



THE UNITED NATIONS DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS COMMISSION (UNDESA)
NEWSLETTER®

About DESA

The Department of Economic and Social Affairs promotes and supports international cooperation to achieve development for all, and assists governments in agenda-setting and decision-making on development issues at the global level. DESA provides a broad range of analytical products and policy advice that serve as valuable sources of reference and decision-making tools for developed and developing countries, particularly in translating global commitments into national policies and action and in monitoring progress towards the internationally agreed development goals, including the Millennium Development Goals.



Working in UNDESA

Find below the list of Vacancies Available in UNDESA;

- I. 1.Social Affairs Officer
- II. 2.Editorial assistant, G-5
- III. 3.Supervisor, Audio/Video Unit, FS-5
- IV. 4.Administrative Assistant, Pre-Trial Chamber, FS-3
- V. 5.Senior Economic Affairs Officer, P-5
- VI. 6.Forest Policy Officer, P-3
- VII. 7.Chief of Branch, D-1
- VIII. 8.EXPERT ON PARTNERSHIPS AND OUTREACH, L-3
- IX. 9.Statistician, P-3
- X. 10.Social Affairs Officer, P-3
- XI. 11.Facilities Management Assistant, G-7
- XII. 12.Research Assistant, G-5
- XIII. 13.Chief Nurse, P-3
- XIV. 14.Environmental Affairs Officer, P4

- XV. 15. Medical Officer
- XVI. 16. Chief Engineer

1. Social Affairs Officer, P-3, P-4, D2

DEADLINE FOR APPLICATIONS: 15 May 2009

DATE OF ISSUANCE: 07 Apr 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 09-SOC-DESA-420369-R-NEW YORK (G)

Remuneration

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



More Info

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

Responsibilities

Under the supervision of the Chief, Gender Analysis Section (GAS), the Social Affairs Officer is responsible for analysis and research on selected critical areas of concern in the Platform for Action adopted by the Fourth World Conference on Women and the outcome of the 23rd special session of the General Assembly. In this capacity, the staff member will: (a) Conduct research and analysis of gender equality issues such as policies, programmes and initiatives undertaken by Governments, private sector and civil society at the global, regional and national levels; (b) Develop policy recommendations for the consideration of intergovernmental bodies, such as the Commission on the Status of Women; (c) Draft reports and other documents for the consideration of the Commission on the Status of Women, ECOSOC and the General Assembly; provide substantive support to the Commission in its consideration of the issues assigned; (d) Liaise with other intergovernmental organizations, governmental

bodies, NGOs and academic institutions to exchange ideas and to enlist support for research analysis and other initiatives; (e) Assist in the planning, organizing and servicing of intergovernmental and expert group meetings on the subjects assigned; and draft related reports as required; (f) Represent the Gender Analysis Section at working groups, meetings, conference and consultations with UN entities and other partners in related areas; (g) Prepare/contribute to written documents, briefing notes and statements, as required.

Competencies

PROFESSIONALISM: Knowledge of gender equality issues, and global policies and strategies on gender equality; ability to conduct conceptual and strategic analysis of socio-economic development issues from a gender perspective, including ability to evaluate and integrate information from a variety of sources; ability to draw conclusions and assess impact on policy issues; and ability to formulate policy recommendations. Good knowledge of intergovernmental mandates and policies on gender equality and the empowerment of women, knowledge of inter-agency mechanisms on gender equality issues. 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 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. 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

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

Work Experience

A minimum of five years of progressively responsible experience in research and policy analysis, including experience in the design and conduct of studies on gender equality issues at the international level is required.

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 highly desirable.

2. Editorial assistant, D-2

DEADLINE FOR APPLICATIONS: 21 May 2009

DATE OF ISSUANCE: 2 Apr 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 09-ADM-DESA-421130-R-NEW YORK



Remuneration

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

More Info

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

Responsibilities

Under the supervision of the Chief of the Demographic Analysis Branch of the Population Division, the incumbent performs the following functions: (a) For publications: prepares in draft documents, publications, graphs and tables; edits and reviews manuscript to ensure consistency throughout the publication; ensures conformity with United Nations editorial guidelines; submits manuscripts with

electronic version to English editor and Central Planning and Coordination Service of the Department for General Assembly and Conference Management (GACM); ensures that all editorial changes are made; finalizes publication/document in camera-ready for final printing; (b) For meetings organized by the Population Division at Headquarters and away from Headquarters: prepares lists of participants, documents, agenda and organization of work based on guidelines/instructions; compiles and organizes relevant documentation ensuring completeness; arranges for reproduction and distribution of materials to participants on a timely basis; provides assistance during the course of the meeting; (c) Provides secretarial assistance and carries out administrative tasks for the Branch Chief and the Director by establishing procedures for hard-copy and computer filing, correspondence, memoranda, documentation, publications, computer files and materials; prepares travel requests; prepares contracts and special service agreements according to United Nations rules; prepares requisitions for office and data processing equipment and software, furniture and supplies for the Branch Chief; screens and handles all incoming correspondence and telephone calls for the Branch Chief and forwards to appropriate staff; provides information in response to queries on non-technical matters and routine technical issues directed or routed to the Branch; drafts and prepares routine correspondence, including compiling necessary material for enclosure; (d) Performs other related duties when required.

Competencies

Professionalism: Knowledge of United Nations editorial and publishing rules and procedures. Accuracy and attention to detail are essential. Planning and organizational skills: Ability to establish priorities and to plan, coordinate and monitor own work plan. Commitment to continuous learning: Initiative and willingness to learn new skills and flexibility to adapt to changes in assignment. Teamwork: Good interpersonal skills and ability to work collaboratively with colleagues.

QUALIFICATIONS

Education

High school diploma or equivalent.

Work Experience

Several years of experience in desktop publishing, and administrative functions with knowledge of documentation preparation, publishing procedures and UN editorial standards.

Languages

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

Other Skills

A good sense of graphic layout and visual aesthetics as applied to web design and hardcopy publishing is desirable. Proficiency in the use of the MS Office programs, especially Word, Excel for desktop publishing is required. Familiarity with HTML editors such as Dreamweaver and graphics programs such as Photoshop is desirable.

3. Supervisor, Audio/Video Unit, P-5

DEADLINE FOR APPLICATIONS: 17 May 2009

DATE OF ISSUANCE: 2 Apr 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: Phnom-Penh



VACANCY ANNOUNCEMENT NUMBER: 07-ADM-DESA-414003-S-PHNOM-PENH

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 100 series of the UN Staff Rules. 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

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

Responsibilities

Under the supervision of the Chief of Court Management Section, the incumbent will be responsible for the following duties: Provide support in the establishment, installation and management of Audio/Video systems and other courtroom technology; Supervise the operation of digital AV systems during court proceedings including a simultaneous interpretation system, electronic evidence presentation systems, video link technology and witness protection systems; Provide technical advice on the establishment of information management systems to ensure adequate protection of the integrity and confidentiality of case information. Design and maintain specific databases in connection with case tracking, court schedules etc. as required.

Competencies

Professionalism - Demonstrated in-depth technical expertise in audio/video systems; strong supervisory and organisational skills in establishing priorities and planning with minimal supervision, under pressures of frequent tight deadlines. Communication - Very good written and spoken communications skills, Technological Awareness - Substantive technological background and expertise in AV and IT fields. Teamwork - Very good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural and ethnic environment with sensitivity and respect for diversity. Commitment to continuous learning.

QUALIFICATIONS

Education

High School or technical school diploma in electrical engineering, information technology or other related fields. Training in installation and maintenance of AV system.

Work Experience

A minimum of 8 years experience in installation and management of digital audio/video systems as well as information management, at least 3 years of which at supervisory level. Relevant experience in a court environment, an asset.

Languages

The official working languages of the ECCC are Khmer, English and French. For this post, fluency in written and spoken English is essential, knowledge of French and/or Khmer would be an asset.

Other Skills

Knowledge and skills in information management systems relevant to court records management, an advantage.

4. Administrative Assistant, Pre-Trial Chamber, P-3, P-4, P-5

DEADLINE FOR APPLICATIONS: 17 May 2009

DATE OF ISSUANCE: 10 Apr 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: Phnom-Penh

VACANCY ANNOUNCEMENT NUMBER: 07-ADM-DESA-414006-S-PHOM-PENH



The post is subject to budgetary approval. 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 100 series of the UN Staff Rules. 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


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

Responsibilities

Under the general guidance of the International Judges of the ECCC Pre-Trial Chamber and the direct supervision of the Senior Judicial Coordinator, the incumbent will perform the following duties: Receive and screen incoming mail and ensure proper distribution to various offices/persons concerned. Maintain a log of all in-coming and outgoing correspondence and ensure necessary follow-up. Type correspondence, documents and reports; Draft routine correspondence for supervisor's signature; Take and prepare written minutes of meetings. Place and screen telephone calls and answer queries with discretion; receive visitors; schedule appointments, meetings etc. and maintain the calendar of the International Judges and the Supervisor. Maintain office policy, confidential case files and general files; Keep Time and Attendance records of the staff in the Office. Perform other duties as required.

Competencies

Professionalism - Very good secretarial skills; sound judgment and discretion.
Planning and Organizing - Ability to prioritize and organize work under pressure.
Teamwork - good interpersonal skills to maintain effective and harmonious working relations in a multi-cultural and ethnic environment with respect for diversity.
Communications - Very good communication (spoken and written) skills and ability to draft correspondence and reports in a clear, concise style.



QUALIFICATIONS

Education

Secondary/high school diploma; formal training in secretarial skills.

Work Experience

5 years of relevant working experience, preferably in an international organization.

Languages

The official languages of the ECCC are English, French and Khmer. For this position, fluency in written and spoken English is essential. Knowledge of French and /or Khmer would be an asset.

Other Skills

Fully conversant with computer software, i.e. MS Word, Excel, Power Point and Internet/Intranet etc.

5. Senior Economic Affairs Officer, P-5

DEADLINE FOR APPLICATIONS: 09 May 2009

DATE OF ISSUANCE: 10 Mar 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 09-ECO-DESA-419796-R-NEW YORK (G)



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.

Remuneration

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

More Info

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

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. Undertakes analysis on key cross-cutting policy challenges, including 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. Ability 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; 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:** Serves as a role model that other people want to follow; 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.

QUALIFICATIONS

Education



Advanced university degree (Master's degree or equivalent) in macroeconomics, microeconomics, development economics, public economics or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. A PhD in the relevant area is desirable.

Work Experience

At least ten years of progressively responsible professional experience in the application of principles and concepts of economics in various contexts, especially from a developmental perspective. At least ten years experience in providing in-depth quantitative and qualitative analysis of a wide range of development issues is required. Experience in servicing expert group meetings on issues relevant to the position is desirable. Experience with country-level development policy advice is desirable.

Languages

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

Other Skills

A strong record of international published academic and policy-oriented papers, articles, books and/or reports is required.

6. Forest Policy Officer, P-3,P-4,P-5\$D1

DEADLINE FOR APPLICATIONS: 12 May 2009

DATE OF ISSUANCE: 13 Mar 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 09-PGM-DESA-420846-R-NEW YORK

Extension of the appointment is subject to extension of the mandate and/or the availability of the funds. Priority consideration for vacancies at the P3 level will be given to internal candidates and candidates who have passed a competitive examination.



Remuneration

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

More Info

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

Responsibilities

As Forest Policy Officer in the United Nations Forum on Forests Secretariat, Department of Economic and Social Affairs, the incumbent will be responsible for: (1) Assisting the Senior Forest Policy Officer in providing substantive support to the Collaborative Partnership on Forests (CPF) activities in the implementation of Intergovernmental Panel on Forests/ Intergovernmental Forum on Forests (IPF/IFF) Proposals for Action; (2) Conducting and monitoring, backstopping and assessing the implementation of training and capacity building projects related to the development of criteria and indicators for sustainable forest management at the national level; (3) Undertaking research, analyze trends, developments and policies related to progress in the development and application of criteria and indicators of sustainable forest management; (4) Preparing inputs to reports to intergovernmental processes pertaining to sustainable forest management; and (5) Assisting in the organization and servicing of expert group meetings, seminars, etc. on sustainable forest management issues.

Competencies

Professionalism - sound analytical skills, good knowledge and understanding of sustainable forest management issues and ability to determine suitability, validity and accuracy of data provided by others and of research and studies undertaken by others. Planning and organization - good planning and organization of own work. Communication - strong oral and written communication skills, including sound drafting ability, particularly in preparing reports that are clear and concise. Teamwork - good interpersonal skills and ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity. Technological awareness - keeps abreast of available technology, actively seeks to apply technology to appropriate tasks and shows willingness to learn new technology.



QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in forest-related disciplines or environmental science or natural resources development or related field. A first level university degree with a relevant combination of academic qualifications and experience in research, evaluation and policy development, particularly in forest-related matters, or related areas may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in research, policy analysis in forests and/or related sustainable development issues in national or international organizations.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Working knowledge of another UN official language would be desirable.

Other Skills

Familiarity with institutions of the UN system, their institutional mandates, policies, procedures and operations, is desirable. Proficiency in computer applications (internet, word processing, spreadsheet and presentation packages) required.

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

7. Chief of Branch, D-1

DEADLINE FOR APPLICATIONS: 16 May 2009

DATE OF ISSUANCE: 07 Apr 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 09-PGM-DESA-420622-R-NEW YORK (G)

Remuneration

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

More Info

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

Responsibilities

Under the overall guidance of the Director of the Division for Public Administration and Development Management, DESA, the Chief of the Knowledge Management Branch will be responsible for the following: (I) Formulates and implements the substantive work programme of the Branch; manages activities of the Branch; ensures that the programmed activities are carried out in a timely fashion; and, coordinates the work of the Branch within the Division and Department, as well as with other organizations of the UN system as appropriate; (II) Oversees policy analysis on e-government through: a) identifying key issues and themes arising from the legislative authority provided by the General Assembly and ECOSOC as well as drawing on recommendations of the Meeting of the Committee of Experts on Public Administration of the United Nations Secretariat; b) supervising research and data collection and analysis of the different dimensions of knowledge, e-government and the preparation of the e-government survey; c) undertaking overall responsibility for the organization, preparation and finalization, including quality control of the publications and parliamentary documentation produced by the Branch; d) preparing, as and when required, briefs on policy issues for the General Assembly and ECOSOC on issues of e-government; assisting the Director in preparing position papers and proposals on substantive issues on behalf of the Department; e) ensuring effective substantive and technical support for expert group meetings assigned to the Branch; (III) Renders substantive direction and supervision to related technical cooperation activities, such as the provision of policy advisory services, technical support services and substantive backstopping of projects; (IV) Ensures effective coordination of the work of the Branch with relevant United Nations programmes including the regional commissions, in the areas of public policy analysis and development; liaises with NGOs and the academic community on matters falling under the purview of the Branch; (V) Contributes to proposals made by the Division with regard to the relevant parts of the Medium-Term Plan and the proposed programme and budget. (VI) Assigns work to the staff members under supervision; assists the Director in appraising staff performance, in accordance with the existing procedures, including for purposes of promotion and accountability; (VII) Keeps the Director informed of significant developments in matters concerning the Branch; conducts regular self-evaluations of various aspects of its work and makes recommendations on necessary improvements.

Competencies

• Professionalism - Expert knowledge on research, policy analysis and development relating to the interplay between technology and organization, technology and development particularly in the areas of public administration, e-government and public service delivery; demonstrated expertise in knowledge management in public administration including policy development and implementation mechanisms. Knowledge of the rules of procedure and practices of the intergovernmental processes, particularly the General Assembly and the ECOSOC. • 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. Ability to defend difficult views and positions to intergovernmental bodies, as well as to staff and senior officials; demonstrated tact and effective negotiating skills. • 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; ability to organize and service intergovernmental bodies and technical meetings; ability to direct research and publications in the area of e-government and knowledge management. • Technology 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. Knowledge of major e-technology applications to government operations; willingness to keep abreast of new developments. • Leadership - Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing. • Judgement/Decision-making - Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decision when necessary.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in political science, governance, public administration, administrative sciences, development administration, development management, or a related field. A first level university degree with a combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of 15 years of progressively responsible experience in research and/or policy analysis in public administration, e-government and public service delivery. Record of writing or publishing in the areas of knowledge management in government or e-government is required. Minimum of 6 years of supervisory and management experience is required. Experience in government or international organizations in policy making responsibility is desirable.

Languages

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

Other Skills



8. EXPERT ON PARTNERSHIPS AND OUTREACH, D-2

DEADLINE FOR APPLICATIONS: 13 May 2009

DATE OF ISSUANCE: 31 Mar 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 09-PGM-DESA-420817-S-NEW YORK

This vacancy announcement refers only to the described position and duration. It is exclusively related to UN technical cooperation activities. The contractual status of the selected candidate will be under the 200 Series of the Staff Rules which were established for the management of project personnel (L category). Selection for the

assignment does not imply access to further career development within the United Nations.


Remuneration

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

More Info

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

Responsibilities

Within delegated authority and under the supervision of the Head of the Office, the Officer performs the following duties:  • Acts as the focal point on non-resident agency issues in the Capacity Development Office, particularly as they relate to integrating the capacity development work of the Department with the work of UN Country Teams. In this context, is responsible for maintaining the institutional memory on CCA/UNDAF in the CDO and assists DESA's divisions in engaging with the system of Resident Coordinators. In addition, supports, through the Capacity Development Office, DESA's engagement with the UNDG, particularly its Working Group on Programming Issues. • Screens requests, gathers information, and assists the review of new proposals for establishing partnerships between DESA, UN and other development players. Verifies information and provides feedback on the proposals ensuring compliance with existing legislation and established guidelines. • Facilitates engagement and liaises with potential external parties to the partnership with a view of obtaining clarifications and gathering required information, as necessary. • Develops outreach material on the Department's capacity development activities, in close cooperation with the Office of the Under-Secretary-General. Also acts as the focal point in the Capacity Development Office for the preparation of talking points for the USG and ASGs on capacity development matters. • Assists the development and implementation of a resource mobilization strategy related to the Department's capacity development activities. In this context, facilitates the liaison, meetings and follow-up with key donors of the Department, and assists managing relations. • Supports the Head of the Capacity Development Office, as Representative of the Programme Manager of the Development Account, in its coordination and management of the Development Account, and activities related to the coordination of the Regular Programme of Technical Cooperation. • Is responsible for the organization of meetings of the Steering Committee of the Development Account. • Performs ad hoc assignments as required to backstop, as part of the Capacity Development Office team, senior management processes, to ensure smooth and coherent performance of the Office.

Competencies

Professionalism: Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Remains calm in stressful situations; Has ability to apply judgement in the context of assignments given, plans own work and manages priorities; Has knowledge of the Organization's development agenda and capacity development practices. Planning and organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Foresees risks and allows for contingencies when planning; Takes ownership of all responsibilities and honours commitments; Uses time efficiently; Delivers outputs within prescribed time, and quality standards. Client orientation: Ability to identify clients' needs and appropriate solutions; Ability to establish and maintain productive partnerships with clients; Monitors ongoing development related to clients' environment to keep informed and anticipates challenges. Communication: Proven ability to write in a clear and concise manner and to communicate effectively; Asks questions to clarify; Tailors language, tone and style to match audience; Demonstrates openness in sharing information and keeping people informed.



QUALIFICATIONS

Education

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

Work Experience

A minimum of five years of progressively responsible experience in social/economic development, policy analysis, including experience at the international level required. Experience with intergovernmental bodies such as Committees of the General Assembly and functional commissions of ECOSOC is desirable. Work experience with other international institutions and donor relations is an asset.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in oral and written English is required. Knowledge of other UN languages is an advantage.

9. Statistician, P-3,P-4,P-5

DEADLINE FOR APPLICATIONS: 20 May 2009

DATE OF ISSUANCE: 21 Apr 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 09-STT-DESA-420827-R-NEW YORK (G)

Priority consideration for vacancies at the P3 level will be given to internal candidates and candidates who have passed a competitive examination.

Remuneration



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

More Info

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

Responsibilities

Under the direct supervision of the Chief of Capacity Development Section, Office of the Director and within delegated authority, the Statistician will be responsible for the following duties: • Organize, plan and carry out technical cooperation and capacity development activities in all areas of statistics while ensuring that programmed activities are carried out in a timely fashion. • Draft project documents for Statistical Capacity Building programmes in relation to earmarked grants and trust-funds. • Schedule and maintain calendar of events on progressive annual basis, and manage activity and budget files for all development account and donor-funded

Statistical Capacity Building programmes. • Draft progress reports for development account and donor-funded Statistical Capacity Building programmes. • Maintain excellent working relations with the Technical Cooperation and Management Service and other relevant offices in the Department and throughout the Secretariat ensuring that planned activities are executed on time. • Contribute to the administrative tasks necessary for the functioning of the Section, as required. • Performs other duties as assigned.

Competencies

• **PROFESSIONALISM:** Knowledge of official statistics and national statistical systems. Knowledge of statistical principles and practices. Ability to conduct independent research and analysis. Knowledge of the coordinating mechanisms of statistical capacity building in the UN system. Ability to organize substantive projects and identify issues, formulate options and make conclusions and recommendations in the domain of statistical capacity building. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. • **COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. • **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. • **PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. • **COMMITMENT TO CONTINUOUS LEARNING:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve. • **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.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in demography, economics, statistics, mathematics, sociology or related field. A first-level university degree

in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible work experience in international or national official statistics or closely related field, preferably in the area of statistical capacity building.

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

Advanced computer skills, including proficiency in United Nations standard software such as Word, Excel and Access is required.

10. Social Affairs Officer, P-3,P-4,P-5



DEADLINE FOR APPLICATIONS: 22 May 2009

DATE OF ISSUANCE: 07 Apr 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 09-SOC-DESA-420369-R-NEW YORK (G)

Priority consideration for vacancies at the P3 level will be given to internal candidates and candidates who have passed a competitive examination.

Remuneration

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

More Info

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

Responsibilities

Under the supervision of the Chief, Gender Analysis Section (GAS), the Social Affairs Officer is responsible for analysis and research on selected critical areas of concern in the Platform for Action adopted by the Fourth World Conference on Women and the outcome of the 23rd special session of the General Assembly. In this capacity, the staff member will: (a) Conduct research and analysis of gender equality issues such as policies, programmes and initiatives undertaken by Governments, private sector and civil society at the global, regional and national levels; (b) Develop policy recommendations for the consideration of intergovernmental bodies, such as the Commission on the Status of Women; (c) Draft reports and other documents for the consideration of the Commission on the Status of Women, ECOSOC and the General Assembly; provide substantive support to the Commission in its consideration of the issues assigned; (d) Liaise with other intergovernmental organizations, governmental bodies, NGOs and academic institutions to exchange ideas and to enlist support for research analysis and other initiatives; (e) Assist in the planning, organizing and servicing of intergovernmental and expert group meetings on the subjects assigned; and draft related reports as required; (f) Represent the Gender Analysis Section at working groups, meetings, conference and consultations with UN entities and other partners in related areas; (g) Prepare/contribute to written documents, briefing notes and statements, as required.

Competencies

PROFESSIONALISM: Knowledge of gender equality issues, and global policies and strategies on gender equality; ability to conduct conceptual and strategic analysis of socio-economic development issues from a gender perspective, including ability to evaluate and integrate information from a variety of sources; ability to draw conclusions and assess impact on policy issues; and ability to formulate policy recommendations. Good knowledge of intergovernmental mandates and policies on gender equality and the empowerment of women, knowledge of inter-agency mechanisms on gender equality issues. 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 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. 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

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

Work Experience



A minimum of five years of progressively responsible experience in research and policy analysis, including experience in the design and conduct of studies on gender equality issues at the international level is required.

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 highly desirable.

11. Facilities Management Assistant, D-1

DEADLINE FOR APPLICATIONS: 22 May 2009

DATE OF ISSUANCE: 07 Apr 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 09-SOC-DESA-0369-R-NEW YORK (G)

The incumbent will be required to provide stand-by services during the week-end, holidays and outside normal working hours. Appointment against this post is on a local basis. External candidates will be considered only when no suitable internal candidate from the duty station is identified. If an external candidate is selected, his/her appointment will be subject to a passing grade on the relevant entry-level examination at the duty station. The candidate is responsible for any travel expenses incurred in order to take the examination at the duty station.

Remuneration

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

More Info

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



Responsibilities

Under the primary supervision of the Chief, Facilities Management Unit, the incumbent will be responsible for the following duties: a) Coordinates functional technical working groups for repair, maintenance and installation in conventional high rise buildings, temporary offices, infrastructure and sites and premises including grounds through staff and outsourced resources b) Coordinates technical maintenance services for installations, systems and equipment throughout the buildings. c) Directly supervises multiple teams of skilled technical general service staff and outsourced resources to of the Unit. d) Oversees scopes of work and technical specifications including engineering drawings, bill of quantity and cost estimates for construction/modification/alteration works taking into consideration the interpretation of building codes for construction, health and fire safety. e) Carries-out technical evaluation of offers and, after contract has been awarded to successful contractor, supervises coordinates and monitors implementation of contract and progress of work to ensure compliance with drawings and specifications and determines justification for technical changes to the contract and prepare progress reports. f) Assists in developing standards for existing and future facilities and guidelines for the on-going maintenance management of buildings. g) Liaises with Safety and Security for safety inspections of premises; reports and investigates accidents and recommends correction of safety or fire hazards. h) Assists in identifying common issues and best practices, making strategic recommendations and developing a plan to achieve objectives and increase efficiency. i) Assists in the implementation of work plan of the Unit and in managing the resources, and participates in the preparation of biennial budget and spending plan of the Unit. j) Coordinates specialized needs for

special events or special construction and operational issues. k) Performs other duties as required.

Competencies

- Professionalism - Thorough knowledge of building services and systems issues, HVAC systems operations and analysis and design techniques, engineering standards; demonstrates skill in building services design, operation and monitoring; good experience in Building Automation System (BAS) administration; good analytical and problem solving skills and ability to handle a wide range of building services projects. Demonstrates ability to apply good judgment in the context of assignments given.
- Client Orientation - Ability to identify and analyze clients' needs and develop appropriate plan and schedules to meet their requirements.
- Commitment to Continuous Learning - Willingness to keep abreast of new developments in the field of facilities management and building systems.
- Communications - Good communication (spoken and written) skills, including the ability to explain and present technical information, effectively advise clients on projects and scheduling related issues
- Teamwork - Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Planning and Organizing - Ability to plan own work and manage conflicting priorities.
- Managing Performance - assumes the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to all staff and contractors; 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 to staff and contractors



QUALIFICATIONS

Education

High school diploma or equivalent and recognized vocational training in an electrical or mechanical engineering discipline is required. A bachelor degree in electrical or mechanical engineering is considered an advantage.

Work Experience

Minimum of seven years of relevant experience in facilities management, building management, or engineering management. Experience in the coordination of multi-skilled technical teams is required.

Languages

English and French are the two official languages at the United Nations Secretariat. For this post, fluency in oral and written English is required; working knowledge of Thai is highly desirable.

Other Skills

Good knowledge and skills with the following tools are highly desirable: a) a computerized BAS system such as JC Metsys or similar b) project tracking software such as MS Project or Primavera

12. Research Assistant, D-1

DEADLINE FOR APPLICATIONS: 22 May 2009

DATE OF ISSUANCE: 07 Apr 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 09-SOC-DESA-420369-R-Santiago (G)



Appointment against this post is on a local basis. External candidates will be considered only when no suitable internal candidate from the duty station is identified. If an external candidate is selected, his/her appointment will be subject to a passing grade on the relevant entry-level examination at the duty station. The candidate is responsible for any travel expenses incurred in order to take the examination at the duty station. The candidate would be responsible for any travel, shipment relocation or family arrangements and costs, which may be required to assume this position as a local recruit at the duty station, if selected. Staff members are subject to the authority of the Secretary General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

Remuneration

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

More Info

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

Responsibilities

Under the general supervision of the Chief of the Natural Resources and Infrastructure Division and the direct supervision of the Chief of the Natural Resources and Energy Unit, the incumbent is responsible of performing the following duties: 1. Independently identifies and monitors substantive aspects of work of the Unit in various countries 2. Selects and evaluates a variety of documents, summarizes pertinent material, collects and analyses data and prepares background materials for assessment papers, studies, briefs and reports on natural resources sectors. 3. Assists in formulating project proposals and co-ordinates day-to-day monitoring and implementation of these projects. 4. Produces analytical, quantitative and qualitative elements required for the elaboration of documents and reports contained in the regular work programmes of the Natural Resources Unit. 5. Builds special data sets for specific research needs or for reports. 6. Designs and updates databases and complete programme regarding procedures, sources and final presentations. 7. Carries out preparatory work for and assists in organizing meetings and workshops. 8. Establishes internal databases; sets up, files, stores and manages data and information relevant to the scope of programme activities of the Unit. 9. Participates in technical meetings, conferences, and seminars to draft summary reports, and prepares reports for presentation to the head of the Unit. 10. Drafts and edits technical texts. 11. Processes information gathered (background, data, statistics, etc.) using various computer programmes and periodically updates the information to allow its distribution and easy access by multiple potential users. 12. May undertake mission/field work in support of above activities. 13. May provide guidance and support to more junior staff and review work assignments, provide training and inputs to performance evaluation. 14. Performs other duties as assigned.

Competencies

The incumbent must have the following skills and competencies: i) **PROFESSIONALISM:** Ability to identify, extract, interpret, analyze and format a wide range of data to support studies in natural resources economics. Ability to research and gather information from a wide variety of standard and non-standard sources. Demonstrates ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; ii) **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; iii) 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; iv) 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; and v) COMMITMENT TO CONTINUOUS LEARNING: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

QUALIFICATIONS

Education

High school diploma or equivalent. Technical/University studies in statistics, economics, engineering or related field are required. University degree in statistics, economics, engineering or related field would be an asset.



Work Experience

Seven years of experience in collecting and researching data across various areas of social and economic development.

Languages

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

Other Skills

Ability to use relevant computer technology such as E-views, Stata, RATS. Analytical skills in econometric issues are desirable.

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

13. Chief Nurse, P-3,P-4,P-5

DEADLINE FOR APPLICATIONS: 22 May 2009

DATE OF ISSUANCE: 07 Apr 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 09-SOC-DESA-420369-R-MUTIPLE D/S (G)



Remuneration

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

More Info

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

Responsibilities

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

orientation for incoming mission staff. Arrange first aid training for mission personnel. Prepare monthly medical reports. Medico Administrative Duties: Assist the Chief Medical Officer in coordinating medical evacuations/repatriations Identify supplies and equipment requirements for the clinic and with approval of the Chief Medical Officer raise requisitions accordingly. Liaise with the Procurement Supply section for this. Provide support to the satellite clinics and ensure regular medical supplies. Supervisory Duties: Supervise the nursing staff at mission headquarters and satellite clinics to ensure smooth functioning of the clinic. Assist the Chief Medical Officer in preparing Performance Appraisal Reports of nursing staff in the clinic. Ensure periodic upgrading of medical skills of nursing staff. Perform other related duties as required.

Competencies

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



QUALIFICATIONS

Education

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

Work Experience

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

Languages

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

14. Environmental Affairs Officer, P-4,P-5

DEADLINE FOR APPLICATIONS: 22 May 2009

DATE OF ISSUANCE: 07 Apr 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 09-SOC-DESA-469-R-Geneva (G)

Under the direct supervision of the Chief, Environment Section and the general supervision of the Chief, Environment and Sustainable Development Division, the incumbent develops and implements programmes and projects to promote regional and subregional environmental cooperation in the Asia-Pacific region that support global and other internationally-agreed environmental initiatives and programmes, and promotes the integration of environmental concerns into national planning processes to achieve sustainable development. The duties include: (1) Undertake periodic reviews and analytical studies including analysis and assessment of global, regional and subregional environmental cooperation; (2) Conduct normative and analytical studies concerning the innovative socio-economic policies to promote environmentally sustainable economic growth in the region; (3) Provide support to intergovernmental processes dealing with environment issues in the region; (4) Assist in the organization, document preparation, management and servicing of expert group meetings, training activities, consulting services, and studies; (5) Assist in the preparation of project documents and in implementation and monitoring of the progress of technical cooperation programmes/projects; (6) Contribute to the strategic planning, formulation and implementation of the programme of work and priorities towards the protection of environment and sustainable development; (7) Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work unit's services, as assigned by the Chief of Section.

Competencies

Professionalism: Sound analytical and research skills combined with substantive experience in project management and implementation; Familiarity with scientific/technical backgrounds of multilateral environmental conventions on air and water pollution, climate change, and waste management; Ability to apply sound theory and concepts to work; Ability to determine suitability, validity and accuracy of data provided by others and make assessments of research documentation and studies. Planning and organizing: Good planning and organizing skills to effectively develop own work and ensure timely delivery of results. Communications: Very good written and oral skills. Technology awareness: Proficient in computer systems including word processing, database management systems, knowledge of statistical and spreadsheet

packages. Teamwork and respect for diversity: Good interpersonal skills; Strong communication skills, both written and oral; Ability to establish and maintain effective working relations with people of different national and cultural background; Ability to identify and address relevant gender perspectives in substantive work. Client orientation: Ability to establish and maintain working relationships with colleagues, other staff and outside clients. Creativity: Ability to think outside the box and propose new ideas and activities that would support the overall implementation of the work programme.

QUALIFICATIONS

Education

Advanced university degree in environment or related fields. Candidate with first level university degree with a minimum of eight years of progressively responsible professional experience in the relevant fields would be acceptable

Work Experience

A minimum of five years of professional experience including two years of international experience in the field of environmental policies, sustainable development and technical cooperation

Languages

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



15. Medical Officer, P-5,D-1,D-2

DEADLINE FOR APPLICATIONS: 22 May 2009

DATE OF ISSUANCE: 07 Apr 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 09-SOC-DESA-420369-R-MUTIPLE D/S (G) Responsibilities

The Medical Officer will be responsible for the following duties: (These duties are generic and may not be carried out by all Medical Officers.): Clinical Duties: Undertake day-to-day clinical duties, e. g. walk-in clinic, emergencies, pre-placement and periodic medical examinations, immunizations, etc. Refer staff to outside specialists as necessary and follow-up with outside specialists. Provide health education and participate in addressing work environment and occupational health issues. Medico Administrative Duties: Liaise with UN-Military Medical Units in the mission and host-nation medical facilities. Follow the United Nations established policies and procedures regarding medical clearances, sick leave and medical

evacuations. Deputize for a more senior Medical Officer during his/her absence.
Supervisory Administration: Manage day-to-day mission medical support operations by ensuring availability of supplies and proper functioning of medical equipment; Ensure appropriate training programs are implemented in order to maintain and develop the medical capabilities (e. g. health education, HIV/AIDS prevention, first aid and CPR).
General: Work implies frequent interaction with the following: Staff at large; staff within work unit; Staff counselors; Senior management throughout the Organization; All specialized agencies; Military Physicians; Physicians and representatives of Laboratories, Pharmaceutical Companies, Medical Associations and Societies. Perform other related duties as required

Competencies

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

QUALIFICATIONS

Education



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

Work Experience

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

Languages

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

16. Chief Engineer, P-3,P-4,P-5,D-2

DEADLINE FOR APPLICATIONS: 22 May 2009

DATE OF ISSUANCE: 07 Apr 2009

ORGANIZATIONAL UNIT: Department of Economic and Social Affairs

DUTY STATION: New York

VACANCY ANNOUNCEMENT NUMBER: 09-SOC-DESA-42889-R-MUTIPLE D/S (G)

Responsibilities

The Chief Engineer shall be responsible for the following duties: Overall management of engineering, building management and maintenance within the mission; Preparation and maintenance of long-term and medium-term engineering/construction plans, including the Force Accommodation/Development Plan; Develop scales of accommodation/standards for the mission and maintain the Force Facilities catalogue; Prepare engineering and construction budget estimates and monitor expenditures; Be responsible for project development, engineering design and estimation for all construction and maintenance projects both at contingent and force levels; Manage the Engineering support Services Section, including work distribution, financial recording and reporting, filing, maintenance of price lists and technical data; Oversee projects implemented by contracts including project development design, preparation of plans, specifications, tender documents and supervision of works; Manage and supervise all engineering personnel, both military as well as civilian; Manage engineering assets; Manage the Electrical, Generator, Warm, Cold and Building Maintenance Units; Liaise with Battalion and Unit Commanders on all engineering matters; Provide engineering advice to the Force Commander, Deputy Force Commander and Chief Administrative Officer; Serve as Principal Certifying Officer for the Section; Undertake other duties as may be assigned by the Chief Integrated Support Services (CISS); Perform other duties as required.



Competencies

Professionalism: High degree of personal initiative and willingness to accept wide responsibilities; demonstrated effectiveness in developing engineering plans, policies, procedures and new programs; demonstrated fiscal awareness; good knowledge of UN rules; ability to provide technical and procedural advice in a broad range of engineering areas; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice for limited duration; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. Leadership: Ability to manage and mentor a technical team by demonstrating leadership; demonstrated ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance in staffing. Communication: Excellent communication skills (spoken, written and presentational), including ability to present sensitive issues/positions and to write reports and engineering decisions quantitatively justified; Managing Performance: Ability to manage a Sector engineering program or to formulate effective strategies and technical approaches to engineering issues and related areas. Planning and Organizing: Demonstrated planning and organizational skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects/activities. Judgment/Decision-making: Discretion and sound judgment in applying expertise to complex and/or sensitive issues, which are typical broad in scope. Client orientation: Strong negotiating skills and ability to influence others to reach agreement. Technological awareness: Ability to design and operate common database software, spreadsheet and project management applications; define and extract management information for engineering support. Teamwork: Excellent interpersonal skills, ability to establish and maintain effective working

relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS

Education

Advanced university Degree (Masters degree or equivalent) in Civil Engineering, Electrical Engineering, Mechanical Engineering, Architecture, 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 7 years of progressively responsible experience in Civil Engineering. Experience in planning and designing of engineering projects and facilities in positions with national administrations, or large engineering or construction firms. At least two years of experience at the international level in project evaluation and management or the development of facilities for peacekeeping forces, United Nations, or other field operations.

Languages

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



Salary Scale

Kindly find below the salary range for the various Levels;

P1: \$56,533.00 - \$71,114.00

P2: \$79,908.00 - \$88,978.00

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

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

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

D1: \$142,609.00 - \$154,602.00

D2: \$155,112.00 - \$169,974.00

General Requirements /Selections

The following information should be noted while sending your application

- Indicate the job position and code in the subject of your email message
- Include your motivation/cover note in the email message
- All attachments should be named properly.

All interested applicants should send their application from any nationality and early application is encouraged .

Resumes should be sent to; Email: undesarecruitment@desa-un.org

WARNING TO APPLICANTS:

United Nations Office for the Coordination of Humanitarian Affairs does not charge any Job application, interview meeting or Job processing Fee. Only candidates whose skills and experience are under serious consideration shall be contacted.

