M&E processes/tools
 Contribute to the enhancement and/or development of corporate systems, locally and globally
 Provide quality assurance for the data on project results and ensure appropriate back up of information Task manage and be a team leader for post completion monitoring and major evaluation studies, including the preparation of terms of reference and draft and final reports. Present results to internal and external audiences. Contribute to the formulation of corporate M&E guidelines, indicators and methodologies in partnership with the Development Impact Department.
 Contribute to regional strategies, target-setting, and other deep-dive analytical exercise
 Represent IFC's regional M&E expertise before internal and external partners, including high-level corporate and government officials Provide M&E support, as needed, to regional investment activities.
 Selection Criteria:

Masters degree or higher qualification related field(s)
 Demonstrated experience in delivering training on M&E At least 5 years of experience handling M&E in projects relevant to private-sector development; this experience should include project-level M&E assistance as well as conducting/managing evaluations (from consultant selection and management, to drafting the formal management "responses to evaluations").
 Excellent knowledge of Excel and PowerPoint
 Very strong quantitative analytical skills and experience with statistical analysis
 Strong writing skills
 Good interpersonal communication skills; ability to communicate technical issues effectively and persuasively; A strong team player with excellent interpersonal skills and the ability to work in a high profile, fast-paced environment;
 Ability to work independently, take initiative and manage a variety of activities concurrently;
 Demonstrated ability to build and maintain effective relationship with colleagues and a wide range of external parties; Innovative and open-minded approach to all aspects of work; ability to question and challenge supervisors and colleagues in a constructive manner.
 Willingness and ability to undertake significant international travel (30% -40%). French language a plus.

22.Vacancy Announcement No:	Date of Issuance: 3rd March 2011
VAN-UNCMW/OB2011/0122	
Post Title and Level:	Senior Programme Officer ,P5
Duty Station:	Baghdad-Iraq
Organizational Unit:	UNCMW -SPO
Expected entry on duty:	As soon as possible
Indicative Minimum Net Annual Remuneration:	US\$ 202,520:00
Type of Appointment:	Permanent
Deadline for the receipt of applications:	60 days from Issuance

DESCRIPTION OF RESPONSIBILITIES

1. Ensures the administration, general coordination, supervision as well as the preparation and revision of all programme-related activities in the country;
2. Ensures that sub-project agreements are established in conformity with UNCMW's financial rules and the latest Headquarters' instructions;

3. Ensures programme implementation is monitored and reported upon in accordance with established UNCMW financial and narrative reporting procedures;
4. Ensures that assistance programmes meet the common standards agreed upon, and as necessary discuss any related matters with Headquarters, seeking expert advice as appropriate;
5. Trains UNCMW staff as well as agency staff in UNCMW standard procedures related to programme planning, monitoring and reporting;
6. Drafts reports on programme-related activities as well as implementation and monitoring and makes recommendations to the Head of Office as appropriate;
7. Supervises and coordinates the work of lower level staff;
8. Undertakes other duties as required.

MINIMUM ESSENTIAL QUALIFICATIONS

EDUCATION

ADVANCED UNIVERSITY DEGREE

DISCIPLINE: Business Administration, Political Science, International Law or related field

JOB EXPERIENCE

Previous Job Experience : minimum 3 years

Job Experience relevant to the function : 3.4 years

LANGUAGE(S)

Essential to perform work of post

English

Other language(s): Another relevant UN language

Communication skills

UNCMW Operations Learning Programme

UNCMW Protection Learning Programme

UNCMW Management Learning Programme

SUPERVISION EXERCISED

Professional : Supervises normally one or two professional staff

General Service: Normally supervises some support staff.

WORK RELATIONSHIPS AND CONTACTS

Within UNCMW:

To persuade and obtain assistance of others on matters of non-routine significance.

With EXTERNAL Parties:

To acts as adviser or representative of the Organization with authority to discuss problems and seek common ground on which to recommend solutions based on predetermined guidelines provided by higher authority. Contacts are predominantly with persons

on subject matters of importance to Organization's programmes(e.g. counterparts in other organizations or at working level in national Governments).

IMPACT OF WORK

Proposals may directly affect the design or operation of major systems, programmes or equipment. Decisions may directly affect the accuracy, reliability and acceptability of further processes or services. Errors normally would cause some damage to Organization's programmes in terms of time, quality or money.

23.Vacancy Announcement No:
VAN-UNCMW/OB2011/0123

Date of Issuance: 3rd March 2011

Post Title and Level:

Senior Adviser WASH (Sanitation and Water for all)P5

Duty Station:

New York -USA

Organizational Unit:

UNCMW office FOR Environmental Health; Hygiene Promotion; Logistics

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 198,875:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

60 days from Issuance

Purpose of the Position

The incumbent will lead the Secretariat of Sanitation and Water For All, ensuring the staff carry out their duties satisfactorily, including supporting the SWA Chair, Vice Chair and Steering Committee, preparing for and organizing Global and Regional High Level Meetings and Ministerial events, ensuring the partnership maintains momentum and mandate, and maintaining high quality communication with partners.

He/she will provide clear leadership to the Secretariat, and act with independence and initiative, balancing the requirements of accountability to the Steering Committee with the supervisory role of UNCMW as the Secretariat host.

Key Expected Results

1.Regional High Level Meetings and Global High Level Meeting

You will facilitate Sanitation and Water for All partners to reach consensus on the design and intended impact of the High Level Meetings through consultations with SWA partners. He/she will manage the High Level Meeting/Preparatory Process staff and consultants, ensuring coordination and integration.

Provide significant guidance and support to country preparatory processes, reaching out to SWA focal points and UNCMW country offices to provide advice and resources, and working with them to support the government to prepare for the High Level Meetings, engaging with senior staff from Ministries and Ministers themselves.

Provide leadership and guidance and oversee implementation of HLM logistics, drawing on the Secretariat staff for support. He/she will lead post-meeting documentation and provide structure on monitoring of commitments made at the meetings. In carrying out the duties associated with the High Level Meetings, the post holder will deal with government officials at a high level (including Ministerial) and also with senior officials within donor agencies, often needing to request them for inputs with strict timelines.

End Result(s): Regional High Level Meetings are held successfully and produce concrete results, and groundwork is laid for Global High Level Meeting. Global High Level Meeting is held annually, and is successful and impactful, with active follow-up.

2. Steering Committee Support

As per the Governance Document of Sanitation and Water for all, you will fill the position of Secretary on the Sanitation and Water for All Steering Committee. He/she will be responsible for ensuring the Steering Committee has the resources it needs to provide leadership to the partnership, and will contribute to and oversee Secretariat staff as they carry out tasks determined by the Steering Committee, under the guidance of the Chair and Vice-Chair, such as workplanning, drafting documentation and research.

Contribute to the direct support of the Chair and Vice Chair as needed, and also oversee Secretariat staff as they carry out tasks in support of the Chair and Vice-Chair.

The post holder has to balance the requirements of accountability to the Steering Committee with the supervisory role of UNCMW as the host, seeking guidance when appropriate and acting independently when called for.

End Result(s): Steering Committee is fully functional and efficient; Chair and Vice Chair are fully supported. Chair and Vice Chair are able to leverage their time effectively (given that they work part time on SWA). UNCMW fulfils expectations of Steering Committee and partners with respect to the duties of the Secretariat with respect to support to the Steering Committee.

3. Coordination and Communication

You will ensure cohesion with the Partnership goals and strategies, through liaison with the Sanitation and Water for All Steering Committee, Chair and Vice-Chair. He/she will liaise with the JMP team in UNCMW and WHO, and the GLAAS team in WHO to ensure global sector monitoring is coordinated with the country preparatory process and the High Level Meeting inputs.

Ensure strong linkage with High Level Meeting and preparatory processes through active liaison with other key partners (World Bank Water and Sanitation Program, GLAAS, African Ministers' Council on Water) and processes. He/she will provide oversight to ensure communications is consistent with other aspects of the Secretariat's work.

End Result(s): The work of SWA is well coordinated with key sector partners and other sector initiatives.

4. Constituency Consultation

You will ensure that the Developing Country, Sector Partner and Multi-lateral constituencies carry out adequate consultation amongst partners in the constituency to facilitate informed representation by the Steering Committee members.

End Result(s): Steering Committee members adequately represent views of constituents

5. Management

You will manage the Secretariat staff, budget and undertake all reporting required (to donors, Steering Committee and UNCMW).

End Result(s): SWA Secretariat is properly managed, funds utilized according to plans and proper procedures, internal and external reports prepared on time and to good standard. UNCMW fulfils expectations of Steering Committee and partners as host of Secretariat.

Qualifications of Successful Candidate

An advanced degree in a related field such as social sciences, environmental health, public health, ideally with specialization in the area of water, sanitation and hygiene.

Ten years of experience in the WASH sector working in the areas of programme management, strategic planning and policy and strategy development. Sector experience at the local, country and global level and familiarity with UNCMW. Experience must be very familiar with current developments, research, best practices and global policy direction in the sector - including in the areas of water, sanitation, hygiene promotion, school WASH, environmental programming and programme integration with health and education. Experience in emergency WASH programmes is also an asset.

The post requires a very high level of communication skills (tact, courtesy, clarity, excellent writing skills).

Fluency in English and another UN language.

Competencies of Successful Candidate

Has highest-level communication skills, including engaging and informative formal public speaking.
Creates and encourages a climate of team-working and collaboration in a multi-cultural environment.

Consistently achieves high-level results, managing and delivering projects on-time and on-budget.

Has high-level leadership and supervisory skills; provides others with a clear direction; motivates and empowers others; recruits staff of a high caliber; provides staff with development opportunities and coaching.

Analyzes and integrates diverse and complex quantitative and qualitative data from a wide range of sources.

Sets, develops and revises organizational strategy and develops clear visions of the organization's future potential.

Quickly builds rapport with individuals and groups. Actively nurtures good relationships with people across all organizational levels and boundaries, and with government leaders and stakeholders.

Identifies urgent and potentially difficult decisions and acts on them promptly; initiates and generates team- and department-wide activities.

Negotiates effectively by exploring a range of possibilities.

UNCMW is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organisation.

24.VacancyAnnouncement No:
VAN-UNCMW/OB2011/0124

Date of Issuance: 3rd March 2011

Post Title and Level:

Personal Assistant to the ASG,
,P4

Duty Station:

United States of America -New York

Organizational Unit:

UN Secretariat, New York

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 209,900:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

60 days from Issuance

Organizational Setting and Reporting Relationships: This position is in the Office of the Assistant Secretary-General. Under minimal supervision, the incumbent reports to the Assistant Secretary-General and also provides general office and administrative support to the team (two Officers).

DUTIES AND RESPONSIBILITIES:

Responsibilities: Within limits of delegated authority, the Personal Assistant is responsible for the following duties:

Assists in the overall administration of the office, i.e. provides administrative support in managing priorities and work flow of the ASG and of the work unit; coordinates and monitors multiple and diverse activities and work processes to ensure that management directives and decisions are properly carried out and products delivered in a timely manner;
Takes full responsibility for time management and scheduling on behalf of the ASG with appropriate consultation as required; effectively prioritizes and resolves related conflicts and competing demands; maintains a schedule of upcoming events and ensures deadlines for follow up are adhered to;

Organises travel arrangements of the ASG and mission travel of her staff (travel schedules for specific itineraries, booking of flights, organises accommodation, processes travel claims and ensures the timely receipt of visas); and finalises mission briefing book of ASG and staff;

Serves as a communications link between the ASG and senior staff (internally and externally); on behalf of the ASG, keeps others informed by conveying directives, reports, status updates and other relevant information; brings sensitive and urgent matters to the attention of the ASG;

Screens and prioritizes all incoming correspondence; compiles relevant background documents and references; identifies issues requiring the ASG's attention and refers others to relevant officers for appropriate disposition; monitors and follows-up on actions to be taken;

Exercises quality control function for all outgoing documents; proofreads and edits texts for adherence for format, grammar, punctuation and style;

Independently handles a wide range of complex information requests and inquiries (e.g. answer requests requiring file or other research); responds, or drafts responses, to a diverse range of correspondence and other communications;

Establishes/improves administrative procedures and systems to ensure smooth functioning of the department and maintains filing (paper and electronic) systems;

Prepares, processes and classifies confidential information;

Manages meeting organisation including the dissemination of documentation and conference room bookings;

Organizes official receptions, meetings, etc., handling all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.);

Handles a wide range of administrative duties/processes (e.g. leave and attendance records and timesheets), expense statements, telecommunications charges, equipment purchase, service and supply requisitions, travel authorisations, etc.;

Uses standard computer software package to produce a wide variety of large, complex documents and reports;

Manages, updates and further develops internal databases; updates website; generates a variety of standard and non-standard statistical and other reports from various databases;

Performs other duties as assigned.

Work implies frequent interaction with the following:

Senior officials within the UN Secretariat, the UN system and the Inter Agency Steering Committee

Permanent Representatives and Mission staff

Intergovernmental bodies, non-governmental organizations, government officials, ambassadors, representatives of the media, international organizations, etc.

Results Expected: Demonstrates effective and independent handling of the administrative and office support requirements of the Office of the ASG. Establishes effective office procedures and systems. Provides timely tracking and monitoring of processes, deadlines and initiates quality control of key outputs and appropriate follow-up actions, etc. Demonstrates initiative in identifying and resolving problems in the context of work assignments and functions. Discretely handles highly confidential and sensitive matters. Appropriately applies relevant policies, guidelines, procedures and processes. Effectively functions as a key communications link and liaison with a broad range of internal and external contacts, many of whom at senior levels.

COMPETENCIES:

Professionalism - Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.

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.

QUALIFICATIONS:

Experience: The post requires at least five years prior experience performing administrative and secretarial functions for senior officials of international organisations.

Education: High school diploma or equivalent. Must have passed the United Nations Administrative Support Assessment Test (ASAT) at Headquarters or an equivalent locally-administered test at Offices Away.

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 another official United Nations language is an advantage.

Other Skills: Experience as Personal Assistant highly desirable.

25.Vacancy Announcement No:
VAN-UNCMW/OB2011/0125

Date of Issuance: 3rd March 2011

Post Title and Level:

Chief, Staff Welfare Section, P5

Duty Station:

Geneva

Organizational Unit:

UNCMW Staff Welfare Section

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 198,980:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

60 days from Issuance

The Staff Welfare Section (SWS) is a part of the Division of the Human Resource Management (DHRM) that is mandated with the provision of the psychosocial support to the UNCMW employees and their families worldwide. The services the Section offers aim at preventing and minimizing the stress at the workplace that would otherwise have negative repercussions on working capacity of the UNCMW employees.

The Chief, Staff Welfare Section works under the direct supervision of the Deputy Director/Director of the Division of Human Resources Management to whom he/she is accountable for the professional impact of the Staff Welfare Section and its regional functions. The incumbent is expected to provide technical advice related to overall staff welfare in UNCMW or related to individual cases taking into account the UN Guidelines of Confidentiality of the UN Staff and Stress Counsellors. The incumbent will be responsible for strategic planning and resource management ensuring that the SW strategy is an integrated part of the HR strategy and that its elements are aligned with the UNCMW global strategic objectives as well as with the mental health professional standards.

The Chief, Staff Welfare Section, supervises directly the SWS at the Headquarters and provides technical supervision to the SW field based positions. Close collaboration with the regional hosts of the field based Staff Welfare Officers (SWOs) is required as well as with the management of the Bureaux.

Given the character of work of other HR sections, the incumbent will have to develop close coordination between SWS and other sections of DHRM (Medical Service, Personnel Administration and Payroll Section, Career Management Support Section, Recruitment and Posting Section) and outside the DHRM (Field Safety Section, Office of the Ombudsman, Inspector General's Office, Staff Council, Office of the Ethics Director, Legal Affairs Service) is critical especially when working on individual cases.

The Chief will represent UNCMW in interagency bodies, programmes and activities discussing the staff welfare related issues. The Chief is also affiliated to the UN Staff and Stress Counsellors Special Interest Group.

Last but not least, the incumbent will also be available to staff members and their families for individual counselling and other psychosocial interventions required. In that context, a significant amount of travel to various UNCMW operations including those in high security phases might be expected.

FUNCTIONAL STATEMENT

Accountability

1. UNCMW is the workplace where staff members are supported and feel supported in coping with the challenges occurring in the course of their functions either in their professional or personal lives. There is a clear strategy that indicates various challenges and risks for mental health as well as the programmes that would mitigate the negative impact of that exposure.
2. UNCMW employees (all contracts) have access to professional and confidential psychosocial counselling when needed and are using these services without fear of being stigmatized.
3. There is a high level of awareness of the Staff Welfare Section and its services amongst the UNCMW management, its employees and their family members.
4. Action protocols (especially crisis intervention protocol) exist and involve other relevant services and sections.

Responsibility

1. Provide the overall financial and administrative management to the Staff Welfare Section including budget planning, reporting and performance management with the help of the SW assistant.
2. Provide technical supervision and guidance to Headquarters and field based staff welfare officers and coordinate their work ensuring that their resources are used efficiently and that the staff welfare programmes are reasonably consistent across the regions. Ensure that there is a good team spirit within the staff welfare team and provide the condition for professional exchange and creativity. Ensure that there is a continuous dialogue with the hosts of the regional functions co-supervising the field based SWOs and that the work of SWOs is well integrated in the regional plans.
3. Develop and continuously evaluate the strategy of psychosocial support to UNCMW employees (all contracts) and their families that includes the following areas: (i) occupational mental health risks including cumulative and traumatic stress, HIV in the workplace, substance abuse, interpersonal conflicts and harassment; (ii) orientation and adaptation to the new environment, including programmes for newcomers, support in rotation to the staff and to the families; (iii) specific needs arising from emergency operations and critical incidents (psychological and psychosocial support following the security evacuations or security incidents); (iv) team dynamics and team building; (v) support to staff and management through various HR processes (i.e. rotation, career support and development, downsizing, retirement); (vi) social issues (work-life balance, family related matters, children related matters); and any other area that may become relevant for the life of the staff impacting eventually on the efficiency of the organisation.
4. Pro-actively advise the Director DHRM and other Divisional Directors, Supervisors and Managers at all levels on staff well-being areas as indicated above.
5. Coordinate and cooperate closely with other Sections within and outside DHRM raising awareness and advocating for the staff welfare issues at the highest levels and gaining support for the staff welfare projects. Take part and/or initiates various working groups focusing on the well-being of the staff oriented towards finding alternative and better solutions through policy changes or defining the best practices.
6. Create and implement a communication strategy, which would clearly communicate to staff all the elements of the staff welfare strategy and how they could benefit from it.
7. Provide an input related to staff welfare in various learning programmes in terms of both development of learning modules and facilitation of learning programmes in order to insure that staff welfare issues are mainstreamed to the maximum extent possible. Specifically, oversee the global Peer Support Personnel Programme.
8. Maintain close collaboration with the Staff Counsellors in other UN agencies with similar programmes sharing experiences and resources to the extent possible.

Authority

1. Enforce the implementation of the strategy related to staff welfare through the bureaux and the operations.
2. Intervene in crisis and other situations with appropriate psychosocial interventions for UNCMW employees and their families as well as for the management.
3. Endorse the SWO's workplans at Headquarters and in the regions.
4. Make recommendation on the selection of the incumbents of the SWO's posts at the Headquarters and in the regions.
5. Verify the staff welfare related policies or HR policies affecting the staff welfare.
6. Carry out psychosocial assessments for the UNCMW staff for the HR processes (Special Constraints Panel, D&E waivers).
7. Represent UNCMW in the UN Staff/Stress Counsellors Special Interest Group and at interagency meetings, UN/INGO working groups and international conferences on questions related to staff welfare and staff support.
8. Apply the UN Confidentiality Guidelines for Staff/Stress Counsellors.

ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIRED

Advanced university degree in psychology, clinical social work, psychotherapy, counselling or other mental health care professional qualifications.

Minimum 15 years of the relevant job experience at the professional level in the same functional area (counselling) out of which a minimum of 10 years should be at the international level

Experience in working with groups and understanding of group dynamics.
Excellent knowledge of English and working knowledge of another official UN language.
Leadership and management skills
Conflict resolution and mediation skills
Project design and management
Experience of addressing the psychosocial needs of humanitarian workers
Cultural sensitivity and ability to work in various cultural contexts

Excellent communication skills and ability to establish a quick rapport with people of different cultural background, gender and age.

Training experience and facilitation

26.Vacancy Announcement No:
VAN-UNCMW/OB2011/0126

Date of Issuance: 3rd March 2011

Post Title and Level:

Administrative support to mid-term evaluations P5

Duty Station:

United States of America -New York

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 199,995:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

60 days from Issuance

In December 2006, UNCMW and the Government of Spain signed a major agreement to programme ?528 million through the UN development system towards key MDG and related development goals. The UNCMW-Spain MDG Achievement Fund (MDG-F) seeks to accelerate progress towards attainment of the MDGs in participating countries by supporting policies that promise high impact, scaling-up of successful models, and innovations in development practice.

The Fund operates through UN Country Teams and actively strives to strengthen inter-agency coherence and effectiveness. Substantively the MDG-F will focus on the following eight key development challenges which are widely acknowledged as central to the achievement of MDGs and internationally agreed development goals: Democratic governance; gender equality; basic social needs including youth and employment; economic and private sector development; environment and climate change; conflict prevention and peace building; cultural diversity and development, private sector children and nutrition and gender and women?s empowerment. A robust results monitoring and evaluation framework is under implementation in order to track and measure the overall impact of this historic contribution to the MDGs and to multilateralism.

The MDG-F M&E strategy is based on the principles and standards of UNEG and OEDC/DAC regarding evaluation quality and independence. The strategy builds on the information needs and interests of the different stakeholders while pursuing a balance between their accountability and learning purposes. The strategy?s main objectives are:?

To learn from and improve joint programmes to attain development results.

To determine the worth and merit of joint programmes towards progress in the MDGS, human development and the generation of public policies focusing on its design, process and results.?

To obtain and compile knowledge and lessons learned obtained from these development interventions and use them as a major input in the process of designing and implementing interventions that aim to have an impact on the MDGs, Paris Declaration principles and One UN.

Under the MDG-F M&E strategy and Programme Implementation Guidelines, each programme team is responsible for designing an M&E system for each joint programme, establishing baselines for (quantitative and qualitative) indicators and a final evaluation with a summative focus. In addition, for joint programmes lasting more than 2 years, the MDG-F Secretariat is commissioning mid-term evaluations with a formative focus. As well as a total of 9-focus country evaluations (Ethiopia, Mauritania, Morocco, Timor-Leste, Philippines, Bosnia-Herzegovina, Brazil, Honduras and Ecuador) that have been planned to study more in depth the effects of joint programmes in the context of a country.

The MDG-F Secretariat is seeking an administrative assistant to support with task related to the management of mid-term evaluations.

Duties and Responsibilities

SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Mid-term evaluations are participatory processes that involved the collaboration of several stakeholders at country level, (evaluation reference groups, joint programme managers, UN coordination officers, consultants, etc) as well as in headquarters (MDG-F Secretariat; evaluation and portfolio managers, etc) to produce evaluation reports. The Secretariat commissions and manages mid-term evaluations by facilitating the process, providing technical support to stakeholders and assessing technical quality of the consultant and evaluation reports.

The administrative assistant will participate in the management of the mid-term evaluations by undertaking the following administrative tasks for 16 hours a week (See annex 1 for a detailed list):

Ensure the evaluation timeline is implemented according with agreed schedules. (See annex 1). If necessary, write reminders and send e-mails to the appropriate recipients urging them to act on outstanding evaluation issues.?

Send and update templates for email correspondence (launch email for the evaluation; instructions for MTE process, submission of comments to the consultant, official submission of inception, draft and final evaluation report to country, etc)?

Ensure that all documents submitted to the Secretariat (adapted TOR, draft reports, final reports) comply with the format and if necessary coordinate with relevant people to receive them correctly.

Keep a record through all tasks through all evaluation phases, deadlines, completed and uncompleted activities as well as a list of stakeholders for every evaluation.?

Organize all received document in electronic folders in a computing cloud so the documents are easily accessible to the Secretariat.?

Consolidate and format text from different sources to prepare final evaluation documents to publication.

Competencies

Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others

Responds flexibly and positively to change through active involvement

Recognizes and responds appropriately to the ideas, interests, and concerns of others

Seeks and applies knowledge, information and best practices from within and outside UNCMW

Plans and produces quality results to meet established goals

Required Skills and Experience

Education:

Undergraduate university diploma in business, administration, management, social science or engineering or related field.

Experience:

A minimum of 3 years of recognized expertise managing administrative tasks in an office environment.?

Exposure to monitoring and/or evaluation activities would be an asset.

Knowledge on United Nations system and processes will be considered an asset.?

Excellent communication skills.

Computer proficiency.

Language Requirements:

Proficiency in Spanish and English (written and spoken) will be a requirement.

Knowledge of French would be considered an asset.

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1, Proposal:

Explanation of why candidate is suitable for the work (250 words)

A current and complete curriculum vitae in English with indication of 3 references as well as the permanent e-mail and phone contact.

2. Note: THE MDG-F applies fair and transparent selection process that would take into account the competencies/skills of the applicants.

27. Vacancy Announcement No:
VAN-UNCMW/OB2011/0127

Date of Issuance: 3rd March 2011

Post Title and Level:

Research Analyst ,P5

Duty Station:

Ankara, Turkey

Organizational Unit:

Economic Policy unit

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 189,988:00

Type of Appointment:

5 Years contract with 2 years renewable

Deadline for the receipt of applications:

60 days from Issuance

Background / General description

Note: If the selected candidate is a current Bank Group staff member with a Regular or Open-Ended appointment, s/he will retain his/her Regular or Open-Ended appointment. All others will be offered a 2 year renewable term appointment. Summary The Poverty Reduction and Economic Management Unit (ECSPE) of the Europe and Central Asia region (ECA) is recruiting a Research Analyst to join the Macroeconomics 2 Cluster. The position is based in Ankara. The selected candidate will be responsible for the development and maintenance of economic databases and models, and s/he will participate in monitoring and assessing macroeconomic developments in the Turkish economy. The selected candidate will also support research on special topics, including in the area of international trade. This is a 2 year term appointment which may be extended depending on the incumbent's performance and on the evolution of the World Bank's program in Turkey. Background ECA Mission, Principles and Vision To meet demands in a rapidly changing Region, the World Bank partners with governments and other stakeholders to: Promote growth and create jobs; encourage social inclusion and fight poverty Foster good governance; and address global needs The ECA Region offers customized knowledge and innovative financial products to address these challenges in a timely manner. Our Guiding Principles Client centered Working in partnership Accountable for quality results Dedicated to financial integrity and cost-effectiveness Inspired and innovative Our Core Values Personal honesty, integrity, commitment Working together in teams -- with openness and trust Empowering others and respecting Encouraging risk-taking and responsibility enjoying our work and our families Regional Context The Europe and Central Asia (ECA) Region comprises of 30 extremely diverse clients, with a population of nearly 500 million people. Four of our clients are IDA only and another five are IDA blend countries. The remaining 21 are IBRD credit-worthy although not all have active lending programs. Although ten of our clients have joined the EU and seven of these have graduated, most continue to remain active recipients of knowledge and/or lending services. Three more countries have entered into negotiations for EU membership and several others have aspirations to do so in future. Country Assistance Strategies reflect this strong diversity with substantial variation in lending prospects, but strong demand for Bank technical services is present across the board. Over the last twenty years of transition, the countries of Europe and Central Asia have integrated into the global economy across many dimensions such as trade, finance, and labor flows. GDP in the Region grew by two-thirds from 2000 to 2008 – an enviable growth of an average of 6.5 percent a year. Yet despite this progress, ECA was hit the hardest by the global economic crisis compared to the other regions in the Bank. Growth in the Region, which had peaked at about 7 percent in 2007, fell to a negative 6 percent in 2009. The financial and economic crisis led to a substantial increase in Bank lending and knowledge activities in all countries, including in several EU members states, with Latvia and Hungary (both graduated countries) among them. The crisis helped serve as a powerful reminder of the relevance of the Bank both as an attractive source of funding and a reliable provider of timely and quality advice. It is projected that ECA is going to be the slowest region to recover from the crisis, and 2010 is going to be a particularly tough year for the Region with growth projected at around 3 percent at best. Based on this changing context, the new ECA strategy is focused on developing a

new growth model for the region through: 1. Increasing competitiveness to achieve faster growth. 2. Pursuing social sector reforms and fiscal adjustment to achieve more inclusive growth. 3. Supporting climate action to achieve more sustainable growth. Even while declining from the heights of the crisis, we expect demand for our lending and advisory services post-crisis to remain strong. But we are constrained in our capacity to respond given budget constraints and a limited IDA and IBRD resource environment. This requires an increased results focus to help direct our resources to where they will have the greatest impact, continued emphasis on leveraging partnerships, and expanding our fee for services activities in middle income countries, building on the successful experience in Russia. Department Background The Poverty Reduction and Economic Management Unit (ECSPE) in the Europe and Central Asia Region (ECA) handles the Region's work on economic policy, governance and public sector management, poverty, and gender. It is composed of approximately 120 staff of which about 40 are located in country offices. ECSPE carries out a large and diverse work program of lending and analytic work for the Region. The Department comprises three macroeconomic groups and two thematic groups on poverty and gender, and public sector management. There are four sector managers with one sector manager having responsibility for a macroeconomic group as well as the poverty and gender group. The advertised position is with the Macroeconomics 2, which consists of about 30 economists, about two-thirds of whom work in country offices. The group is responsible for the macroeconomic work on Turkey, Western Balkans, the new EU member states, and Croatia, as well as the macroeconomic work in the Region. The group undertakes development policy operations, capacity building projects, and core diagnostic analytical work. The department's work program on Turkey is robust and challenging. It includes work that varies from closely monitoring the Turkish economy using a sophisticated and comprehensive risk monitoring framework to managing cross sectoral AAA and applied economic research activities to preparing and negotiating developing policy loans and investment to Turkey. The substance of the work program is diverse as it includes public policy issues related to, for example, growth, competitiveness, public sector reform, informality, quality of fiscal expenditures, regional disparities, international trade and judicial modernization. Building upon existing applied economic research, the Bank has an active policy dialogue with government and is a major lender to Turkey. Note: If the selected candidate is a current Bank Group staff member with a Regular or Open-Ended appointment, s/he will retain his/her Regular or Open-Ended appointment. All others will be offered a 2 year renewable term appointment.

Duties and Accountabilities

ECSP2 is seeking a Research Analyst to carry out analytical and statistical research for the Bank's economic program in Turkey. The selected candidate will be a key part of the ECSP2 Turkey team. Specifically, the incumbent will:

- Independently research and analyze a wide variety of specific economic, financial, country or sector topics and issues for lending, research, and/or policy related tasks;
- Manage economic databases to facilitate macro-economic monitoring and impact analysis, and support the country team on related institutional and country-specific activities;
- Program and modify economic/financial models using existing high-complexity software packages and develops software needed to implement and upgrade models, using a variety of complex languages;
- Participate in missions to collect and analyze data as well as exchange information with government and private sector officials;
- Work independently, seeking guidance and instruction on new, unusual or complex assignments. The work involves frequent interaction, among others, with the following:

- Counterparts in government and in a variety of international and other partner organizations, and academia;
- Counterparts within and across sectors and networks; and
- Managers across the Bank Group.

Selection Criteria

- Master's degree or equivalent in economics, or a related social science field with a strong quantitative orientation with at least 2 years of relevant experience;
- Strong analytical and quantitative skills;
- Ability to effectively monitor developments in Turkish economy and markets, and demonstrated familiarity with Turkish markets;
- Working knowledge of economic/financial databases (such as Reuters, IFS, WDI, and Global Development Finance);
- Solid working knowledge of handling large datasets in Excel in an organized and transparent manner;
- Ability to carry out time series analyses and produce macroeconomic forecasts and familiarity with econometric packages (e.g., Eviews, MFIT) and spreadsheet models;
- Sound understanding of public debt dynamics and external sustainability;
- Ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of complex evolving tasks;
- Ability to effectively provide professional support to senior staff;
- Ability to work effectively in a team-oriented, multi-cultural environment;
- Strong interpersonal skills and ability to develop effective relations within and outside the Bank, and to promote collaboration within the team to meet unit objectives;
- Excellent oral and written communications skills in Turkish and English;
- Work experience in a research institution or like organizations is desirable. The World Bank Group is committed to achieving diversity in terms of gender, nationality, culture and educational background. Individuals with disabilities are encouraged to apply. All applications will be treated in the strictest confidence.

28.Vacancy Announcement No: VAN-UNCMW/OB2011/0128	Date of Issuance: 3rd March 2011
Post Title and Level:	Programme Officer P5
Duty Station:	Johannesburg, South Africa
Organizational Unit:	(Disaster Management Portfolio)
Expected entry on duty:	As soon as possible
Indicative Minimum Net Annual Remuneration:	US\$ 189,790:00
Type of Appointment:	Permanent
Deadline for the receipt of applications:	60 days from Issuance

UNCMW Mission Statement:

UNCMW is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

UNCMW South Africa Mission Statement:

UNCMW South Africa is supporting the Government to find innovative solutions to its development challenges based on the on-going Country Programme Document approved by the Executive Board for the period 2006 – 2009. A new Country Programme Document was approved by the Executive Board during September 2009 for the period 2010-2013. Key priority areas for UNCMW assistance are in strengthening democratic governance, crisis prevention and recovery, and reducing poverty. UNCMW is strengthening the institutional capacities of key national government and sub-national authorities which aim to enhance human security, human development, peace and stability in South Africa.

Organizational Context:

UNCMW South Africa is supporting the Government to find innovative solutions to its development challenges based on the Country Programme Document approved by the Executive Board for the period 2010 – 2013. The Country Programme Action Plan was approved by the Government and UNCMW in 2009. UNCMW South Africa is organized into (1) Policy and Results Management Directorate, (2) Policy and Programmes and (3) Operations. The Crisis Prevention and Recovery Unit is part of the Policy and Programmes. The Policy and Programme consists of the following units: (1) Democratic Governance Unit, (2) Local Governance and Administration unit, (3) Crisis Prevention and Recovery unit, (4) Poverty Reduction and Sustainable Livelihoods unit, and (5) Natural Resources and Environment Cluster. The Programme Officer will be a specialist with the Crisis Prevention and Recovery Unit.

The Programme Officer will work under the guidance and supervision of the Assistant Country Director. She/He will provide specialist advice to the Senior Management in the subject area and, in general, on all aspects of the Country Programme. She/he will be responsible for leading the assigned policy and programme portfolio through planning, implementing and managing the delivery of innovative policies and practices, program development, capacity building, project monitoring and assurance, marketing and advocacy and knowledge services.

In carrying out her/his responsibilities, She/he will advocate and promote the work of UNCMW in South Africa and will also closely work and network with UNCMW operations team and programme clusters, UNCMW specialized project teams, programme staff in other UN Agencies, Government officials, multi-lateral and bi-lateral donors, private sector, non-government and civil society organizations. She/he should be a core member of the regional and global network of UNCMW specialists in the subject area.

Duties and Responsibilities

The Programme Officer will be a specialist in the area of Crisis Prevention and Recovery-Human Security. The summaries of key functions are:

Summary of Key Functions:

Policy Advisory services;

Programme Development Services;

Project Assurance and Oversight: support to project implementation teams;

Knowledge Management and Services;

Marketing and Advocacy;

Partnerships and Resource Mobilization.

Top quality policy advice:

Scanning for global and local knowledge and experience in the subject area. Map on a consistent basis the development issues, covering the situation and strategic opportunities in the form of professional papers and reports;

Provide intellectual or substantive leadership in the subject area through identification of key policy issues and formulation of best possible and alternative policy options for UNCMW;

Stimulate strategic thinking in the subject area and tap into opportunities. Organize strategically important policy dialogues, workshops or seminar. Contribute as a resource person and prepare policy papers or products;

Organize network of prominent policy based prominent national and international experts and support a series of policy dialogue workshops or roundtables. Build alliances for policy reform and development amongst the national and international development institutions.

Programme Development Services:

Thorough analysis of the political, social and economic situation in the country and support the collaborative preparation/revision of PRSP, CCA, UNDAF, CPD, CPAP and other planning instruments. Support the management in the operationalization of UNDAF and CPD through CPAP;

Identification of strategic and innovative programme areas of cooperation. Accordingly, prepare programme strategic frameworks;

Document best practices, covering concepts, strategies and implementation approaches and support the management in streaming programmes policies and practices;

Prepare project proposals and project documents to effect the implementation of the CPD and CPAP.

Project Assurance and Oversight:

Lead the preparation and implementation of the annual results based work plans and result frameworks as endorsed by the management;

Prepare monthly and quarterly progress reports and organize, correspondingly, monthly and quarterly progress reviews;

Ensure regular monitoring of progress, preparation of progress reports and organization of regular evaluations and reviews;

Use Results Based Management (RBM) /M&E techniques, methods and their applications. Effective application of RBM tools, establishment of management targets (BSC) and monitoring achievement of results;

Use programme management and monitoring modules of ATLAS in particular and knowledge of ATLAS operational services in general;

Ensure organizational set-up and project management systems are fully functional and create best possible enabling environment for high level performance of Project Implementation Teams. Ensure timely recruitment and availability of high quality and specialized Project Teams;

Strategic oversight of planning, budgeting, implementing and monitoring of the programme, tracking use of financial resources in accordance with UNCMW rules and regulations. Accordingly, organize annual and quarterly work planning and progress reviews;

Effective monitoring, reviews and evaluation to measure the impact of the projects. CO programme and evaluation. Constant monitoring and analysis of the programme environment, timely readjustment of programme. Ensure that results and lessons learned feed into the analytical and project work (i.e. results used to make decisions);

Organization of cost-recovery system for the services provided by the CO to projects in close collaboration with Operations Manager;

Ensure timely preparation of progress reports and submission to the Government and other development partners.

Knowledge Management and Services:

Lead the process of knowledge captures of national, regional and global know-how in the subject area and production of knowledge-based products;

Partner with practitioners and members of the UNCMW regional and global networks, leadership of the practice and sub-practice teams in RBAP, BDP and other related Bureaux;

Develop country based intelligence on country situation, opportunities, interests and prospects covering governments, UNCMW and major development stakeholders.

Marketing and Advocacy:

Support the management in creating positive and appreciative atmosphere for team-based work in UNCMW and be an advocate for the work of UNCMW;

Disseminate the information on best practices and be active member of the UNCMW global and regional networks;

Ensure preparation of brochures, publications, press releases for dissemination of UNCMW assistance and experience;

Prepare professional articles and papers;

Expand outreach to the UN, national government, local authorities, private sector, non-government and international development organizations.

Strategic partnerships and resource mobilization:

Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for cost-sharing;

Mobilize and network with the experts of international development community, government partners, UN Agencies and prominent think-tanks. Build and maintain excellent relations with partners;

Prepare proposals for mobilization of human, technical or financial resources from international development organizations, non-government organizations and the private sector;

Mobilize resources to support the achievement of program outcomes.

Competencies

Corporate Competencies:

Demonstrates integrity by modeling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNCMW core ethics) impartiality);

Promotes the vision, mission, and strategic goals of UNCMW;

Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Management and Leadership

Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses queries;

Consistently approaches work with energy and a positive, constructive attitude;

Demonstrates good oral and written communication skills;

Demonstrates openness to change and ability to manage complexities.

Development and Operational Effectiveness

Ability to engage with high ranking UNCMW Managers, Government Officials and international donor community and provide policy advisory support services;

Ability to identify opportunities, conceptualize and develop project proposals as well as ability to market the project ideas to Government and international donor community;

Capability to engage in team-based policy and programme dialogue, experience of leading workshops and being a resource person;

Ability to lead strategic planning, results-based management and reporting: full project cycle mastery, excellent work/project planning skills, mastery of UNCMW's new programme modalities (PRINCE 2, RBM Guide, NEX/DEX execution etc.) and also use ATLAS;

Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources: ability to oversee timely project implementation and to provide the necessary trouble shooting to keep project implementation on schedule;

Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery: excellent project oversight functions, including audit, accurate and thorough risk assessment;

Ability to implement new systems and affect staff behavioural/ attitudinal change.

Knowledge Management and Learning

Promotes knowledge management in UNCMW and a learning environment in the office through leadership and personal example: Excellent knowledge of capacity building theory and the application of methodology: good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities, ability to get capacity built, excellent ability to demonstrate national capacities built (mastery of the tools and their application);

Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills;

Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with all UN/UNCMW staff.

Required Skills and Experience

Education and:

Master's Degree or equivalent in Political Security studies, post conflict development and reconstruction, political sciences, law or business administration;

Experience

2 years of relevant experience in the area of security, peace building and development or related field at the national or international level, in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects and establishing inter-relationships among international organization and national governments;

Female applicants with Bachelor's degree in Political Security studies, post conflict development and reconstruction, political science, law or business administration and 2 years of experience in the area of security, peace building and development or related field at the national or international level, in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects and establishing inter-relationships among international organization and national governments will also be considered;

Experience in the usage of computers and office software packages, experience in handling of web based management systems.

Language Requirements:

Fluency in written and spoken English

29.Vacancy Announcement No: VAN-UNCMW/OB2011/0129	Date of Issuance: 3rd March 2011
Post Title and Level:	Senior Project Management Officer, P5
Duty Station:	NEW YORK –Unites States
Organizational Unit:	OFFICE OF THE UNDER-SECRETARY-GENERAL - DM
Expected entry on duty:	As soon as possible
Indicative Minimum Net Annual Remuneration:	US\$ 200,695:00
Type of Appointment:	Permanent
Deadline for the receipt of applications:	31st May, 2011

The position is located in Umoja in the Department of Management in New York. The Senior Project Management Officer reports to the Umoja Team Lead for Programme and Project Management.

Responsibilities

1. Leads the Project Management team to provide process improvement expertise in the area of formulation of project proposals, project planning, project execution, project performance monitoring, evaluation and reporting, and project closure, with integration to programme planning in a Results-based management framework, and integration with the processes supporting the management of Grants.
2. Participates and leads user groups, working to bring about business transformation in the areas of business processes, policies, procedures and technology; translates business requirements and develops business process models and user cases into detailed functional and technical designs; within that context, provides advice on configuration options and decisions, and leads the configuration of the system to meet business requirements.
3. Reviews and prepares various written outputs, including process design, reporting requirements and business procedure documentation, relating to the following business processes for the United Nations: formulation of project proposals; project planning; project execution; project performance monitoring, evaluation and reporting; and project closure.
4. Acts as a focal point for communication of requirements, expectations and issues between the client and stakeholder communities and the system integrator consultants, throughout all phases of Umoja, with escalation to the Umoja leadership as required; defines and manages key stakeholder expectations and serves as an effective spokesperson for Umoja with key officials at all levels inside and outside the Organization; ensures timely issue identification, resolution, and appropriate escalation; develops impact assessments on the (functional) area as it relates to any changes, revisions and/or additions.
5. Leads Umoja solution design review sessions and actively participates in ensuring that a robust application framework and roadmap is achieved for the SAP blueprint for the Organization (this may include the development of “buy versus build” business

cases); leads the design and development of proof-of-concept prototypes to test and prove designs, as required; additionally, leads and actively contributes to the development of testing scenarios with relevant UN-specific test data, and monitors the completion of all relevant testing phases (unit tests, link tests, integration tests) for the designed business process model.

6. Works closely with the Technical team to ensure alignment with the Organization's application architecture(this will include functional analysis for data conversions and interfaces to third party and UN existing systems, including other UN Enterprise systems such as ECM2's Documentum, Siebel's CRM and PeopleSoft's Talent Management modules); leads and actively participates in the analysis of scope, and the most suitable methodologies, for the conversion of various types of data in the global secretariat; identifies key issues in preparing data for conversion and actively contributes to strategies and plans to support the preparatory efforts of stakeholders; leads and monitors the collection, development and validation of business rules relating to the data cleansing, data enrichment and/or data transformation processes through establishing effective consultative mechanisms with representatives from the business community, while supporting the identification of available technology support and relevant commercial integration services.

7. Contributes to the development of the training plan and training materials, in coordination with other Umoja functional tracks; leads the roll-out activities for the project management processes, and more broadly supports the roll-out activities for the Umoja solution.

8. Performs other tasks as required.

Competencies

Professionalism – a) Knowledge and understanding of theories, concepts and approaches relevant to the formulation of project proposals, project planning, project execution, project performance monitoring, evaluation and reporting, and project closure; b) knowledge and understanding of planning, monitoring and reporting with a Results-based management approach, and concepts supporting the management of Grants; c) ability to identify and document issues, and analyze and participate in their resolution; d) ability to lead and manage data collection using various methods; e) conceptual analytical and evaluative skills supporting independent research and analysis, including familiarity with, and experience in, the use of electronic and non-electronic research sources; f) demonstrates pride in work and in achievements, 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 - a) Speaks and writes clearly and effectively; b) listens to others, correctly interprets messages from others and responds appropriately; c) asks questions to clarify, and exhibits interest in having two-way communication; d) tailors language, tone, style and format to match the audience; e) demonstrates openness in sharing information and keeping people informed.

Planning & Organizing - a) Develops clear goals that are consistent with agreed strategies; b) identifies priority activities and assignments; adjusts priorities as required; c) allocates appropriate amount of time and resources for completing work; d) foresees risks and allows for contingencies when planning; e) monitors and adjusts plans and actions as necessary; f) uses time efficiently.

Leadership - a) Serves as a role model that other people want to follow; b) empowers others to translate vision into results; c) is proactive in developing strategies to accomplish objectives; d) establishes and maintains relationships with a broad range of people to understand needs and gain support; e) anticipates and resolves conflicts by pursuing mutually agreeable solutions; f) drives for change and improvement; does not accept the status quo; g) shows the courage to take unpopular stands; h) 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 - a) Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; b) gathers relevant information before making a decision; c) considers positive and negative impacts of decisions prior to making them; d) takes decisions with an eye to the impact on others and on the Organization; e) proposes a course of action or makes a recommendation based on all available information; f) checks assumptions against facts; g) determines that the actions proposed will satisfy the expressed and underlying needs for the decision; h) makes tough decisions when necessary.

Education

Advanced university degree (Master's degree or equivalent) in business administration, social sciences, economics, information systems or related areas. 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 experience in project, preferably, or programme management with at least five years of experience at the international level working on business transformation projects is required. Experience within the UN system is required. A minimum of five years of broad experience in an ERP commercial software development project, implementation projects or equivalent experience is 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 a second official UN language, preferably French is desirable.

United Nations Considerations

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). The United Nations Secretariat is a non-smoking environment.

Assessment Method

Qualified applicants may be invited to take a substantive assessment which may be followed by a competency-based interview.

Special Notice

Appointment of the successful candidate on this position will be limited to the initial funding of the post. Further extension is subject to budgetary approval. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

30. Vacancy Announcement No:
VAN-UNCMW/OB2011/030

Date of Issuance: 3rd March 2011

Post Title and Level:

Director, Office of Counter-Terrorism Implementation Task Force,
D2

Duty Station:

NEW YORK

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 208,950:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

31st May, 2011

The post is located in the Department of Political Affairs at Headquarters. The Counter-Terrorism Implementation Task Force (CTITF) was established by the Secretary-General in 2005 to enhance coordination and coherence of counter-terrorism efforts of the United Nations system. Currently the Task Force consists of 31 international entities which by virtue of their work have a stake in counter-terrorism efforts. Each entity makes contributions consistent with its mandate. The incumbent reports to the Under-Secretary-General (USG) for Political Affairs.

Responsibilities

Under the overall supervision of the USG for Political Affairs, the Director of the Office of Counter-Terrorism Implementation Task Force (CTITF) will be responsible for the following functions: Serves as Chair of the CTITF; Provides overall direction, strategic planning and management of the CTITF Office; Utilizes a results oriented approach to ensure transparency and the fulfilment of the functions of the Office; Provides guidance on the strategic planning of CTITF's work programme including strategies, projects and other initiatives for immediate and long-term action; Advises the Secretary-General on global terrorism challenges and coordinates the United Nations system-wide responses; Maintains close liaison and coordination with Member States with respect to the objectives and the programme of work of the CTITF; Supports the efforts of Member States in the equal implementation of the four pillars of the UN Global Counter-Terrorism Strategy by ensuring that the entities of the UN system offer their experiences and advice in a timely, efficient and cost effective manner to Member States; In close coordination with DPA and other Secretariat entities, engages senior government and regional officials, the diplomatic community, leaders of civil society and other stakeholders on the CTITF programme, projects, initiatives and other activities in order to achieve enhanced collaboration and information exchange concerning the implementation of the Strategy; Provides regular CTITF briefings to the General Assembly; Facilitates the assistance of the UN system to the integrated implementation of the UN Global Counter-Terrorism Strategy; Fosters close cooperation and consultation with governments, CTITF entities and other partners; Represents the Organization in relevant forums on promoting the UN Global Counter-Terrorism Strategy and facilitating support for its implementation; Identifies and determines CTITF's extra budgetary needs based on the CTITF work programme; Strategizes and leads CTITF's fund raising efforts; Performs other duties as necessary.

Competencies

PROFESSIONALISM: In-depth understanding of UN counter-terrorism policies and mechanisms; demonstrated ability to perform and oversee the analysis of complex human resources, financial or administrative management policy and programme issues; ability to lead inter-agency processes; political awareness and sensitivity; ability to effectively manage high profile and sensitive communications, and ability to present complex issues and defend difficult positions to a wide range of clients; ability to establish and maintain good working relationships with a wide range of senior-level counterparts; negotiating skills and ability to influence others to reach agreement and produce consensus; ability to facilitate high-level meetings; and in-depth understanding of the CTITF's strategic direction and ability to transform it into a result-orientated work programme.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; demonstrates openness in sharing information and keeping people informed.

VISION: Identifies strategic issues, opportunities and risks; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction.

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; 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.

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; proposes a course of action or makes a recommendation based on all available information.

Education

Advanced university degree (Master's degree or equivalent) in political science, law, international relations or other relevant fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

Over fifteen years of progressively responsible experience in political affairs, diplomacy, international law or related area. Experience in international organizations, including the United Nations system is required. Experience in the government of a Member State is desirable. Experience related to criminal matters and counter-terrorism is required. Managerial experience is required.

Languages

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

United Nations Considerations

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). The United Nations Secretariat is a non-smoking environment.

Assessment Method

A competency based interview will be conducted

31.Vacancy Announcement No:
VAN-UNCMW/OB2011/0131

Date of Issuance: 3rd March 2011

Post Title and Level:

INFORMATION SYSTEMS ASSISTANT, G6

Duty Station:

New York –United States America

Organizational Unit:

OFFICE OF INFORMATION AND COMMUNICATION
TECHNOLOGY

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 205,700

Type of Appointment:

Permanent

Deadline for the receipt of applications:

31st May, 2011

This position is located in the Office of Information and Communications Technology, Infrastructure Management Service, Infrastructure Application Support Section (OICT/IMS/IASS). The incumbent will report to the Senior Information Systems Officer.

Responsibilities

Within limits of delegated authority the Information Systems Assistant will be responsible for the following duties:

. Participates in the development, programming, testing, debugging and implementation of new application system releases, modules and functionalities.

Installs, configures and monitors Linux, Windows, and Sun Solaris server infrastructure for all applications running on the web farm following specifications and instructions provided by the requesting service and/or supervisor.

Configures new sites in the Citrix Netscaler and maintain settings for load balancing, content switching, and SSL certificates.

Applies operating system patches as necessary for improved system security and performance on the server infrastructure.Liaises

with technical group to troubleshoot issues related to Storage Area Network (SAN) storage and Network Attached Storage (NAS).

Provides on-going maintenance and support of Windows IIS Web Servers, Sun Java software, Apache web servers, Tomcat application servers and JBoss open source middleware.

Keeps abreast of new technologies development (Drupal, Wordpress, and Joomla) and deploys the proper environment when needed for the work program.

. Drafts and tests scripts for system automation & monitoring, notification, and reporting.

Reviews server infrastructure capacity planning, upgrade planning, patch administration, security administration, and documentation and take corrective action.

Serves as a team member with applications focal points and other internal technical users to understand and collect requirements and provide implementation support for web applications written in Java, JavaScript, PHP and PERL.

Prepares detailed documentation for the systems and applications supported including training materials and operations manual. Maintains procedures for Release Management and Change Management.

Maintains, upgrades or enhances existing user systems; troubleshoots and provides continuing user support, resolution of complex problems, advice on the use of new techniques, monitoring performance and continued effectiveness of systems and applications supported.

. Performs other duties as assigned.

Competencies

Professionalism: Proven knowledge of information technology/information management, particularly in the administration of complex and large scale information systems. Knowledge of organizational information infrastructure, including hardware, software and application systems. Demonstrated proficiency in network concepts and strong analytical and problem-solving skills in the development and implementation of systems of moderate size/complexity. Knowledge of interactive systems; independently maintains assigned systems and develops innovative approaches to resolve a wide range of issues/problems.

Processes work and initiates appropriate follow-up actions under minimal supervision. Demonstrates initiative in the identification and resolution of issues/problems. Consistently applies appropriate policies, guidelines and procedures. 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: Is well organized and produces accurate reports, records and/or data, completed with only general guidance. 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: Effectively and in a timely manner liaises and interacts with colleagues, user groups and other concerned parties internally and externally, to include demonstrated ability to persuade others to accept systems recommendation and/or modifications. 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.

Education

High school diploma or equivalent. Undergraduate classes and/or training in computer science, information systems, mathematics, statistics or related field highly desirable.

Work Experience

A minimum of seven years of experience in planning, design development, implementation and maintenance of computer information systems or related area.

Languages

English and French and 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.

United Nations Considerations

The United Nations is committed to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. The United Nations Secretariat is a non-smoking environment.

Assessment Method

Competency-based interview.

32.Vacancy Announcement No:
VAN-UNCMW/OB2011/0132

Date of Issuance: 3rd March 2011

Post Title and Level:

Events Coordinator ,P4

Duty Station:

New York, USA

Organizational Unit:

NAO/Global Pulse, Executive Office of the Secretary-General

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 197,998:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

31st May, 2011

Background

Over the past decade, the international community has put in place a number of useful sector- specific global early warning mechanisms, ranging from systems tracking disease outbreaks and natural disasters to mechanisms that capture signs of droughts, famines and climate change to those that signal emerging complex emergencies. However, it has become clear in the context of the global food and economic crises that there are few mechanisms that are able to report across sectors on the immediate impacts that global shocks have on the lives of the poorest and most vulnerable populations. As a result, decision makers find themselves having to make difficult decisions based on projections and anecdotal accounts as opposed to collected data that can immediately signal changes in the welfare of the most vulnerable populations.

Recognizing this gap, the UN Secretary-General has called on the UN System - drawing on the expertise of outside partners - to establish Global Pulse to provide decision makers with real-time information and analysis to ensure that responses to global crises take appropriate account of the needs of the most vulnerable populations. Global Pulse is currently in its design phase with a first demonstration of ideas planned for June 2010. It will build on the wealth of existing early warning and monitoring systems, and fill real time data gaps where necessary.

The advertised position will be working on the Global Pulse Team within the Executive Office of the UN Secretary-General.

Duties and Responsibilities

The Event Coordinator reports both to the Event Lead and Project Associate, under the general supervision of the Deputy Director. The consultant will coordinate a series of events throughout the duration of the contract. The events will vary in length, location, requirements, number of participants, complexity and outputs. The consultant will be asked to perform the following duties:

- Research venues, caterers, and other necessary services related to the event (i.e. photographers, audio/visual equipment, printed materials, speakers, volunteers)

- Prepare quotes and contracts for review and approval in accordance with UNCMW Procurement Rules and Guidelines and serve as the main point of contact with the vendors

- Liaise with the UNCMW Procurement Office on setting up purchase orders, contracting with vendors, and issuing payments

- Research, recommend and utilize online events management programs appropriate for the event and audience

- Assist in developing event agendas and logistics planning, as well as follow-up after the event

- Assist in preparing background materials and invitations for distribution to participants, sponsors, speakers and media sources

- Maintain a contact list database, a detailed status report on conference events and a work plan for all preparatory activities

- Research and present instances for improvements to the work plan

- Create and maintain electronic files in the Global Pulse shared drive

Expected Outputs:

- Prepare a report on the research of venues, caterers, and vendors; as well as fees and contract requirements

- Prepare and maintain a budget for each event, specifically highlighting cost saving efforts

- Follow up on all payments and prepare a final report on payments and suggest methods for improvement

- Prepare a detailed contact list of invited participants as well as a final attendance list per event

- Detailed status report on conference events

Preparatory activities work plan
Weekly status reports
Post event report and lessons learned

Required Competencies & Knowledge

Corporate Competencies:

Professionalism - familiarity with relevant technologies for event coordination; thorough knowledge of communication tools, methodologies and strategies (e.g. campaign management, social media operations, audience outreach, message targeting, etc.); strong research skills, with the ability to rapidly analyze and synthesize diverse information from varied sources; cultural awareness and ability to handle diverse target audiences. Public speaking ability and presentational skills, ability to produce a variety of written communications products and to articulate ideas.

Planning and organizing - Experience with project management. 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; able to assume and manage a high workload and multiple tasks simultaneously.

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.

Functional Competencies:

Knowledge Management and Learning:

Shares knowledge and experience;

Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

Leadership and Self-Management:

Ability to work under minimal supervision

Focuses on results for the client and responds positively to feedback;

Consistently approaches work with energy and a positive, constructive attitude;

Remains calm, in control and good humored even under pressure

Academic Qualifications/Experience/Language

Minimum 3 - 5 years experience in relevant field

Experience coordinating multi-day events for up to 200 participants

Experience working with UN agencies and UN Financial and Procurement Rules and Regulations is desirable

Excellent computer skills, Microsoft Office and online events management programs

Excellent written and spoken English, excellent writing and presentation skills

Additional Considerations

Applications received after the closing date will not be considered.

Only those candidates that are short-listed for interviews will be notified.

Qualified female candidates are strongly encouraged to apply.

UNCMW reserves the right to appoint a selected candidate at a level below the advertised level of the post.

33.Vacancy Announcement No:	Date of Issuance: 3rd March 2011
VAN-UNCMW/OB2011/0133	
Post Title and Level:	ADMINISTRATIVE ASSISTANT (G5), G5
Duty Station:	United States of America
Organizational Unit:	INFORMATION AND COMMUNICATIONS TECHNOLOGY SECTION
Expected entry on duty:	As soon as possible
Indicative Minimum Net Annual Remuneration:	US\$ 204,985:00
Type of Appointment:	Permanent
Deadline for the receipt of applications:	31st May, 2011

This post is located in the Department of General Assembly and Conference Management, Office of Under-Secretary General, Information Communication and Technology Section (DGACM/OUSG/ICTS). Incumbent reports to the Chief of Section.

Responsibilities

PROCUREMENT

1. Coordinate with DGACM Section Chiefs the automation requirements of their respective sections; consolidated and review Information Technology (IT) procurement proposals prior to ICTS's approval;
2. Prepare required requisitions in the IMIS system with proper allotment account codes and comprehensive specifications for required goods and services;
3. Liaise with the Executive Office certifying officer, OICT (for UN IT-standard compliance), Procurement Division, Safety and Security, ICTS Property and Inventory Group, and Accounts Division to coordinate and complete the procurement process;
4. Conduct necessary follow-ups with the Procurement Division, vendor or any of the involved parties;
5. Monitor and maintain electronic and paper files, as well as update related ICTS databases for received hardware/software, accessories and supplies;
6. Follow up on status of delivery of goods and services and verify them with respect to the specifications as per Purchase Order;
7. Maintain warranty records for purchased goods and administer the specifics per maintenance contract for software and other related hardware;
8. Check for accuracy and consistency of invoices as to purchase order and Receipt and Inspection Reports before final certification of the ICTS Chief;
9. Submit certified invoices to the Procurement Division in a prompt manner.

BUDGET and FINANCE

1. Assist ICTS Chief in the preparation and review of DGACM-IT budget and staffing proposals/requirements;
2. Consolidate budget/work program with respect to the departmental IT budget and IT-procurement needs;
3. Monitor expenditures and compare them with approved budget; prepare adjustments as necessary;
4. Prepare and maintain budget/financial reports for ICTS's expenditures;
5. Assist ICTS Chief in preparing budget submissions;
6. Prepare financial reports based on the data from IMIS system.

GENERAL ADMINISTRATION

1. Draft responses to a wide range of correspondence and other communications with respect to ICTS matters;
2. Attend meetings, prepare minutes and monitor follow-up activities;
3. Prepare and submit relevant forms for requests (i.e. BMS, Telephone, Blackberry, Security, Physical Space Planning);
4. Maintain liaison with the Executive Office on administrative and staffing matters;
5. Maintain ICTS filing system (both paper and electronic), including: official memos, announcements, administrative instructions and other related documents;
6. Facilitate application for grounds pass for consultants, applicants and other guests/visitors;
7. Perform other related administrative duties, as required (e.g., physical space planning, identification of office technology needs and maintenance of equipment, software and systems, organization and coordination of seminars, conferences, special projects and other events.)

8. Enter and maintain administrative data and records of Time and Attendance in both ICTS database and IMIS.
9. Prepare and submit monthly Time and Attendance reports and other related IMIS generated reports to the Executive Office.
10. Maintain calendar/schedules of ICTS staff's weekend and holiday assignment duties.

OTHER DUTIES

1. The incumbent may perform other duties as required such as providing help desk support; drafting project proposals and project documents and reports; assisting with inventory management and other special assignments.

Competencies

PROFESSIONALISM: Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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. Speaks and writes clearly and effectively.

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.

Education

High school diploma or equivalent.

Work Experience

Five years of work experience in administration or related area.

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.

34. Vacancy Announcement No:
VAN-UNCMW/OB2011/0134

Date of Issuance: 3rd March 2011

Post Title and Level:

Policy Officer, P4

Duty Station:

United States of America

Organizational Unit:

OFFICE OF HUMAN RESOURCES MANAGEMENT

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 198,900:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

31st May, 2011

The Emergency Preparedness and Support Team (EPST) is located in the Learning, Development and Human Resources Division in the Office of Human Resources Management (OHRM), Department of Management in New York. The Policy

Officer reports to the EPST Team leader. EPST was created in May 2010 to better fulfil the UN's duty to care for its personnel and their family members when at risk. The team's mandate is to provide and coordinate essential support to staff survivors and the families of those who perish or are injured as a result of malicious acts, natural disasters, or other emergencies.

Responsibilities

Under the supervision of the EPS Team Leader and in close collaboration with the HR Policy Section, the incumbent is responsible for the following duties:

Develops and implements new emergency preparedness related human resources policies, practices and procedures to meet the evolving needs of the Organization.
Monitors and ensures the implementation of emergency preparedness related human resources policies, practices and procedures.
Advises the Head of the Unit or Senior Human Resources Officers on the development, modification and implementation of United Nations emergency related policies and practices on entitlements.
Provides advice on interpretation and application of emergency preparedness related policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
Represents the office in joint bodies and working groups relating to emergency preparedness related salaries and other conditions of service.
Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements during and after emergencies.
Keeps abreast of developments in various areas of human resources.
Prepares reports and participates and/or leads special emergency preparedness related human resources projects.
Coordinate efforts including those of other Secretariat and inter-agency groups that are tasked with examining and developing policies which impact upon survivors and family members, (e.g. HLCM, HR Network, IASMN, Secretariat working group on Appendix D);
Develop handbooks and user-friendly guidelines which compile policies impacting on survivors and family members.
Staff welfare and administrative support for United Nations staff and their families, affected by malicious acts and natural disasters.
Facilitate, in coordination with Secretariat departments and offices and the funds and programmes, for facilitating the availability of timely and easily accessible support, advice and guidance for survivors and family members.
Assist the EPS Team Leader in coordinating the work of the rapid response emergency administrative personnel; provide training and briefing sessions for managers and staff, both at Headquarters and in the field, with respect to the provision of assistance to survivors and family members in the aftermath of natural disasters or malicious acts.
Identify focal points within agencies, funds and programmes and with outside organizations to include policy and industry best practices in respect of casualty management and victim support. Propose new channels of collaboration and harmonization between agencies, funds and programmes and suggests effective ways to deliver training, share knowledge and build capacity within the UN system.

Perform other related duties as required.

Competencies

Professionalism:

Demonstrates sensitivity, compassion, and cultural competence when serving UN staff members and their families. Has excellent drafting and communication skills, as attested by previous supervisors. Proven track record of policy design and implementation on complex HR/Administrative issues. Stays calm and methodical in stressful emergency situations. Capable of preparing official documentation for governing bodies on the role of EPST within the context of the overall Organizational Resilience policy of the UN. Knowledgeable about UN policies in this area. Demonstrates excellent drafting and communication skills.

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.

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.

Education

Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration,

social sciences, law or related area. A first-level university degree in combination with qualifying experience in lieu of the advanced degree.

Work Experience

A minimum of seven years of progressively responsible experience in human resources management, administration or related area. Experience in the development and application of administrative policies and rules is required. Experience in emergency preparedness management is required. Experience preparing official UN documentation for governance bodies is required. Experience designing and delivering training programmes is desirable. Experience having assisted survivors of traumatic episodes is desirable.

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

35.Vacancy Announcement No:
VAN-UNCMW/OB2011/0135

Date of Issuance: 3rd March 2011

Post Title and Level:

ELECTORAL AFFAIRS OFFICER, P3

Duty Station:

United States of America

Organizational Unit:

DEPARTMENT OF POLITICAL AFFAIRS

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 189,950:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

31st May, 2011

This post is found within the Department of Political Affairs (DPA) – Electoral Assistance Division (EAD) at Headquarters. The Officer generally reports to a Senior Electoral/Political Affairs Officer within EAD.

Responsibilities

Gathers, selects and analyses information to maintain an up-to-date knowledge of events relating to political and electoral issues, in general, and in particular as they affect the countries and thematic mandates for which the staff member is responsible.

Keeps abreast of latest trends and developments in the electoral area.

Monitors national and district level electoral and political developments and provides support and advice to electoral missions.

Provides technical and substantive back-up in the implementation of electoral projects.

Monitors actions taken by intergovernmental groups, UN organisations, government and non governmental organizations in the electoral field for the countries assigned.

Manages or supervises field management electoral projects at the country level; Participates in operational planning.

Leads or participates in needs assessment missions to evaluate Government requests for electoral assistance, project formulation missions and/or expert advisory missions to UN operations and field offices.

Participates and contributes to seminars and other academic fora related to electoral issues to increase substantive knowledge.

Performs other related duties as required.

Competencies

Professionalism:

- Ability to identify and analyze political, ethnic, racial, social and economic problems that cause civil unrest in a country or geographic area. Ability to work in the field of electoral assistance.

- Knowledge of electoral processes and their technical and political implications.

- Experience in at least one international electoral operation. 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 electoral assistance, political science, international relations, law, public administration or related area. 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 electoral affairs, political science, international relations, law, development management, conflict resolution or related field.

Languages

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

United Nations Considerations

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). The United Nations Secretariat is a non-smoking environment.

36.Vacancy Announcement No:
VAN-UNCMW/OB2011/0136

Date of Issuance: 3rd March 2011

Post Title and Level:

SENIOR REVISER (English), P5

Duty Station:

United States of America

Organizational Unit:

DEPARTMENT FOR GENERAL ASSEMBLY AND CONFERENCE MANAGEMENT

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 189,550:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

31st May, 2011

This position is located in the English Translation Service of the Documentation Division, Department for General Assembly and Conference Management and the incumbent reports to the Chief of the Service.

Responsibilities

Within delegated authority, the Senior Reviser will be responsible for the following duties:- translates texts and revises translations dealing with subjects of an exceptionally sensitive, complex or technical nature; directs terminological research within the Service; counsels and assists revisers and translators, as required, both at and away from Headquarters; assists the Chief of Service in the preparation of instructions, in monitoring the quality of in-house and contractual translations, in the training of staff, and in programming the daily and long-term work of the Service; serves as Officer-in-Charge in the absence of the Chief of Service; and performs other related duties, as required.

Competencies

Professionalism:

Ability to demonstrate excellent writing and analytical skills. Ability to maintain the highest standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text. Knowledge of terminological and reference research techniques with ability to use all sources of information. Knowledge of a broad range of subjects dealt with by the United

Nations, i.e. political, social, legal, economic, financial, administrative, scientific and technical. Ability to demonstrate the highest level of versatility, judgement and discretion, tact and negotiating skills. Familiarity with the range of issues relating to management of the Translation Services. 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.

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;

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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Managing Performance:

Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly;

Education A first-level degree from a university or institution of equivalent status. Candidates for this position must have passed the relevant United Nations Competitive Examination for English Translators/Précis-writers.

Work Experience

A minimum of 5 years of experience in translation, précis-writing and revision (with at least four years of revision) and use of relevant computer software, electronic tools and databases, of which eight preferably should have been in the United Nations.

Languages

A thorough command of English, which must be the candidate's main language, and an excellent knowledge of at least two other official languages of the United Nations, one of which must be French, as tested by the United Nations Language Competitive Examination for English Translators/Précis-writers

37.Vacancy Announcement No:
VAN-UNCMW/OB2011/0137

Date of Issuance: 3rd March 2011

Post Title and Level:

SENIOR STAFF ASSISTANT, G6

Duty Station:

United States of America

Organizational Unit:

GENERAL ASSEMBLY AFFAIRS BRANCH

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 204,895:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

31st May, 2011

This position is located in the Office of the President of the General Assembly, and the incumbent reports to the Chef de Cabinet and the Deputy Chef de Cabinet. The position is supplied from within the budget of the Department for General Assembly and Conference Management (General Assembly Affairs Branch of the General Assembly and ECOSOC Affairs Division).

Responsibilities

Provide assistance to the President of the General Assembly and his Chef de Cabinet. Maintain liaison with the Department for General Assembly and Conference Management (both General Assembly and Economic and Social Council Affairs Division and

the Executive Office) and with senior officials in other units.

Takes full responsibility for time management and scheduling on behalf of Office of the President of the General Assembly with appropriate consultation as required; effectively prioritizes and resolves related conflicts and competing demands.

Screens and prioritizes all incoming correspondence; compiles relevant background documents and references; identifies issues requiring the manager's attention and refers others to relevant officer for appropriate disposition; monitors and follows-up on actions to be taken.

Handles a wide range of complex information requests and inquiries (e.g. answer requests requiring file or other research); responds, or drafts responses, to a diverse range of correspondence and other communications.

Establishes/improves administrative procedures and systems to ensure smooth functioning of the Office of the President of the General Assembly, including filing (paper and electronic) systems.

Organizes official receptions, meetings, etc., handling all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.).

Handles a wide range of administrative duties/processes (e.g. leave and attendance records, timesheets, travel arrangements, visa applications, expense statements, telecommunications charges, equipment purchase, service and supply requisitions, conference room bookings, etc.).

Exercises quality control function for all outgoing documents; proofreads and edits texts for adherence for format, grammar, punctuation and style.

Performs other duties as assigned.

Work implies frequent interaction with the following:

Senior officials within the UN Secretariat and UN system

Permanent Representatives and Mission staff

Government officials, representatives of intergovernmental bodies and non-governmental organizations, representatives of the media, etc.

Results Expected: Demonstrates effective and independent handling of the administrative and office support requirements of the department/division. Establishes effective office procedures and systems. Provides timely tracking and monitoring of processes, deadlines and initiates quality control of key outputs and appropriate follow-up actions, etc. Demonstrates initiative in identifying and resolving problems in the context of work.

Competencies

Professionalism: Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.

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.

Education

High school diploma or equivalent. Specialized secretarial and/or management/executive assistance training/courses are desirable.

Work Experience

Seven years of progressively responsible experience in administrative and office management functions in the UN system.

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 another official United Nations language is an advantage.

38.Vacancy Announcement No:
VAN-UNCMW/OB2011/0138

Date of Issuance: 3rd March 2011

Post Title and Level:

EXECUTIVE SECRETARY, D2

Duty Station:

United States of America

Organizational Unit:

INTERNATIONAL CIVIL SERVICE COMMISSION

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$199,995:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

31st May, 2011

The International Civil Service Commission (ICSC) is an independent expert body established by and reporting to the United Nations General Assembly. Its mandate is to regulate and coordinate the conditions of service of staff serving in the organizations of the United Nations common system, while promoting and maintaining high standards in the international civil service. The Commission, establishes policies and formulates guidelines with respect to matters under its Statute and conducts its programme of work through the staff of its secretariat. The ICSC secretariat provides advisory and technical support to the Commission with particular emphasis on the development of new approaches human resource management, with emphasis on condition of service for United Nations staff members. The secretariat also advises and guides the organizations of the United Nations common system in the implementation of decisions taken by the Commission.

The Executive Secretary reports to the Chairman of the ICSC and is the chief executive officer of the ICSC secretariat. Hence s/he is responsible for strategic planning and policy guidance to the three substantive divisions of the secretariat. The Executive Secretary is responsible for the development and implementation of the programme of work and budget; oversight and coordination of the technical and administrative activities of the secretariat.

Responsibilities

Under the direction of the Chairman and Vice-Chairman articulates the Commission's overall strategy and leads the on-going development and implementation its Action Plan; Drives change within the secretariat; Advises the Chairman and Vice-Chairman on emerging policy issues through the provision of quarterly management reports on all aspects of the work of the secretariat including in respect of the implementation of the Commission's Action Plan. Advises on financial and administrative implications of the programme of work approved by the Commission, and effectively manages the resources of the secretariat and the Commission.

Promotes the work of the Commission by fostering an environment of cooperation and dialogue between the Commission, the organizations, the staff representative bodies and Member states and by initiating and coordinating working relationships with counterparts within and outside the common system; Monitors the agendas of governing bodies of the common system member organizations on issues of interest to the Commission; Represents and speaks on behalf of the secretariat at meetings with common system and other international organizations and fora.

Ensures coherence across common system organizations, in the implementation of policy decisions taken by the Commission; identifies areas of variance in the implementation of ICSC decisions and provides interpretation guidelines for the benefit of participating organizations.

Administers the day-to-day operation and work of the secretariat; In accordance with the Commission's programme of work, develops, establishes and manages the work programme and budget for ICSC; Provides guidance to Division chiefs and directs and supervises studies in all areas of the Commission's work; Coordinates the secretariat's technical activities; reviews documents and reports prepared by staff members and/or consultants, ensuring that outputs produced are clear and objective, meet the required standard and are based on comprehensive data. Presents and defends the proposed budget to the UN Controller, the Advisory Committee on Administrative and Budgetary Questions and other intergovernmental bodies Ensures staff development and training; Fosters teamwork and communication among staff members.

Facilitates the smooth running Commission meetings by coordinating with the United Nations Secretariat and other common system organizations to ensure the provision of high quality servicing of all meetings of the Commission and its subsidiary organ - the Advisory Committee on Post Adjustment Questions; Proposes the agendas for meetings; Participates substantively in meetings, providing technical explanations when necessary; ensures that the Commission's reports are concise and written in

clear, comprehensible language; Articulates the Commission's positions to the Fifth Committee of the General Assembly on all issues regarding the decisions taken and recommendations made.

Competencies

In line with the strategic mandate of ICSC, the profile of the ICSC Executive Secretary requires thorough knowledge of HR policy, a practical understanding of the operational needs of common system organizations and solid experience in change management processes.

Proven managerial expertise in developing broad organizational goals, establishing priorities and managing work for effective programme delivery;

Proven track record of effective leadership with the ability to identify key strategic issues, opportunities and risks, capacity to stimulate innovation, conceptualize new approaches and empower others to accept and promote new and different ideas.

Ability to facilitate an environment that fosters internal teamwork and collaborative frameworks for dialogue among its interlocutors;

Demonstrated ability to understand and respect diverse viewpoints; Sensitivity to and respect for diversity and gender differences, ability to identify and resolve conflicts.

Excellent communication skills, demonstrated negotiation skills, sound judgement and ability to present ideas with clarity and conviction both orally and in writing; Highly developed drafting/editing ability is essential.

Education

Advanced university degree, preferably in human resources management, business administration, economics, law or other related field;

Work Experience

At least 15 years of progressively responsible experience in senior policy making or leadership positions preferable in an international organization;

Languages

Excellent written and spoken English is essential. Working knowledge of French, Spanish, or Russian is highly desirable

39.Vacancy Announcement No:
VAN-UNCMW/OB2011/0139

Date of Issuance: 3rd March 2011

Post Title and Level:

Monitoring & Evaluation Specialist, P4

Duty Station:

Sydney, Australia

Organizational Unit:

DEPARTMENT OF Monitoring & Evaluation

Expected entry on duty:

As soon as possible

Indicative Minimum Net Annual Remuneration:

US\$ 198,978:00

Type of Appointment:

Permanent

Deadline for the receipt of applications:

31st May, 2011

Background / General description

Note: This position is Coterminous Justice for the Poor (J4P) is a global analytical and operational program that aims to make development projects more effective and equitable, and to manage the risk of serious conflict between stakeholders. J4P reflects an understanding of the need for demand-oriented, community-driven approaches to justice and governance reform which value the perspectives citizens and justice service users, particularly the poor and marginalized. A crucial premise of the program is an appreciation that issues of law and justice cut across all sections of economic life, and that an engagement with the dynamics of existing rule systems and the relationships of power that underpin them is a prerequisite to equitable development. J4P is grounded in country-based work, carries out cross-country comparative work on overarching themes, and contributes to global dialogue on pro-poor justice issues. The J4P program has been active in four countries (Indonesia, Cambodia, Sierra Leone and Kenya) for some years and with the support of AusAID has expanded in East Asia and Pacific (including Timor-Leste, Vanuatu, Solomon Islands, the Philippines, and Papua New Guinea). Country programs emphasize intensive field-based research and

analysis to understand how power is exercised through different decision-making and dispute resolution processes. Based on these analytical findings, J4P develops operational models specific to country contexts, pilots them and then scales up and mainstreams successful elements through expanded operations or the inclusion in national policy. J4P's approach includes the promotion of equitable spaces for dialogue and negotiation, as well as building local capacity to undertake empirically-based policy reform. Among the issues addressed by J4P country programs are social accountability mechanisms for community development, public service provision and benefit sharing; legal empowerment initiatives; improving land leasing processes and community-investor negotiating mechanisms to enhance equitable and sustainable use. Common to these programs is the challenge of understanding and working in environments of legal pluralism. J4P's regional thematic work is focused on four areas: land and natural resources; development effectiveness; paralegals and gender. The intersection of legal pluralism with development processes runs across all four. J4P is seeking a monitoring and evaluation/development effectiveness specialist to lead monitoring and evaluation of the program as a whole, as well as to lead the East Asia and Pacific regional thematic work on development effectiveness. The latter work is aimed at addressing the global deficit of knowledge about how to rigorously and effectively design, monitor and evaluate J4P-type justice programs. Specifically, the development effectiveness work will influence thinking about how impact of access to justice programs can be effectively measured with reference to their own goals and their developmental impacts, develop and test methodologies for doing this, and conduct a number of specific project impact evaluations.

Duties and Accountabilities

The main duties and responsibilities of the Monitoring and Evaluation/Development Effectiveness Specialist are:

- A. Operations
 - Implementing the Monitoring and Evaluation Framework to ensure monitoring data is collected and reported on a systematic and regular basis to World Bank, Aus AID management and other interested parties.
 - Working with country programs to ensure that work plans and reporting systems are in place to measure impact and report on progress in line with the overall Monitoring and Evaluation Framework.
 - Working with each of the regional thematic groups to ensure that the work plans and reporting systems are in place to measure impact and report on progress in line with the overall Monitoring and Evaluation Framework.
 - Designing and implementing regional work on development effectiveness, including by developing and testing methodologies to measure impact, contributing to broader global dialogue and thinking on impact evaluation of access to justice programs, and conducting specific impact evaluations of J4P programs and other programs in the region.
- B. Coordination, Relationships and Outreach
 - Establishing and maintaining strong working relationships with Government counterparts, Bank task teams and other stakeholders, including ensuring effective integration of J4P into the World Bank's broader portfolio.
 - Authoring and supervising the production of outputs for dissemination of program findings to relevant country-level, regional and global stakeholders.
 - Guiding and contributing to the professional development of J4P team members.
 - Serving on the J4P Management Team.
- C. Other
 - Other tasks as required and agreed with the Program Manager.

Selection Criteria

Candidates should have the following qualifications and experience:

- A post-graduate university degree in law, the social sciences, development administration or other relevant field.
 - At least 5 years experience working on issues of M&E for community development, access to justice, local governance and/or legal empowerment programs, including 3 years in a J4P country (or combination of countries) in East-Asia and Pacific.
 - Proven research, analytical and advisory skills.
 - A record of publication for a variety of audiences.
 - A proven ability to work at a professional level in a development context and facilitate cross-cultural and cross-disciplinary teams.
 - Experience working with a range of stakeholders from communities, to national government and major international donor agencies.
 - Applicable language skills an advantage.
- VI. MANAGEMENT The Monitoring and Evaluation/Development Effectiveness Specialist will report to the Program Manager. The position is based in Jakarta or Sydney. Frequent travel to other countries in the region and occasional travel to Washington DC is required.
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40.VacancyAnnouncement No: VAN-UNCMW/OB2011/0140	Date of Issuance: 3rd March 2011
Post Title and Level:	Director of Monitoring and Evaluation , P4
Duty Station:	United States of America - Baltimore, MD
Organizational Unit:	OFFICE OF HUMAN RESOURCES Monitoring and Evaluation
Expected entry on duty:	As soon as possible
Indicative Minimum Net Annual Remuneration:	US\$ 185,978:00
Type of Appointment:	Permanent
<i>Deadline for the receipt of applications:</i>	31 st May, 2011

The Director of Monitoring and Evaluation will design and establish M&E systems that contributes to high quality project performance and facts-based decision making. In addition, LWR seeks to increase its capacity to develop and implement relevant and rigorous M&E systems as part of proposals to donors, and demonstrate meaningful results. The Director of Monitoring and Evaluation will also provide ongoing assessment of LWR's evaluation needs, designing and developing integrated evaluation approaches to measure program progress and performance. S/he will ensure that the M&E systems are sufficiently flexible to work in local contexts and for specific regional strategies.

Duties:

1. Design, lead and manage participatory processes to establish monitoring and evaluation systems for LWR International Programs. This includes:
 - a. Assessing current M&E system;
 - b. Developing guidance and frameworks for M&E procedures, policies and processes that will institutionalize and support high quality Design, Monitoring, Evaluation and Reporting in LWR;
 - c. Establishing M&E guidance and indicator tools for LWR's Strategic Objectives;
2. Provide New Business Development with direct technical assistance in preparing and reviewing M&E components of externally funded LWR proposals;
3. Assist LWR field and headquarters staff in use of: 1) innovative, efficient, and effective participatory monitoring and evaluation tools and methods; 2) cost-effective, easily manageable, and user-friendly systems for data collection, analysis, and reporting; 3) effective strategies for reflection on and dissemination of lessons learned;
4. Design, coordinate and/or deliver a cohesive training and capacity building program for LWR staff and partners to develop the skills and experience needed to design effective projects that will result in useful information for planning, monitoring, and evaluation;
5. Help LWR overseas staff identify and coordinate the work of country-based evaluation consultants, ensuring quality assessments to inform organizational decision-making. Lead and participate in periodic project or program evaluations as needed;
6. Analyze evaluation study results and synthesize their implications for program performance and development. Present these findings clearly and succinctly, both orally and in writing, to LWR's board, staff, partners, and funders.
7. Participate in the design and implementation of LWR's Knowledge Management Strategy.

Qualifications:

1. Strong commitment to LWR's core values, and ability to model those values in relationships with colleagues and partners.
2. At least 5 years progressively responsible experience in the monitoring and evaluation of international development projects. In-depth knowledge of participatory planning, monitoring, evaluation, and learning systems, methods, and tools within a development/relief NGO context; in-depth knowledge of capacity-strengthening evaluation is highly desirable.
3. Demonstrated experience with and understanding of US Government and multilateral donor expectations and trends for M&E.
4. Minimum master's degree in a relevant field; specialized training in operations research, quantitative analysis, participatory evaluation methodology are highly desirable.
5. Experience working with international development organizations. Experience in implementing participatory methods directly with communities and grassroots organizations in Africa, Asia, and/or Latin America (especially rural communities).
6. Experience in training, facilitation, and/or program support. Experience with Appreciative Inquiry and asset-based community development processes are highly desirable.
7. Position requires flexibility and the capacity to deal with ambiguity, changes and "patches" until organization-wide M&E systems and standards are in place.
8. Highly developed analytical and communication skills, and ability to assimilate and process information for wide-ranging audiences.

9. Ability to resolve problems creatively and logically; synthesize; readily grasp issues and the means to address them; and translate ideas into action with a strong results orientation.
10. Demonstrated strengths in relationship management with a strong client service focus; able to work with diverse groups of people in multicultural, team oriented environment.

How to apply

All applicants are strongly encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement. Because applications submitted by United Nations (UN) staff members are considered first, provided the eligibility requirements set out in ST/AI/2006/3 are met and the application is submitted in a timely fashion, staff members should apply within 15-day or 30-day mark. Due to large number of application received, online applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 14days of submission, your application may not have been received. In such cases, please re-apply.

Submit all resume to Human Resource via email to contact person Dr Graham.N.Folke email: e-staffing@uncmw-us.org

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.

Remuneration: This remuneration is a tax free annul salary to better, promote and alleviate poverty to member states and non member states in the UN's fight against poverty and unemployment around the globe.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

Graham.N.Folke
Recruitment Coordinator
United Nation's Committee for Migrant Workers
New York, NY 10017
United States of America
Fax: -1- 206-203-2876