



## UNITED NATIONS PROGRAMME ON REDUCING EMISSIONS FROM DEFORESTATION AND FOREST DEGRADATION (UN-REDD)

### eVACANCY NEWSLETTER

#### About United Nations Office at Geneva

#### Mission Statement

The UN-REDD Programme is the United Nations collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (REDD) in developing countries. The Programme was launched in 2008 and builds on the convening role and technical expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP). The UN-REDD Programme supports nationally-led REDD+ processes and promotes the informed and meaningful involvement of all stakeholders, including Indigenous Peoples and other forest-dependent communities, in national and international REDD+ implementation.

The Programme supports national REDD+ readiness efforts in 50 partner countries, spanning Africa, Asia-Pacific and Latin America, in two ways: (i) direct support to the design and implementation of UN-REDD National Programmes; and (ii) complementary support to national REDD+ action through common approaches, analyses, methodologies, tools, data and best practices developed through the UN-REDD Global Programme. By June 2013, total funding for these two streams of support to countries totaled US\$172.4

million. For an overview of current funds and budget allocations, consult the Programme's Multi-Partner Trust Fund Gateway.

The United Nations Secretariat is a non-smoking environment.

Find Below the List of Current Vacancies;

- . Senior Technical Advisor
- . Public Affairs Officer
- . Senior Programme Officer (Forest Affairs)
- . Senior Economic Affairs Officer
- . Transport Planner
- . Chief Nurse
- . Associate Pharmacist
- . Chief Medical Officer
- . Senior Environmental Affairs Officer
- . Programme Officer
- . Finance Officer
- . Research Assistant
- . Emergency Programme Officer
- . Monitoring & Evaluation Expert
- . Senior Public Health Officer
- . Logistics/Administration Officer
- . Humanitarian Affairs Officer
- . Social Worker Officer

. Human Resources Officer

.Legal Officer

1. Senior Technical Advisor

DUTY STATION: Multiple

LEVEL: D1

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

#### Responsibilities

1. Work closely with the Country Program Manager to organize staff and manage technical activities.
2. In coordination with Country Program Manager, the Ministry of Health and other in-country partners, develop country proposals, plans and budgets for Division for Sustainable Development technical assistance.
3. Collaborate with Country Program Manager to update the work plans and budgets on a quarterly basis.

#### Technical Assistance

1. Provide direct in-country technical assistance to local counterparts and Division for Sustainable Development staff at national and peripheral levels, as appropriate within areas of expertise.

2. Act as focal point on Division for Sustainable Development activities to the Government.
3. Coordinate with the Country Program Manager to identify the need for external consultants, and to organize and manage activities related to the provision of short-term technical assistance. Collaborate with the Country Program Manager to define scopes of work (SOW) for short-term technical assistance and obtain necessary approvals as required.
4. Coordinate the implementation of project activities and staff at both national and regional levels.
5. Supervise the technical work of Division for Sustainable Development staff and consultants and assess their performance. Ensure the consistency and high quality of the technical work carried out under the Division for Sustainable Development project according to Division for Sustainable Development standards.
6. In coordination with the Country Program Manager, identify, assess and propose opportunities for Division for Sustainable Development technical assistance. Where appropriate, seek additional field support funding to finance technical assistance activities.
7. Regularly produce reports documenting technical assistance activities. Supervision of staff and recruitment, Identify staffing needs, and coordinate the recruitment process for additional staff with the Country Program Manager as needed.
8. Identify capacity gaps of existing staff and coordinate with the Country Program Manager to implement training and other capacity building activities aimed at adequately equipping them with the skills and knowledge required to accomplish their technical, administrative and financial management responsibilities.

9. Supervise staff following Division for Sustainable Development policies. Supervisory responsibilities include, but are not limited to:

a. Coordinating with supervisees to develop annual performance and development plans following Division for Sustainable Development policies and templates.

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

c. Tracking progress of individual staff work plans

d. Ensuring consistent quality of work performed.

e. Approving timesheets,

f. Conducting performance reviews;

g. Instilling Division for Sustainable Development technical standards and organizations values;

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

i. Facilitating the development of staff skills and knowledge.

#### Coordination and Communication

1. Serve as the in-country lead for maintaining regular verbal and written communications with the donor agencies and represent Division for Sustainable Development at meetings with the external partners as needed.

2. Create a mechanism for regular sharing of information on Division for Sustainable Development activities with the donor agencies, the public sector collaborating institutions and other partners.

3. Ensure effective communications within the in-country team. Establish adequate coordinating and supervision mechanisms inside the country office in order to ensure that the office functions in a participatory, collegial environment, where staff is properly mentored and responsibilities assigned according to capacity and professional growth.
4. Coordinate the communication and linkages of Division for Sustainable Development activities to in-country partners.
5. Ensure adequate coordination with other Division for Sustainable Development activities to promote the application and sharing of lessons learned as well as the dissemination of project products and information. Languages

#### Competencies

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

#### QUALIFICATIONS

##### Education

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

### Work Experience

At least five years' experience in the interpretation field. Experience in translation is an asset.

### Languages

The official working languages of the Extraordinary Chambers are Khmer, English and French. For this position, excellent written and verbal knowledge of both English and French is required, and English must be the main language or mother tongue. Ability to interpret from English into French is desirable. Knowledge of Khmer is an asset.

### Other Skills

Proficiency in computer skills (MS Word, Internet/Intranet, other translation software etc.).

## 2. Public Affairs Officer,

DUTY STATION: Multiple

LEVEL: P4

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

## Remuneration

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

## Responsibilities

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

## Competencies

o Professionalism - In-depth knowledge of the background of the Khmer Rouge Trials and the role of the United Nations; ability to (1) act as spokesperson and produce press releases; (2) plan, organize and implement public information and communication strategies and operations; (3) conceptualize, design and implement major information campaigns; (4) rapidly analyze and integrate diverse information from varied sources; (5) diplomatically handle sensitive situations with target audiences and cultivate productive relationships; (6) demonstrate persistence when faced with difficult problems or challenges;

(7) remain calm in stressful situations; (8) take responsibility for incorporating gender and minority perspectives and ensuring the equal participation in all areas of work. o Planning and Organizing - Ability to organize comprehensive and upscale public information campaigns, meaningful interaction with non-governmental organization and media companies, incl. media meetings.

## QUALIFICATIONS

### Education

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

### Work Experience

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

### Languages

The official languages of the Division for Sustainable Development are English, French and Khmer. For this post, fluency in written and oral English is essential, knowledge of French and/or Khmer an advantage.

### Other Skills

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

### 3. Senior Programme Officer,

DUTY STATION: Multiple

LEVEL: D1

Staff members of the United Nations Secretariat must fulfill the lateral move requirements to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover note.

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

#### Responsibilities

Under the supervision of the Director in the Secretariat the incumbent will be responsible for: (i) Providing independent professional and technical expertise on the implementation of UN Forum on Forests policy decisions; (ii) Leading the preparation and technical implementation of the multi-year programme of work (MYPOW); (iii) Liaising and maintaining regular contact with focal points of international organisations and representing the UNFF Secretariat at intergovernmental and non-governmental meetings; (iv) monitoring forest policy developments and the implementation of the

MYPOW and participating in identification of new and emerging forest economics/policy issues; (v) Working on mobilising financial resources for the implementation of the MYPOW and other decisions by the Forum; (vi) Coordinating and overseeing the work of staff members in formulating proposals for development strategies, policies and measures for presentation to intergovernmental fora.

Professionalism: Knowledge in scientific and policy issues of sustainable forest management as well as forest financing. Knowledge of current trends and practices in the field of forests and related environmental issues. Knowledge of relevant institutional mandates,

policies and guidelines pertaining to sustainable forest management, and knowledge of institutions and processes of the UN system. National/international policy analysis skills. Ability to undertake activities in collaboration with entities of the UN system as well as other partners. Ability to review and edit the work of others. Planning and organization: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. Communication: Speaks and writes clearly.

## QUALIFICATIONS

### Education

Advanced university degree (Master's degree or equivalent) in forest sciences, natural resources management, environmental sciences or related area. A Ph D in any of the above areas is an advantage. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience

A minimum of ten years of progressively responsible professional experience in international cooperation on forests, forest economics, forestry practices and forest policies in developed and developing countries, natural resources, and international negotiations or related area, of which at least five years should be in an international organization. Experience in exercising supervisory responsibilities, providing leadership and overseeing planning and management of programmes is required. Familiarity with UN policies, procedures and operations, in particular of activities in implementing multilateral environmental agreements is desirable.

## Languages

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

4. Senior Economic Affairs Officer,

DUTY STATION: Multiple

LEVEL: D1

## Remuneration

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

## Responsibilities

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

## Competencies

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

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

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

## QUALIFICATIONS

### Education

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

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

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

### Languages

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

#### Other Skills

Publishing of academic and policy-oriented papers, articles or books in the relevant field at the international level is required.

#### 5. Transport Planner

DUTY STATION: Multiple

LEVEL: P4 .

#### Responsibilities

The expert will be assigned to the Ministry of Transport (MOT) under the supervision of the National Project Co-ordinator (NPC), the Deputy Minister for Roads, and the overall supervision from the Chief of Water, Natural Resources and Small Islands Branch, Division for Sustainable Development. The expert will co-operate with the other United Nations personnel and officials of the MOT. In particular the expert will contribute to the achievement of the objectives of the project, namely: (i) National Transport Strategy (NTS) development and implementation; and (ii) Strengthening Public Administration (assist in the process of strengthening the administrative capacities) of the Ministry of Transport; (MOT). In this context the expert will perform the following functions:

(1) Assist the MOT in identifying and evaluating related issues, in preparing work programmes, terms of references, proposals for sector policies, and other papers as deemed necessary

#### Competencies

Professionalism: Knowledge and understanding of geographic information systems and related fields. Ability to provide technical and procedural advice in a wide range of transport planning issues; ability to integrate knowledge with broader strategic, policy and operational objectives; conceptual and strategic analytical capacity to understand cartographic/GIS production and mapping and very important GIS applications for road planning and management.

Solid understanding and demonstrated professional competence to promoting sustainability through integrated transport policies.

Planning and organizing: Ability to effectively assess/develop GIS programmes for road planning and management; establish priorities, and ensure timely delivery of results; ability to coordinate inputs from a variety of sources and synthesize those inputs into a well-constructed briefs/reports; ability to plan and organize own work, manage conflicting priorities and work under pressure and ability to plan and organize technical meetings

## QUALIFICATIONS

### Education

Advanced university degree (Master's degree or equivalent) in civil engineering, transport planning, or related appropriate specialty or a related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

### Work Experience

A minimum of 7 years of progressively responsible experience in transport planning and/or cartography/ Geographic Information System. The expert should be familiar with information systems for road planning and management including GIS database systems and applications.

Knowledge and experience in geographic information system design and development, geo-database design and management, software programming languages and project management tools are desirable. Professional experience in the work environment of a national road administration, and work experience in Saudi Arabia would be an additional advantage.

### 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 Arabic is desirable.

### Other Skills

Excellent computer skills, working knowledge of office automation software and practical knowledge of information technology (IT) are desirable. Knowledge and practical experience of the following GIS software is required: ArcGIS (ArcInfo, ArcEditor, ArcView, and its extension),

ERDAS Imagine; Web mapping technology (WMS, WFS, etc); RDMS (Oracle, Informix, MS SQL Server).

## 6. Chief Nurse

DUTY STATION: Multiple

LEVEL: P4

### Responsibilities

Within limited delegated authority, the incumbent is responsible for ensuring smooth day to day functioning of the walk-in-clinic at the UN Medical Facility and arrange appointments for medical exams of mission personnel. Design and implement outreach programs for mission personnel. Liaise with local hospitals to secure treatment of staff in these facilities preventive and promotive medical programs.

Conduct medical orientation for incoming mission staff. Arrange first aid training for mission personnel. Prepare monthly medical reports. Medico Administrative Duties: Assist the Chief Medical Officer in coordinating medical evacuations/repatriations Identify supplies and equipment requirements for the clinic and with approval of the Chief Medical Officer raise requisitions accordingly. Liaise with the Procurement Supply section for this. Provide support to the satellite clinics and ensure regular medical supplies. Supervisory Duties: Supervise the nursing staff at mission headquarters and satellite clinics.

### Competencies

Professionalism: Knowledge and experience in clinical nursing. Planning and Organising: Ability to establish priorities and to plan and coordinate own work plan. Commitment to continuous learning: Initiative and willingness to keep abreast of new skills in the nursing field.

Technology Awareness: Knowledge of relevant medical software packages. Teamwork: Good interpersonal skills; ability to work in a multi-cultural environment with sensitivity and respect for diversity. Communication: Ability to write in a clear and concise manner and to communicate effectively.

## QUALIFICATIONS

### Education

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

### Work Experience

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

### Languages

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

### 7. Associate Pharmacist

DUTY STATION: Multiple

LEVEL: P4

### Responsibilities

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

### Competencies

Professionalism - knowledge and hands on experience in pharmaceuticals; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. Planning and Organising - Ability to establish priorities and to plan, coordinate and monitor own work plan. Teamwork - Strong interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Communication - Good interpersonal and oral and written communication skills. Commitment to continuous learning - Willingness to learn and keep abreast of new developments in the medical field. Technological awareness - Solid computer skills and good knowledge of relevant medical databases.

## QUALIFICATIONS

### Education

Advanced university degree (Master's degree or equivalent) in Pharmaceutical Sciences or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

### Work Experience

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

### Languages

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

## 8. Chief Medical Officer

DUTY STATION: Multiple

LEVEL: D1

### Responsibilities

(The following duties are generic and may differ depending on the requirements of the mission.) The Chief Medical Officer reports to the Medical Director, Medical Services Division (OHRM/DM for Clinical and medico-administrative matters, and to the Chief, Medical Support Section (MSS) for Medical Logistics and Operational matters. Within the delegated authority, the Chief Medical Officer will be responsible for the following duties: 1. Managerial - Plan, Organize, Manage, Supervise and Co-ordinate medical services in missions; This includes management of medical support activities in the mission; Conduct and co-ordinate activities of all medical facilities, both civilian and military; Recruit and manage medical staff; Prepare budgets and control of finances; Procure drugs, medical equipment, consumables and medical supplies; Ensure availability of supplies and proper functioning of medical equipment; Ensure optimum and rational use of resources; Prepare reports

### Competencies

Professionalism - Demonstrate in-depth knowledge and recent hands on experience in all aspects of clinical medicine; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.

Leadership - Ability to identify key strategic issues and clearly communicate links between the Organization's strategy and the work unit's goal; good judgment and decision-making skills; demonstrate ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work. Communications - Strong communication (spoken, written and presentational) skills including

ability to defend and explain difficult issues and positions to staff including senior officials. Teamwork - Ability to operate effectively across organizational boundaries; ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity staff inc

## QUALIFICATIONS

### Education

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

### Work Experience

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

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

### Languages

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

## 9. Senior Environmental Affairs Officer

DUTY STATION: Multiple

LEVEL: D1

### Responsibilities

The United Nations Centre for Research and Development (Division for Sustainable Development) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. Division for Sustainable Development's Division of Early Warning and Assessment (DEWA) is responsible for analyzing the state of the global environment, providing early warning information and assessing global and regional environmental trends to catalyse and promote international cooperation and action on the environment. Under the overall guidance of the Director, DEWA, and the direct supervision of the Chief, Scientific Assessment Branch (SAB), the incumbent will function as Head of the Integrated Environmental Assessment Section (IEA) and will perform the following functions

### Competencies

Professionalism: Demonstrated ability to identify key strategic issues and to provide innovative technical and scientific inputs and guidance for the production of integrated, comprehensive, policy relevant, global environmental assessments and reports, including related projects, incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Proven ability to analyze and integrate diverse information and to communicate it (verbally and in writing) clearly and effectively to senior managers; while ensuring that global scientific assessments integrate, reflect and

contribute to Division for Sustainable Development's work in all sub-programme areas. Broad knowledge of environment and development issues. Leadership: Ability to identify key strategic issues, opportunities and tasks, links between the Organizations' strategy and the work unit's goals; demonstrated innovative technical leadership by performing and/or overseeing the planning, development, and management of operations.

## QUALIFICATIONS

### Education

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

### Work Experience

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

### Languages

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

### Other Skills

Track record in financial resource mobilization. Experience of managing performance with proven effective supervisory skills, and ability to delegate. Knowledge of Division for Sustainable Development institutional mandates and policies an advantage.

## 10. Programme Officer

DUTY STATION: Multiple

LEVEL: P4

### Responsibilities

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

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

Develops and implements assigned programmes and projects;

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

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

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

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

Generates surveys initiatives; designs data collection tools; researches, compiles, reviews, analyses, summarises and interprets responses and relevant information/data on a wide range of

programmes/projects and related topics, highlighting noteworthy issues/trends for consideration by appropriate parties;

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

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

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

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

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

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

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

Drafts budget and forecasts based on submissions;

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

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

Prepares periodic budget revisions and ensures appropriate resource allocations;

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

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

Participates in the substantive activities of SRO-EA; and

Performs other administrative and technical duties as assigned.

### Competencies

Professionalism: Proven ability to formulate policies, develop and coordinate projects; Demonstrated ability to research and rapidly analyze and integrate diverse information from varied sources; Ability to prepare comprehensive reports with respect to key environment and development issues; Familiarity with UN common country programming process and United Nations Development Assistance Framework (UNDAF) processes; Teamwork: Strong interpersonal skills with ability to establish and maintain effective work relationships with people of different national and cultural backgrounds; Ability to work independently and to participate

effectively in a team based information sharing environment;  
Planning and Organizing: Excellent coordination skills,with ability to work under pressure and handle multiple activities and projects concurrently; Ability to develop clear goals for planned activities, foresee risks and allow for contingency plans; Ability to meet tight deadlines and handle conflicting priorities.

## QUALIFICATIONS

### Education

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

### Work Experience

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

### Languages

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

Knowledge of another official United Nations language is an advantage.

### 11. Finance Officer

DUTY STATION: Multiple

LEVEL: P4

## Responsibilities

(The following duties are generic and may differ depending on the requirements of the field mission.) Under the supervision of the Chief Finance Officer, the incumbent will be responsible for the following duties: Approve/Confirm that proposed obligations or disbursement for services, supplies and equipment, as well as those pertaining to personnel, are in accordance with the Financial Regulations and Rules of the UN, relevant appropriations and staffing tables and corresponding approved allotments; Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained;

Assist, prepare or consolidate financial reports for inclusion in the Financial Statements to be submitted to the Controller; Respond to internal/external audit observations; Review the financial statements of other entities for which the Chief Administrative Officer has certification authority; Provide advice and guidance concerning the United Nations' Financial Regulations

## Competencies

Professionalism - Sound judgement; thorough knowledge in the use and application of the Organization's financial regulations and rules as well as accounting policies and practices; 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; knowledge, skills and ability to extract, interpret, analyse and format data across the full range of finance, accounting and budget functions; demonstrated use of initiative and ability to make appropriate linkages in work processes and anticipate next steps; familiarity with the unit's operations and objectives. Planning and Organizing - Very effective organisational skills and ability to establish priorities and to plan, co-ordinate and monitor own work plan and that of more junior staff; ability to work under pressure and

cope with deadlines. Commitment to Continuous Learning - Initiative and willingness to learn new skills. Technological Awareness - Solid computer QUALIFICATIONS

## Education

Advanced university degree (Master's degree or equivalent) preferably in economics, finance, management, public administration or related fields; certification as a Certified Public Accountant (CPA), Chartered Accountant (CA) or equivalent is most desirable. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience: At least 5 years of progressively responsible experience in budgeting and financial management systems, with experience in managing programmes at the international level.

## Languages

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

## 12. Research Assistant

DUTY STATION: Multiple

LEVEL: P4

### Responsibilities:

Under the supervision of the Chief of the Division, the incumbent will be responsible of performing the following duties: 1. Assists in identifying and monitoring substantive aspects of the work of the Division in various regions/countries. Selects and analyzes a variety of documents, summarizes pertinent material, collects and analyses data and prepares background materials for assessment papers,

studies, briefs and reports. 2. Systematically follows through and retrieves, highlights and compiles information from a wide variety of information sources; prepares input for the electronic database and the internet and co-operates with research institutes and organizations in the collection of data. 3. Assembles and examines original statistical material to ensure accuracy, clarity and validity; makes appropriate adjustments. 4. Designs, prepares and maintains a country profile for each country assigned to the Division.

### Competencies

The incumbent must have the following skills and competencies: i) **PROFESSIONALISM:** Knowledge of research methodologies, data collection and maintenance. Ability to identify, extract, analyse and format data from a wide variety of standard and non-standard sources. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; ii) **PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work

### QUALIFICATIONS

#### Education

High school diploma or equivalent is required. Supplemental courses/training in research methodologies, statistical methods and procedures, project management on related fields is desirable. First

level university studies in economics, sociology, statistics or related area desirable.

### Work Experience

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

### Languages

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

### Other Skills

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

## 13. Emergency Programme Officer

DUTY STATION: Multiple

LEVEL: P4

### Responsibilities:

- To manage Division for Sustainable Development day-to-day activities in the Country , ensuring an efficient humanitarian response and an effective, accountable use .
- To represent Division for Sustainable Development at all relevant co-ordination bodies, for example the Protection Working Groups and UN inter-agency meetings.

- To ensure that all programme activities in the country are firmly situated within the established humanitarian framework for response and therefore in close collaboration with the relevant local authorities, UN agencies and NGOs.
- To advocate on behalf of older people in the country in order to promote their inclusion in programmes outside the reach of Division for Sustainable Development activities.
- To be responsible for all aspects of international staff management in the country including , job review and security within Division for Sustainable Development's policies. This will also include international staff professional development and guidance in planning, implementation and evaluation of their programmes as well as identifying capacity building opportunities as they arise.
- To have ultimate responsibility for local staff management in The country, including the recruitment of support staff, development, guidance in their activities, and capacity building and ensuring that Division for Sustainable Development's practice complies with Labour law taking advice from the country development programme.
- To control and manage expenditure of Division for Sustainable Development's budget, including monitoring of expenditure, supervision of the monthly finance reporting process accounts and revision and maintenance of financial controls.
- To identify and explore new operational and strategic opportunities for the Division for Sustainable Development programme.
- To take overall responsibility for the preparation of all Division for Sustainable Development proposals and monitoring and reporting to donors from whom funds are secured. These will be submitted to the Country Director and then passed onto Head Office in Geneva for sign off after appropriate input from concerned departments

- To develop, in collaboration and consultation with the Programmes Department Geneva plans for on-going and future Division for Sustainable Development'S activities in The country.
- To ensure the security and maintenance of Division for Sustainable Development property, including vehicles, accommodation and equipment.
- To ensure staff safety through adherence to security guidelines and UN evacuation plans.
- To provide monthly narrative and financial updates to the Country Programme Director and Geneva on Division for Sustainable Development's programme activities and other developments in the region.
- To travel to other areas of the country, where necessary in order to fulfil the above

#### QUALIFICATIONS:

##### Education

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

##### Work Experience

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

#### 14. Monitoring & Evaluation Expert

DUTY STATION: Multiple

LEVEL: P4

Responsibilities:

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

- Develop and support M&E systems for field projects including strategies, plans, indicators; data collection and information management tools and training; quality assurance mechanisms; and related budgeting tasks
- Develop and support project evaluations, including data collection design, tools, and implementation; data analysis and qualitative assessments; team guidance and mentoring; collaborative development and oral and written presentation of findings and recommendations
- Support M&E Team members, field M&E staff, and field program staff with expertise, technical assistance, and mentoring to improve ongoing project M&E and effective information use
- Lead or contribute to M&E and ICT proposals

- Develop M&E sections for other program's proposals as appropriate, e.g. narrative approach tailored to technical approach, timeframe, and budget; illustrative results and indicators; provide M&E input for other proposal sections including staffing, budgets, and technical as needed
- Contribute technically on teams using ICT to develop effective M&E tools and strengthen applications Qualifications
- Ph.D. preferred or Master's Degree in a social science.
- 8-10 years' experience working in M&E in international development, including significant M&E field experience in low resource countries or in conflict or fragile states
- Technical M&E skills, including several of the following: design and implementation of program M&E systems; M&E training design and implementation; development and field-testing of data collection instruments for M&E indicators; data collection design and implementation (routine or survey); data analysis, synthesis, and communication of results; applied evaluation or research skills, including statistical analysis; M&E-related information and communication technologies
- Specialized knowledge and significant experience in M&E methods
- .
- Excellent management and organizational skills suitable for a complex environment with multiple competing priorities, short deadlines, and performance pressure; ability to manage several major multidimensional activities simultaneously
- Enthusiasm for providing technical leadership and mentoring on a collaborative team, including building M&E relevant capacity with non-M&E staff, non-technical staff, and international/cross-cultural staff and counterparts

- Superior skills in facilitation, team building and coordination; experience in developing strategic plans in Collaboration with stakeholders who represent a wide range of interests and needs
- Demonstrated experience with U.N and other donors' M&E approaches, current tools, practices, and expectations for program results and reporting
- Demonstrated writing skills, including technical papers, plans and reports for funding sources, communicating with colleagues and counterparts. Peer-reviewed journal articles are a plus.
- Excellent communication and interpersonal skills, including professional presentation of technical and training materials and FSI 3/3 in at least one language other than English - Ability to travel independently and work independently and professional

15. Post Title: Senior Public Health Officer

DUTY STATION: Multiple

LEVEL: D1

Background /Responsibilities:

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

1.Direct and coordinate Division for Sustainable Development activities in the health sector

- Map activities and gaps by each agency

- Conduct negotiations with the Ministry of Health to include Person of Concern (PoCs) in host Government public health services at secondary and tertiary level (already achieved at primary level)
- Closely follow up with Implementing Partners to oversee the transition of NGO- provided health services to public health services
- Coordinate and participate in assessments: qualitative and quantitative
- Coordinate and participate in development and implementation of appropriate monitoring and evaluation activities
- Chair the NGO-Division for Sustainable Development medical committee which decides on assistance to medical cases which pass the thresholds as agreed on in the Division for Sustainable Development Health Guidelines
- Develop systems to ensure proper and efficient screening for medical resettlement
- Develop systems to ensure proper and efficient NGO referral of refugees to secondary and tertiary care facilities
- Improve and standardise health information systems
- Direct Division for Sustainable Development activities in the mental health sector
- Update and disseminate information materials on public health based on standard practices and policies among partners
- Ensure that provisions contained in various Memoranda of Understanding between Division for Sustainable Development and other organisations are applied as appropriate

2. Undertake needs and resources assessments with Governments and partners in order to prioritise needs and activities in provision of

services to refugees and other persons of concern to Division for Sustainable Development.

- Review and analysis of relevant project proposals and budgetary submissions presented by Division for Sustainable Development partners within context of Division for Sustainable Development programme cycle

- Ensure that project plans and proposals submitted to Division for Sustainable Development for funding adhere to internationally accepted standards and are based on a comprehensive primary health care strategy

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

3. Monitor and evaluate country-level health and nutrition programmes against standard Division for Sustainable Development and international indicators to ensure that programmes are evidence-based and implemented in a comprehensive and cost-effective manner.

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

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

- Organisation and use of Division for Sustainable Development's Health Information System

- Application of standard guidelines and protocols

- Comprehensiveness of health programme.

- Apply various mechanisms and tools to ensure proper monitoring including:

- Regular meetings, in accordance with Division for Sustainable Development programming cycle

- Site visits

- Regular flow of information (reporting)

- Use of Health Sector Monitoring Forms

- Conventional/non-conventional surveys and evaluation studies

- Meeting with health implementing partners

- Providing technical support and guidance to implementing/operational partners where required

- Data analysis and interpretation Support periodic nutrition surveys

4. Support capacity building initiatives so that refugees and other persons of concern to Division for Sustainable Development, Division for Sustainable Development and its partners acquire the needed knowledge, skills, and sense of responsibility and ownership of programmes.

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

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

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

5. Advocate, inform, and communicate amongst stakeholders to ensure that refugee health and nutrition issues are on the national and international agenda and that the health and nutritional needs and status of refugees and other persons of concern to Division for Sustainable Development are appropriately documented and disseminated

6. Any other responsibilities/functions deemed necessary or as delegated by the Division for Sustainable Development Representative/Chief of Section in order to meet the level of the services in the organization.

Academic: Advanced university degree (Post graduate level) in Medical science or Public Health or Epidemiology with focus on Reproductive health and HIV/AIDS related communicable diseases. Experience: Minimum of 6 years progressively responsible functions in HIV/AIDS and Public Health or Reproductive health in tropical countries dealing with development of comprehensive public health care programmes. Of the 6 years, at least 4 years of experience should be in an international humanitarian organization dealing with HIV/Public health in large scale emergencies or displaced/refugee situations.

Specific and proven skills and training in the areas of HIV and AIDS and Public health, including reproductive health. Demonstrated ability to organise and conduct training activities, seminars and mass information campaigns for the benefit of Implementing Partners and relevant government agencies. Applied knowledge in Division for Sustainable Development programme management, project formulation and monitoring as per Division for Sustainable Development established Programme Cycle. Proven ability to deal with multiple tasks in a courteous and service oriented manner in a demanding working condition that often has short deadlines.

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

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

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

16. Post Title: Logistics/Administration Officer

DUTY STATION: Multiple

LEVEL: P4

Responsibilities: Logistics (60%)

- Responsible for overseeing the logistical activities including local procurement, fleet and equipment maintenance, warehousing and asset management and IT support in co-ordination with the Regional Logistics Team in Addis Ababa.

- Implement and maintain Merlin standard procurement practices, keeping records to full audit trail standard under relevant donor regulations.

- Maintain a clear communication with the capital office and field teams to ensure procurement processes, deliveries of supplies and

related activities are followed up and all required information is shared with the destination sites

- Ensuring the creation and maintenance of accurate and up-to-date supplier information and market prices databases for regularly purchased items including creating Preferred Supplier Agreements for regularly purchased items.
- Assist the country logistics team in overseeing and monitoring asset management, conducting regular physical checks on assets and inventory items and tracking control measures of asset movement.
- Cooperate with relevant departments to monitor assets movements and changes through assets tracking methods and ensure proper control of all equipment at all times
- Ensure that the structure of the compounds, electricity, water supply, power supply, equipment, are in working order and any faults are reported and repaired promptly
- Implement, supervise and monitor Merlin standard warehousing practices, keeping records to full audit trail standard under donor regulations as well as Merlin Internal Warehousing Procedures for Merlin activities in the .
- Maintain stock control consistent with Merlin protocols and procedures.
- Regular monitoring of Merlin pharmacy with monthly reports provided to Project and Health Coordinators.
- Maintain all logs filing systems to include all equipment manuals, maintenance schedules and logs documentation.
- Monitoring and maintaining the communication equipment in Region.
- Daily coordination of transport activities by road and air.

- Oversee the Region fleet management and ensure appropriate safety standards in all vehicles in the fleet, including availability of necessary safety accessories and communication equipment
- Oversee the maintenance/repair activities for all Merlin Region vehicles and generators
- Oversee the fuel consumption as well as overall maintenance costs of vehicles and generators.
- Produce a monthly project logistics report for timely submission to the Project Coordinator and Logistics Manager.
- In collaboration with the PC, develop quarterly/monthly procurement plan.

#### Admin and Finance (10%)

- Participation in project planning and the preparation of donor proposals and reports in collaboration with the Project Management and Country Management Teams.
- Prepare timely forecasting information for the country office.

#### Human Resources (10%)

- Assist the Logistics Manager with the continued training needs of the national logistics staff and ensure training needs are appropriately met and within budget.
- Capacity building of national staff teams within administration, liaison and logistics.
- Recruit and appraise logistics staff based in Region. Security (10%)
- Participation in the ongoing monitoring of the security situation. Implementation of security measures according to Merlin security guidelines.

- Preparing procedural requirements for facilitating the evacuation of field based teams if necessary.
- Oversight of physical site security and emergency stocks
- Management of national staff logistics staff essential for security procedure implementation Other (10%)
- Assist the CMT with report and proposal writings when necessary.
- Any other tasks that might be given by the Project Coordinator, Logistics Manager and/ or Operations Manager.
- Act as Project Coordinator in times of absence due to meetings, R&R and annual leave.

#### Person Specification Essential

- Previous logistics experience and technical training, in addition to sound knowledge and experience of logistical systems - within a humanitarian aid organisation.
- Good experience in: purchasing, warehousing, and vehicle management.
- Problem solving ability with equipment ranging from computers, vehicles, generators, and radios.
- Strong planning and organisational ability.
- Excellent communication skills, with good spoken and written English
- Good report writing skills
- Good computer skills including excel, word and access
- Good database and record keeping skills
- Management and capacity building experience and personnel skills

- Ability and flexibility to understand the cultural and political environment and to work well with the local authorities
- Ability to remain calm and to be diplomatic
- Good team player but also able to work alone with only minor supervision.
- Able to read and interpret a manual
- Able to work under stress and meet deadlines
- Strong time management ability and used to multiple tasking
- Able to live as part of a team
- Ability to live in insecure remote areas

#### Desirable

- Previous experience within the country or region
- Experience of project administration (logistics management) and the ability to work independently
- IT and communication experience/knowledge

Support the Project Coordinator in all logistics activities consistent with Merlin protocols and procedures, to ensure site objectives are achieved in collaboration with the project team in Goode and logistics team.

#### Overall Objectives (scope)

- To deliver logistical support to Merlin's programme (procurement, fleet management, asset management warehousing)
- To submit to the Logistics Manager a detailed monthly report
- To be actively involved in the capacity building activities of the logistics national staff team.

## 17. Post Title: Humanitarian Affairs Officer

DUTY STATION: Multiple

LEVEL: P5

Background / General description : The incumbent contributes to Division for Sustainable Development's mission to mobilise/coordinate effective and principled humanitarian action in partnership with other actors. Under direct supervision of Chief of Policy Planning and Analysis Section (PPAS) and the overall supervision of Chief of Policy Development and Studies Branch (PDSB), s/he works on humanitarian policy with special responsibility for civil-military coordination and related legal matters. S/he also establishes/maintains contacts with military, police and other armed actors; keeps abreast of humanitarian trends, plans and analyses; organises or participates in outreach events on humanitarian policies and provides policy support to Division for Sustainable Development's field offices; promotes greater knowledge and application of humanitarian principles and guidelines; and contributes to the development of common/harmonized policy positions based on humanitarian principles and international standards. Within limits of the delegated authority, the Humanitarian Affairs Officer is responsible for the following ,

Responsibilities:

(1) Act as the primary policy focal point on issues that arise out of relationships between civilians and armed personnel, including military, police and other armed actors, with distinct emphasis on humanitarian-peacekeeping liaison. Provide expert advice on a diverse range of policy and legal issues, especially as they relate to promoting and safeguarding humanitarian principles and humanitarian space, ensuring effective delivery of humanitarian assistance, and related areas in complex emergencies and natural

disasters. Also advise on issues related to international criminal law; laws of peacekeeping, human rights and refugee law.

(2) Promote the humanitarian agenda and advocate United Nations system-wide humanitarian positions, guidelines and standards to internal and external actors. Teach, train and/or serve as policy resource person or a speaker at a wide range of events, in order to promote humanitarian policy and positions. Serve as civil military facilitator of training and other workshops as required. Represent Division for Sustainable Development as required in these events which may include workshops, seminars, exercises, courses, briefings and other speaking engagements for government officials, civilians, armed forces and/or the police. Organise, participate and/or coordinate the preparation and delivery of these policy promotion engagements.

(3) Contribute to policy development, both generic and country-specific, with a special focus on civil-military relations, humanitarian peacekeeping interface, and matters concerning humanitarian policies and standards. Participate in the formulation of policy positions for Division for Sustainable Development on these issues. Organize or participate in working groups, meetings, consultations and follow-up work with agencies and partners on humanitarian and emergency relief-related matters in order to provide support to policy development and decision-making. This may include inter-agency policy consultations through the IASC, ECHA and other relevant bodies. Represent Division for Sustainable Development, as required, in meetings and consultations with other UN departments, funds and programmes, the IASC, Member-States, representatives of the broader humanitarian community, the academia, military organisations, and international and/or non-governmental organizations.

(4) Establish and maintain contacts with government officials, UN Departments, funds and programmes, representatives of the broader humanitarian community, members of the international tribunals, the academia, international or non-governmental organisations, and others. Special emphasis to be placed on peacekeeping and members of the military and policy community. Respond to queries on humanitarian policy and guidance from these actors and liaise and coordinate for this purpose as required. (5) Provide support to field offices, including developing policy guidance, planning, participating in field trips and/or training sessions, reviewing country-specific and/or coordination issues.

(6) Monitor and keep abreast of latest trends, plans and developments in humanitarian affairs and relevant legal matters, and provide policy analysis and information.

(7) Contribute to the preparation of reports and correspondence related to the work of the Branch. Research and assist in the preparation of inputs to UN legislative bodies, in particular reports to the Security Council, General Assembly and Economic and Social Council on issues related to civil-military coordination. Contribute to the preparation of reports, studies, and documents on issues related to humanitarian policy, in collaboration with UN departments; funds and programmes; members of the Inter-Agency Standing committee (IASC); Member States; representatives of the broader humanitarian, military and police community; the academia; international and/or non-governmental organizations, as necessary. Initiate and/or lead the preparation of presentations, lectures and occasional articles, particularly on subjects related to international law and civil-military policy.

(8) Participate in the planning, preparation and management of work planning and budget formulation as necessary.

(9) Perform other duties as required by Unit and/or Branch Chief.

## Competencies

Professionalism - Knowledge of humanitarian affairs, strong analytical skills and ability to analyse and articulate the humanitarian dimension of issues, which require a coordinated United Nations response. Comprehensive knowledge of the United Nations system and institutional mandates; and policies and guidelines pertaining to humanitarian law, principles, standards and practices. Given the focus of this post on relationship between humanitarian actors, armed personnel and legal enforcement, expertise in laws of armed conflict (IHL), international criminal law and rules of peacekeeping operations.. Knowledge of civil-military coordination. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Planning & Organising:

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. 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.

## QUALIFICATIONS

### Education

Advanced university degree (Master's or equivalent) in international law, political or social science, international relations, or related field. First level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Formal training in international humanitarian law, international criminal law, or peacekeeping laws is an advantage.

### Work Experience

Seven years of progressively responsible professional experience in humanitarian affairs, emergency preparedness and response, crisis/emergency relief coordination and/or management, rehabilitation recovery and/or development of which at least five years should have been with the United Nations system. Experience in policy promotion, policy development, policy analysis and coordination, and international law is required. Experience in humanitarian and peacekeeping operations and a civil-military relation are required.

18. Post Title: Social Work Officer

DUTY STATION: Multiple

LEVEL: P4

### Background / General description

INTERSOS – Humanitarian Aid Organization is an Italian non – profit humanitarian organization, committed to assist the victims of natural disasters and armed conflicts, paying special attention to the

most vulnerable and unprotected individuals. This organization has been in Afghanistan since 2002 and has been running different emergency and development projects

Responsibilities: • The social worker will be responsible for the relationship and communication with stakeholders and beneficiaries, monitoring and reporting of INTERSOS activities related to the project or other activities linked with the project. She/he is in charge of implementing, analyzing and reporting

activities with beneficiaries, especially women and children, ensuring that the overall Project objectives are met.

She/he is responsible for maintaining a good team relationship and working environment, for coordinating the work of the project team, identify shortcomings, find appropriate solutions, and develop constructive relationship with local authorities, other national and international humanitarian actors and local communities. All the activities must be implemented in close coordination with the Project Manager and Project Manager Assistant.

- Give assistance to the Project Manager in the direct implementation of the activities of this project or other activities related to the project.
- Translate from Dari into English and from English into Dari, both written and orally, upon the Project

Manager/Head of Mission requests.

- In coordination with the PM and PMA ensure the correct implementation of ongoing activities, with regular visits to the beneficiaries and other place of interest.
- Provide facilities, in coordination with PM and PMA, for trainings, literacy courses and improved education for adults and children.

- Assistance and planning of official interviews with project's stakeholders.
- Help the project in building and enlarge the network system.
- Keep the Project Manager aware of any news regarding the activities directly followed.
- Planning of regular reports, in coordination with the PM.
- Perform additional tasks not listed above, as necessary and required by the organization.
- Availability to travel in Herat Province when requested.
- Assist the PM during her meetings when requested
- Participate to meetings with local, international organizations or any other partners related to this project when requested.
- Participate to meetings dealing with gender issues or whatever might be considered interesting for this office.
- Facilitate good relations with public institutions and assist the PM for any issue related to the Project
- The social worker will be responsible for the relationship and communication with stakeholders and beneficiaries, monitoring and reporting of INTERSOS activities related to the project or other activities linked with the project. She/he is in charge of implementing, analyzing and reporting activities with beneficiaries, especially women and children, ensuring that the overall Project objectives are met. She/he is responsible for maintaining a good team relationship and working environment, for coordinating the work of the project team, identify short comings, find appropriate solutions, and develop constructive relationship with local authorities, other national and international humanitarian actors and local communities. All the

activities must be implemented in close coordination with the Project Manager and Project Manager Assistant.

- Give assistance to the Project Manager in the direct implementation of the activities of this project or other activities related to the project.
- Translate from Dari into English and from English into Dari, both written and orally, upon the Project

Manager/Head of Mission requests.

- In coordination with the PM and PMA ensure the correct implementation of ongoing activities, with regular visits to the beneficiaries and other place of interest.
- Provide facilities, in coordination with PM and PMA, for trainings, literacy courses and improved education for adults and children.
- Assistance and planning of official interviews with project's stakeholders.
- Help the project in building and enlarge the network system.
- Keep the Project Manager aware of any news regarding the activities directly followed.
- Planning of regular reports, in coordination with the PM.
- Perform additional tasks not listed above, as necessary and required by the organization.
- Availability to travel in Herat Province when requested.
- Assist the PM during her meetings when requested
- Participate to meetings with local, international organizations or any other partners related to this project when requested.
- Participate to meetings dealing with gender issues or whatever might be considered interesting for this office.

• Facilitate good relations with public institutions and assist the PM for any issue related to the Project QUALIFICATION:

1. Fluent spoken and written in English and local languages are required.

2. University degree preferred.

3. Knowledge and experience of working with national or International NGOs. 4. Previous experience as social worker is highly desirable.

5. Good computer skills, with familiarity of MS word and MS excel and Internet is required.

6. Well behaved and respectful personality.

7. Strong leadership and ability to deal with local communities.

8. Teamwork player.

19. Human Resources Officer

DUTY STATION: Multiple

LEVEL: P5

Org. Setting and Reporting

This position is located at the Department of Management/Office of Human Resources Management. The incumbent will be reporting to the Chief of the Examinations and Tests Section of the Strategic Planning and Staffing Division.

Responsibilities

Under the supervision of the Chief of the Examinations and Tests Section, Staffing Service, Strategic Planning and Staffing Division in the Office of Human Resources Management, the Human Resources Officer will be responsible for the following duties:

- (a) Plan, organize, develop, coordinate and administer the Young Professionals Programme (YPP) examinations, the G to P examinations, Language examinations, Language Proficiency Examinations and other programmes and tests related to recruitment of professional, general service and other categories of staff;
- (b) Arrange and conduct interviews to select candidates;
- (c) Serve as ex officio in examinations boards, and prepare and present cases to these boards, and liaise with Member States in matters related to YPP and Language examinations;
- (d) Identify upcoming vacancies in coordination with client offices;
- (e) Provide advice and support to managers and staff on human resources related matters;
- (f) Assist in preparing policy papers, position papers and briefing notes on issues related to examinations and tests;
- (g) Prepare special reports and participate and/or lead special human resources project;
- (h) Keep abreast of developments in various areas of human resources; and
- (i) Advise and counsel staff in respect of eligibility to take examinations and tests.

### Competencies

Professionalism: Ability to conduct independent research and analysis, identify issues, and recommend solutions in the area of human resources management; knowledge of statistics, evaluation methodologies, job analysis and interviewing techniques; proven analytical skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and organizing: Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision;

Client orientation: Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients.

### Education

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

### Work Experience

A minimum of five years of progressively responsible experience in human resources management, administration or related area. Experience in the staffing/recruitment is desirable.

### Languages

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

### 20. Legal officer

DUTY STATION: Multiple

LEVEL: P4

The Dispute Tribunal hears and decides cases filed by or on behalf of current and former staff members appealing administrative decisions alleged to be in non-compliance with their terms of appointment or contract of employment. The Tribunal conducts hearings, issues

orders, and renders binding judgments. Both staff members and the Administration have a right to appeal the judgments of the Dispute Tribunal to the United Nations Appeals Tribunal. The Legal Officers will report to the UNDT Registrar in the

respective duty station. Please indicate in the cover letter the duty station you are interested in. Responsibilities

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

- Review of submissions to the Tribunal to ensure that they meet procedural requirements and identifying, where applicable, cases that are amenable to informal resolution, such as third party conciliation or mediation, to be brought to the attention of a judge for possible referrals to the Mediation Division in the Office of the Ombudsman;
- Respond or assist in the preparation of complex inquiries and referrals to the Mediation Division of the Office of the Ombudsman;
- Respond to complex inquiries and correspondence;
- Draft, review and advise on legal documents and correspondence;
- Service Judges by preparing background materials and summaries of issues, as required;
- Attend meetings, and give ad hoc advice on emerging issues and questions, as required;
- Identify issues, draft legal texts and handle a wide range of complex legal matters involving interpretation and application of administrative law;
- Conduct extensive legal research and provide detailed analysis of cases and jurisprudence;

- Provide legal advice on diverse substantive and procedural questions;
- Assist the Tribunal in producing accurate, comprehensive judgements, including review of draft judgements for any inconsistencies or inaccuracies, and ensuring editorial uniformity prior to dissemination.

The Legal Officer will also:

- Assist in maintaining the Tribunal's registers (electronic and online), the publication and dissemination of the decisions, rulings and judgements rendered by the Tribunal, in the required official languages, through the agreed media;
- Assist in maintaining the Tribunal's case law and jurisprudence databank;
- Assist in the preparation of reports on the work of the Tribunal to the General Assembly and other bodies, as may be mandated;
- Perform other duties as required.

### Competencies

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

is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**CLIENT ORIENTATION:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

## Education

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

International law. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of five years of progressively responsible experience in law, preferably administrative law. A substantial part of that experience at the international level, preferably in an international public organization, is highly desirable. Thorough understanding of, and experience in, judicial structures and procedures is desirable.

### Languages

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

Kindly find below the salary range for the various Levels;

P1: \$69,533.00 - \$78,124.00

P2: \$79,908.00 - \$92,978.00

P3: \$93,546.00 - \$100,716.00

P4: \$109,982.00 - \$120,426.00

P5: \$129,690.00 - \$137,257.00

D1: \$140,600.00 - \$ 192,000.00

D2: \$193,200.00 - \$ 206,268.00

DATE OF ISSUANCE: 24TH of February, 2014

DEADLINE FOR ALL APPLICATION: 25TH of April, 2014

Application Method:

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

eRecruitment Officer

Human Resources Management Service

UN-REDD Programme Secretariat

International Environment House,

11-13 Chemin des Anémones

CH-1219 Châtelaine, Geneva, Switzerland

Via email: [careers@redd-un.org](mailto:careers@redd-un.org)

Contact Person: Mr. Ronald K. Culler

Important - Kindly reflect the following information in your application:

- 1) Indicate your position in the subject heading of your e-mail message.
- 2) Include your motivation note/letter attached to the email.
- 3) Name any attached documents properly
- 4) As part of the UN secretariat, Division for Sustainable Development offers attractive remuneration packages and benefits. Starting salaries are based upon academic and professional qualifications, as well as the level of the post. We thank all applicants for their interest in employment opportunities with Division for Sustainable Development. Only candidates whose skills and experience are under serious consideration shall be contacted. Applicants are strongly encouraged to apply early due to the high volume of mails received.

THE UNITED NATIONS DOES NOT CHARGE ANY FEE TO REGISTER PROSPECTIVE INDIVIDUALS FOR RECRUITMENT

OPPORTUNITIES OR RECRUIT STAFFS AT ANY STAGE OF  
THE RECRUITMENT PROCESS IN THE UN.

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