



## UNITED NATIONS FUND FOR INTERNATIONAL PARTNERSHIPS (UNFIP) VACANCY NEWS LETTER

### Mission Statement:

The United Nations Office for Partnerships serves as a gateway for partnership opportunities with the United Nations family. It promotes new collaborations and alliances in furtherance of the Millennium Development Goals (MDGs) and provides support to new initiatives of the Secretary-General. UNOP provides Partnership Advisory Services and Outreach to a variety of entities, as well as managing the United Nations Fund for International Partnerships (UNFIP), established by the Secretary-General in March 1998 to serve as the interface in the partnership between the UN system and the UN Foundation, and the United Nations Democracy Fund (UNDEF), established by the Secretary-General in July 2005 to support democratization throughout the world. The office, headed by Mr. Roland Rich, Officer-in-Charge, reports to the Secretary-General, Ban Ki-moon. The Deputy Secretary-General, Mr. Jan Eliasson, oversees the day-to-day operations of UNOP. Find Below the List Of Vacancies;

1. Interpreter (E) (Multiple)
2. Public Affairs Officer
3. Chief, Regional Commissions New York Office (RCNYO)
4. Senior Programme Officer (Forest Affairs)
5. Senior Economic Affairs Officer
6. Transport Planner
7. Chief Nurse
8. Associate Pharmacist
9. Chief Medical Officer
10. Senior Environmental Affairs Officer
11. Programme Officer
12. Finance Officer
13. Research Assistant
14. Internship Programme

1. Interpreter (E) (Multiple),

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DEADLINE FOR APPLICATIONS: 13TH DECEMBER, 2012

DATE OF ISSUANCE: 4TH OCTOBER, 2012.

DUTY STATION: Multiple Duty Station

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.

More Info

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity  
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#### Responsibilities

Under the overall supervision of the Head of the Interpretation and Translation Pool, and the direct supervision of the ITP Senior Coordinator, the incumbent of the post will perform the following duties: Provide interpretation from French into English (main language) at various meetings, investigative interviews, trials etc.; May function as team leader of interpreters assigned to a given meeting; Conduct translation work when not required as interpreter or during a period without interpretation; Perform other duties as required by the Senior Coordinator.

#### Competencies

- 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.
- Communication skills - Strong communication skills (spoken, written and presentational); Ability to interpret/communicate in court hearings and at meetings.
- Technological Awareness - Good computer skills, fully conversant with the use of MS Word, internet/intranet services, library sources information databases, etc.
- 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.

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#### 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,  
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DEADLINE FOR APPLICATIONS: 13TH DECEMBER,2012

DATE OF ISSUANCE: 4TH OCTOBER,2012.

DUTY STATION: Multiple Duty Station

#### Responsibilities

Under the overall management of the Coordinator of the United Nations Assistance to the Khmer Rouge Trials (UNAKRT), and the supervision of the Chief of Public Affairs Section, appointed by the Royal Government of Cambodia, 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 media and public affairs issues and, at the explicit instruction of the Coordinator, act as the Spokesperson of UNAKRT.

#### Competencies

- 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.
- Planning and Organizing – Ability to organize comprehensive and upscale public information campaigns, meaningful interaction with non-governmental organization and media companies, incl. media meetings.
- Client Orientation – Ability to maintain close contact with key information providers and to support senior members of the Extraordinary Chambers prior and during media interviews.
- Creativity – Proven ability to offer new and different options to solve challenges.
- Communication – Excellent oral and written skills; ability to produce a variety of written communications products in a clear, concise style and to deliver oral presentations to various audiences.
- Teamwork – Proven interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

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#### 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 ECCC 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. Chief, Regional Commissions New York Office (RCNYO),

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DUTY STATION: New York

#### Responsibilities

Under the guidance of the five Executive Secretaries of the regional commissions and under the direct supervision of the coordinating Executive Secretary, the Chief of the Regional Commissions New York Office serves as focal point for all liaison work concerning substantive, operational and administrative activities of the secretariats of the five UN regional commissions with the concerned offices, programmes and departments at Headquarters; advises the Executive Secretaries and provides relevant information for the formulation and implementation of policy and/or follow-up action; coordinates preparation of joint reports and inputs of the regional commissions on the regional perspectives on development with particular respect to follow-up to international conferences and summits to global intergovernmental and interagency bodies, including the functional commissions of ECOSOC; promotes coordination and cooperation between the regional commissions and other relevant UN entities at the Headquarters, including DESA and UNDP in normative and operational activities and in EC-EISA and UNDG; provides substantive servicing to the Economic and Social Council for agenda items under which reports of the regional commissions are considered; represents the regional commissions at intergovernmental and interagency meetings at Headquarters and elsewhere as needed; initiates and facilitates cooperation among the regional commissions to promote interregional cooperation; provides substantive services for the meetings of the Executive Secretaries and acts as secretary of the meetings; promotes and disseminates information on activities of the regional commissions on regional and interregional cooperation; and supervises publication of the bi-annual newsletter, 'Regional Commissions Development Update' for worldwide dissemination.

#### Competencies

\* Professionalism - Proven analytical capacity and substantive grasp of various dimensions of complex issues in the economic and social sectors, especially the inter-linkages between global and regional issues in development cooperation; expert knowledge of the work of the regional commissions; thorough knowledge of UN departments and programmes and relevant mandates, understanding of the UN system and inter-agency mechanisms as well as knowledge of the UN intergovernmental processes. \* Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. \* Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. \* Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. \* Leadership: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing. \* Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

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#### QUALIFICATIONS

#### Education

Advanced university degree (Master's or equivalent) in economics, social or political science or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

#### Work Experience

A minimum of fifteen years of progressively responsible experience in the economic and social sectors. Experience in dealing with international organizations in economic and social fields is required. Experience with the United Nations system's legislative and secretariat processes at Headquarters as well as at regional level is desirable. Work experience in at least one of the United Nations regional commissions 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.

#### Other Skills

Proficiency in computer applications including Internet, word processing and spreadsheet is desirable.

#### 4. Senior Programme Officer,

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DUTY STATION: Multiple Duty Station

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#### Responsibilities

Under the supervision of the Director of the United Nations Forum on Forests (UNFF) 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; (vii) Providing input to the secretariat's human and financial resource planning processes by preparing work plans and budget proposals for the areas described above.

#### Competencies

**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 and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. **Teamwork:** Works collaboratively with colleagues to achieve organisational 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. **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 time line for delivery of products or services to client. **Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing. **Managing performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly. **Judgement/Decision making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

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#### 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.

5. Senior Economic Affairs Officer,

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DEADLINE FOR APPLICATIONS: 13TH DECEMBER,2012

DATE OF ISSUANCE: 4TH OCTOBER,2012.

DUTY STATION: Multiple Duty Station

More Info

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#### 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 economic studies and analyses that cannot be undertaken internally; 6. Conceives, plans and manages expert group meetings and similar consultations that contribute to this work; 7. Prepares speeches for senior staff and makes presentations on development issues for specialist or non-specialist audiences; 8. Represents the Office at international, regional and national meetings on development issues; and 9. Initiates and develops links with other UN agencies, academic research networks and development practitioners on issues related to the main tasks. Managerial tasks: 1. Contributes to the formulation of the medium-term plan, the programme of work and the budget of the Division; 2. Attends to various administrative matters concerning the Division; and 3. Supervises and gives leadership to work of other economists in the Division assigned to work with the Principal Officer.

#### 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. 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. Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology. Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. Leadership: Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing. Empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; shows the courage to take unpopular stands. Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

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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.

#### 6. Transport Planner,

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DEADLINE FOR APPLICATIONS: 13TH DECEMBER,2012

DATE OF ISSUANCE: 4TH OCTOBER,2012.

DUTY STATION: Multiple Duty Station

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#### More Info

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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#### 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, United Nations Department of Economic and Social Affairs (UNDESA). 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 in working towards the overall project objectives; (2) Assist in preparing and facilitating workshops and seminars, and cooperate with concerned departments and contracted consultants and assist the MOT in monitoring and coordination of such project activities; (3) Assist MOT in implementing a transport information system, with emphasis on: Applications for the Transport Geo Database (TGDB) - The newly established Transport Geo Database (TGDB) offers a broad platform for a wide range of applications for the MOT to strengthen planning, developing, maintaining, and administration of transport infrastructure. These applications are to be identified and work packages are to be prepared and implemented. Training / capacity building for using TGDB - Applications of the new TGDB will gradually penetrate the day to day work of the MOT, whereby users need to adopt new information techniques and procedures which require training and capacity building measures. Enhanced data quality - Data quality of the TGDB is vital for the quality of outputs while using the new data base, therefore continuous efforts are necessary to ensure high quality data base maintenance and quality management and control while expanding the various levels of the TGDB; and (4) Prepare a final report at the completion of the assignment, describing activities and findings, as well as recommendations to the Implementing Agency (UNDESA) and to the Government (MOT) regarding further actions which need be taken. A copy of the final report must be sent to UN/DESA, MOT and the United Nations Development Programme (UNDP) Office in Riyadh.

#### 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, workshops and seminars. Communication: Ability to communicate effectively, (spoken, written and presentational); Ability to engage in dialogue with high level government officials; Ability to explain technical issues to senior officials and / or provide advice and guidance on complex technical issues to both experts and non-experts. Team work: Excellent interpersonal skills and proven ability to develop and maintain effective work relationships with counterparts and with different national and cultural backgrounds. Ability to understand countries' needs to further implement project objectives and maintain productive partnerships with clients at all levels. Ability to work in collaboration with other colleagues to achieve common goals and to lead and gain assistance of others in a team endeavor. Client orientation: Ability to identify and analyze client's needs and develop appropriate solutions to best meet the needs in a timely manner. Technological awareness: In-depth knowledge of the latest technological developments in geographic information (geographic information systems integration, geographic/terrain analysis, image processing, mapping, geo-spatial information technology, etc.) and its other related applications.

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#### 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); and MapInfo.

7. Chief Nurse

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DUTY STATION: Multiple Duty Station

More Info

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Responsibilities

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

Competencies

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

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QUALIFICATIONS

Education

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

Work Experience

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

Languages

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

Other Skills

8. Associate Pharmacist

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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, medical consumables, vaccines, condoms (male and female) and blood in the mission. Performs other duties as required.

#### 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.

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#### 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.

##### Other Skills

9. Chief Medical Officer

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#### 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; Establish and implement appropriate training programs to maintain and develop medical capabilities (e.g. health education, HIV/AIDS prevention, first aid); Ensure the implementation of directives from UNHQ; Manage the interface between the medical unit and the staff counselors, Senior management of the mission, all specialized agencies; Military Physicians; Physicians and representatives of laboratories; Pharmaceutical Companies, medical Associations and Societies; Ensure a conducive and secure working environment for medical staff; Act as Advisor for the mission on medical matters; Perform other related duties as required. 2. Clinical - Undertake day-to day clinical duties e.g. walk-in clinics, response to emergencies, pre-placement and periodic medical examinations, immunizations etc; Refer staff to outside specialists as necessary; Follow-up with outside specialists; Ensure the provision of health education; participate in addressing work environment and occupational health issues; Liaise with medical units in the mission and host-nation medical facilities; Ensure the implementation of adequate Infection Control measures in the clinic; Follow the UN established policies and procedures regarding medical clearances, sick leave and medical evacuations. Perform other duties as required.

#### 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 including senior officials. Technological awareness - Solid computer skills and good knowledge of relevant medical databases. Managing Performance - Strong managerial and supervisory skills - ability to establish priorities and to plan and encourage performance, and co-ordinate and monitor work of other staff; and delegate appropriate responsibility, accountability and decision-making authority.

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**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.

Other Skills

10. Senior Environmental Affairs Officer,

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DEADLINE FOR APPLICATIONS: 13TH DECEMBER,2012

DATE OF ISSUANCE: 4TH OCTOBER,2012.

DUTY STATION: Multiple Duty Station

More Info

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Responsibilities

The United Nations Statistical Commission(UNSD) 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. UNSD'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. This post is located in UNSD/DEWA at the Nairobi Duty Station. 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: 1. Plans, coordinates and directs the production of recurrent Global Environment Outlook (GEO) reports and other environmental assessments by: consulting with member states, including through UNSD Governing Council and its subsidiary bodies, and with other stakeholders and partners on the scope and process for assessments and reports; identifying the targeted users and intended impacts, appropriate assessment methodologies and necessary cooperative arrangements and participation by national governments, thereby promoting global and regional collaboration and ensuring developing countries participation and input; consulting with collaborating centers, scientific experts, relevant UN system agencies and relevant UNSD programmes to plan the production of the assessments and agree on roles and responsibilities, taking into consideration gender, geographical and disciplinary balance; ensuring the integration of global assessment activities across UNSD as appropriate and with relevant national and international programmes; coordinating and directing assessment and reporting processes, including the preparation of syntheses, summaries and associated products; ensuring the scientific credibility of the assessments and reports, including their peer review processes; designing and formulating a publication and outreach strategy for each major report in line with the overall publication strategy of UNSD and making use of cost effective and innovative technologies where appropriate; establishing and maintaining an effective process to monitor and evaluate the use and impacts of assessments and reports; developing, evaluating and testing in close collaboration with other parts of UNSD, new approaches, procedures, methods and tools, including indicators for transferring science information to policy makers in support of environmental governance; promoting the acceptance and use of appropriate integrated environmental assessment approaches, procedures and methodologies, within UNSD and relevant national and international organizations; 2. Manages the day-to-day operations of the IEA Section by: providing leadership and supervising section staff, setting objectives and targets, promoting the values and principles of the UN, monitoring and appraising performance, identifying training needs and facilitating an environment of team work and high productivity; planning and managing section work plans and budgets effectively and efficiently and mobilizing additional resources as required; contributing to the development of UNSD's biennial Programme of Work and developing strategies and work plans to ensure the effective integration of the environment assessment and reporting activities with other activities within DEWA and as an integral part of the UNSD sub-programmes; reporting regularly on Programme of Work implementation and expenditures and monitoring and evaluation results; reporting to the Government Council and other bodies on the implementation of

relevant decisions and bringing to their attention the key findings of environmental assessments as well as emerging environmental issues; 3. Performs other duties including: representing the Division or UNSD at international meetings, workshops, seminars and conferences; carrying out other tasks as assigned by the Director.

#### 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 UNSD'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; tact and negotiating skills; good judgement and decision-making skills. **Teamwork:** Demonstrated team building and team leadership skills. Ability to work collaboratively with and to establish and maintain effective working relationships with colleagues of different nationalities and cultural backgrounds, in order to achieve organizational goals. **Planning and Organizing:** Ability to identify priority activities and assignments within the areas of responsibility consistent with agreed strategies and organisational goals. Track record of excellent time management and ability to meet tight deadlines. Demonstrated ability to plan, budget, coordinate and manage complex projects. **Communication:** Excellent oral and written communication skills. Proven ability to write in a clear concise manner and to convey complex scientific issues to non-technical audiences.

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#### 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 UNSD institutional mandates and policies an advantage.

11. Programme Officer,

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DEADLINE FOR APPLICATIONS: 13TH DECEMBER,2012

DATE OF ISSUANCE: 4TH OCTOBER,2012.

DUTY STATION: Multiple Duty Station More Info

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity  
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#### Responsibilities

The United Nations Statistical Commission (UNSD) 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. UNSD's Division of Regional Cooperation (DRC) helps to implement UNSD's global programmes in the regions by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies. The division coordinates the work of six regional offices, which bring regional perspectives to the development of UNSD policies and programmes and present and enlist support for UNSD global policies in the regions. This post is located in the Regional Office for Latin America and the Caribbean (ROLAC) of UNSD/DRC in Panama City. The incumbent will support the Regional Director and Deputy Regional Director in the coordination of cooperation activities between UNSD and Mexico. Under the guidance of the Deputy Regional Director, the incumbent will perform the following duties: 1. Coordinate and provide technical assistance to government and intergovernmental organizations, non-governmental organizations, scientific communities and private sector on the development and implementation of UNSD's portfolio of projects and activities by: a) Preparing and reviewing the work plans of UNSD/ROLAC activities in Mexico in close consultation with relevant stakeholders. b) Identify and negotiate opportunities for UNSD technical assistance including development of projects and Memoranda of Understanding (MOUs) in selected areas in the environment field. 2. Liaise with the UN Country Team in the cooperation activities with Mexico. 3. Liaise with UNSD divisions to facilitate internal discussions and consultation to identify and agree on coordinated and coherent UNSD-wide interventions. 4. Identify fundraising opportunities and oversee, design, provide guidance, prepare and implement, supervise and monitor UNSD programme and project activities in Mexico, including but not limited to establishing and/or consolidating administrative, finance and communication mechanisms for the Mexico Office in close cooperation with United Nations Development Programme (UNDP) Mexico. 5. Provide guidance and locally support the implementation of UNSD activities to be locally implemented including those of other Divisions as well as the Global Environment Facility (GEF) portfolio as necessary. 6. Maintain close working relationships and coordination with the environment Ministry and agencies in the region aimed at promoting regional and sub regional cooperation, particularly with the neighbouring countries of Mexico, Central America and the Caribbean. 7. Assist ROLAC to optimize the implementation of the Bali Strategic Plan for Technology Support and Capacity-Building, with emphasis on the South-South cooperation modality. 8. Perform any other related tasks 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. Communication: Ability to express ideas clearly, concisely and persuasively, both orally and in writing; including ability to defend and explain difficult issues and positions to staff and senior officials; ability to draft/edit a variety of reports, documents and strategies relevant to own work.

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**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.

#### Other Skills

Excellent computer skills (MS Office, e-mail, internet) are required.

12. Finance Officer,

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DEADLINE FOR APPLICATIONS: 13TH DECEMBER,2012

DATE OF ISSUANCE: 4TH OCTOBER,2012.

DUTY STATION: Multiple Duty Station

#### More Info

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity  
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#### 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 and Rules and Accounting Instructions; Provide authoritative interpretation of requirements for handling of financial transactions; Coordinate and supervise the processing of Inter Office Vouchers, payroll, government and vendor claims, travel, and billing of government accounts; Monitor, analyse, and approve transactions for entry into the accounting system; Keep abreast and provide guidance on the United Nations billing procedures; Define requirements and work with The Information Technology Unit with respect to production of relevant financial reports; Participate in the development of accounting policies; Provide information needed to respond to audit findings; Perform other related duties as required.

#### 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 skills, including proficiency and in-depth knowledge of IMIS financial modules and applications as they relate to accounting procedures; knowledge of Sun System and Progen; hands on experience with Paradox or Access; proficiency in various spreadsheet and word processing applications. Teamwork – Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Communication – Good written and spoken communications skills; ability to write in a clear and concise manner and to provide detailed explanations orally

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## 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.

13. Research Assistant,

DEADLINE FOR APPLICATIONS: 13TH DECEMBER, 2012

DATE OF ISSUANCE: 4TH OCTOBER, 2012.

DUTY STATION: Multiple Duty Station

### More Info

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

### Responsibilities

This post is located at the Social Development Division of ECLAC. Under the supervision of the Chief of the Division, the incumbent will be responsible for 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. 5. Prepares a variety of reports, presentations, tables, lists,

charts, data sets, and/or diagrams for information in order to facilitate the in-depth analysis of the retrieved information by the supervisor and other users. 6. Participates in the substantive and policy discussions of the Division. 7. Maintains and expands contacts with other departments in the Secretariat, as well as the UN agencies and programmes and other organizations relevant to the region, and co-ordinates the input of other departments in the collection of data for assignments received. 8. Prepares, maintains and updates files (electronic and paper) and internal databases; designs and generates a variety of periodic and ad hoc reports, statistical tables, charts, graphs, and other background materials/notes to facilitate inspection and other reviews. 9. Drafts programme/project summaries, co-ordinates review and clearance process and co-ordinates with editor, translation services, etc., on finalization and publication of reports. 10. Identifies the organizational requirements for conferences and meetings and assists in the preparation of documentation and reports for these meetings. 11. Attends a variety of meetings to follow discussions, takes notes and prepares summary report, notes for the file, correspondence, etc. 12. Provides guidance and training to new/junior staff 13. Performs other related work as required.

#### 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; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently; iii) 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; and iv) TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

#### 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.

#### UNFIP INTERNSHIP PROGRAMME

The UNFIP also provide opportunities for students enrolled in a graduate programme to undertake an internship at the United Nations Headquarters in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok, Beirut and Santiago.

The purpose of the UNFIP Internship Programme is:

This is to provide a framework by which graduate and post-graduate students from diverse academic backgrounds may be assigned to United Nations Offices where their educational experience can be enhanced through practical work assignments. To expose them to the work of the United Nations.

To gain experience in the work of the Organization with the objective of deepening their knowledge and understanding of the United Nations' goals, principles and activities. To provide UN offices with the assistance of highly qualified students specialized in various professional fields.

To qualify for the Internship Programme, the following conditions must be met:

1. Applicants must be enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship;

2. Applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages must have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Please use the following table to check your eligibility for the Internship Programme before you send us an application:

Eligibility Self Check Table: Yes No

1. You are currently enrolled in a Master or PhD (or similar programme) and will be during the entire internship, or You are pursuing studies in a country where higher education is not divided into undergraduate and graduate stages, and you are currently enrolled in your fifth year (or higher) at a university or equivalent institution towards the completion of a degree. \_\_\_ \_\_\_

2. You are able to obtain the necessary visa and to arrange your travel to the United Nations Headquarters in New York.

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3. You are able to cover the costs of travel, accommodation, as well as living expenses of the internship (approx. US\$5,000). \_\_\_ \_\_\_

4. If selected, you will be able to prove valid medical insurance coverage for your stay in the USA, provide a medical certificate stating that you are in good health and prove your enrollment in graduate studies. \_\_\_\_\_

5. You are able to communicate in English. \_\_\_ \_\_\_

#### HOW TO APPLY

Interested and qualified applicants should send their application to [internship@un-fip.org](mailto:internship@un-fip.org). Deadlines for application will vary based on departments' needs and availability. No application will be accepted after a deadline!

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Application Method.

ALL INTERESTED APPLICANTS SHOULD SEND THEIR RESUME TO THE

DIRECTOR, HUMAN RESOURCES. Via email: [recruitment@un-fip.org](mailto:recruitment@un-fip.org)

Early application is advised.

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

**Warning: False vacancy announcements and employment offers**

