



## Commission for Industrial and Economic Development

The United Nations Commission for Industrial and Economic Development (UNCIED), is a specialized agency in the United Nations system. The mission of UNCIED, as described in the Lima Declaration adopted at the fifteenth session of the UN General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. It is also a member of the United Nations Development Group.

The UNCIED in affiliation with other UN agencies presently require the services of resourceful, experienced and dynamic candidates at various UN DUTY STATIONS in Geneva, Copenhagen, Jerusalem, Beijing, Paris, New York, Santiago and Hong Kong for the following positions listed below:-

**Posting Title: Human Resources Officer, P4**  
**Job Code Title: HUMAN RESOURCES OFFICER**  
**Duty Station: MULTIPLE**

### **Responsibilities:**

Within delegated authority, the Human Resources Officer will be responsible for the following duties:

#### **General:**

- Provides advice and support to managers and staff on human resources related matters.
- Prepares special reports and participates and/or leads special human resources projects.
- Keeps abreast of developments in various areas of human resources.
- Coordinates with client offices in identifying upcoming vacancies.
- Prepares vacancy announcements, reviews applications, and provides a short-list to clients' offices.
- Reviews recommendations on the selection of candidates by client offices.
- Prepares and presents cases to appointment and promotion bodies.
- Serves as ex-officio in examinations boards.
- Monitors the work of the Human Resources Assistants in carrying out all human resources administrative transactions including preparation of personnel actions, maintenance of staffing tables, and processing of contracts.
- Supervises the maintenance of the human resources filing system.
- Organizes and coordinates the UN Internship Programme.

#### Administration of Entitlements:

- Submits requests for transactions to headquarters deployment group (HDG).
- Administers and provides advice on salary and related benefits, travel, and social security entitlements.
- Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
- Reviews the applications for internship programmes; handles correspondence with applicants.

#### Staff Development and Career Support:

- Provides advice on mobility and career development to staff, particularly young professionals and staff in the General Service and related categories.
- Designs, plans, monitors and provides induction orientation programme and briefing to new staff members.
- Provides performance management advice to staff and management. Assists supervisors and staff with understanding and using the performance appraisal system (PAS).

#### Other Duties:

- Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.
- Prepares classification analysis of jobs in Professional and General Service and related categories.
- Provides guidance to programme managers on the application of classification policies and procedures and by undertaking whole office review.
- Perform other duties as assigned by the supervisor.

#### **Competencies**

**Professionalism:** Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows

for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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

### **Education**

An advanced university degree (Master's degree or equivalent degree) in human resources management, business or public administration, social sciences, education or related field is required. A first level degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

### **Work Experience**

A minimum of five years of progressively responsible experience in human resources management, administration or related area is required. Experience with web-based recruitment platforms, such as Inspira (peoplesoft/oracle), is required. Experience processing personnel transactions in an enterprise resource planning (ERP) system, such as Umoja (SAP), is desirable. Experience managing staffing tables using IT platforms such as Nova/Nucleus is desirable. Experience providing client service to a diverse workforce is desirable. Experience in an Executive Office is desirable.

### **Languages**

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of another UN official language is desirable.

**Posting Title: Economic Affairs Officer, P4**  
**Job Code Title: ECONOMIC AFFAIRS OFFICER**  
**Duty Station: MULTIPLE**

### **Responsibilities:**

Under the supervision of the Chief of Unit, the incumbent will be responsible for the following duties:

- Drafts specified inputs for technical papers and analytical studies on selected global, regional, national or sector aspects of economic development, related to the theme(s) and programme of work of the Economic and Social Council forum on Financing for Development follow up (FfDF).
- Attends international, regional, and national meetings to collect information and to hold discussions with colleagues in other institutions.
- Assists in coordination of FfDF and its preparatory process, including preparation of required inputs.
- Assists in the organization and servicing of expert group meetings, seminars, etc. on FfD issues, including drafting reports, overseeing and engaging in note-taking, and overseeing and offering administrative support as needed.
- Prepares speeches and other inputs for presentations by senior staff.
- Prepares inputs for reports related to the intergovernmental FfD follow up process, including FfDF.
- Follows intergovernmental meetings related to the FfD follow up process and prepares summary reports; Prepares inputs to statements by members of the Bureau and Secretariat staff to such meetings.
- Assists in the organization of panels, round tables etc. on FfD issues for intergovernmental processes.
- Carries out engagement with and outreach to various stakeholders in context of the FfD follow-up process, including FfDF.
- Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work programme of the Branch.

### **Competencies**

- **Professionalism:** Thorough understanding of UN intergovernmental process in the area of Financing for Development and familiarity with the work of non-institutional stakeholders involved in the FfD process such as civil society, business sector and philanthropic foundations. Ability to apply economic theories and concepts in Financing for Development and formulating financing policies in the context of the 2030 Agenda for Sustainable Development and the Financing for Development follow-up processes. Ability to apply UN rules, regulations, policies and guidelines in work situations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is

conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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

### **Education**

Advanced university degree (Master's degree or equivalent degree) in economics or related field is required. A first-level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of five years of progressively responsible experience in economic research and analysis, policy formulation, application of economic principles in development programmes or related area is required. Experience with the UN intergovernmental processes is desirable.

### **Languages**

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

**Posting Title: Logistics Officer, P4**

**Job Code Title: LOGISTICS OFFICER**

**Duty Station: MULTIPLE**

### **Responsibilities:**

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

1. Provide expert advice about logistics support to peace operations, to include planning and budgeting considerations for the start-up, build-up, surge, sustainment and liquidation phases; considerations and practices for integration of civilian and military capabilities; the synchronization of transportation, communications and information technology, engineering, and medical services; and risk management.
2. Prepare logistics support plans, deployment timelines and budget requirements for planned or new peacekeeping missions; develop logistics plans for existing missions; develop contingency plans for drawdown and liquidation of missions; develop and implement methodologies and tools to enable effective execution of logistics plans; formulate mission specific standard operating procedures; prepare contingency plans and logistics preparedness reviews.
3. Provide expert medium- and long-term planning capacity for logistics support to new, sustaining, expanding, contracting and liquidating peacekeeping operations and other field missions.
4. Monitor, assess and keep senior management informed of the quality, efficiency, effectiveness and timeliness of logistics operations in field missions; interpret and analyze periodic management reports to include verification reports and other relevant information contained in the department's information management applications; identify issues requiring UNHQ intervention and recommend appropriate action; follow up on decisions taken.
5. Receive and analyze requests for logistics support; coordinate support activity with responsible subsidiary organ(s) of the Division; monitor delivery of goods and/or services to field missions and exercise quality control.
6. Coordinate the Division's logistics planning activities in connection with one or more supported field operations; prepare the Division's support plans for new, evolving, established or liquidating missions.
7. Coordinate the Division's review of mission support plans and liquidation plans prepared by supported field operations, together with associated cost estimates and asset disposal plans; and follow up on decisions taken.
8. Provide logistics advice in select working groups, task forces and external meetings; establish and maintain effective liaison with other units within the Secretariat as well as Permanent Missions of Member States. Actively participate in negotiations with concerned member states on MOUs and LOAs.
9. Manage assigned projects to achieve required goals, objectives and milestones; as required, form and direct multifunctional working groups. Participate in visits to geographic areas of logistics operational interest and existing field operations, and pre-deployment inspection visits to troop contributing countries.

10. Collect, collate, analyse and archive logistics support-relevant information from all relevant sources. Based on the information collected, prepare technical reports, briefings and presentations to senior management as well as external partners.

### **Competencies**

**Professionalism:** Knowledge of logistics operations and practices. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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

### **Education**

Advanced university degree (Master's degree or equivalent) in business administration, public administration, engineering, law, supply chain management, logistics operations/management or other related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of five years of progressively responsible experience in land or air transport, logistics operations in military, commercial or international organizations, or related area is required. Experience in planning, coordinating and/or managing multifunctional logistics support operations is desirable. Logistics planning experience in a field environment is desirable. Experience within the context of a humanitarian relief, military, emergency management, peacekeeping or disaster relief operation is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of French is desirable.

**Posting Title: Environmental Affairs Officer, P4**

**Job Code Title: ENVIRONMENTAL AFFAIRS OFFICER**

**Duty Station: MULTIPLE**

**Responsibilities:**

Within delegated authority, the Environmental Affairs Officer will be responsible for coordinating and monitoring actions on environmental issues in field missions, chiefly overseeing and advising for revision as necessary the missions' Environmental Management System (EMS) and coordinates with partners. The duties listed below are part and parcel of the EMS and coordination tasks:

Policy and Guidance

- Participate in the drafting and/or review of the DPKO/DFS environmental policy and objectives (including directives, Annual Mission Environmental Statements, Standard Operating Procedures, etc.);
- Review environmental assessments and surveys of operations in the missions, including Environmental Impact Assessments (EIA);
- Review missions' Environmental Baseline Study (EBS);
- Review missions' Environmental Action Plan (EAP);
- Produce the template for field missions of the Environmental Emergency Preparedness Plan with relevant offices;
- Assist in policy development including the review of all DPKO and DFS Policies, and providing inputs to mainstream environment in all guidance documents;
- Prepare various written outputs, e.g. input to publications, briefing notes and talking points for senior management.

Environmental Action Plan – Implementation

- Coordinate and monitor the implementation of the missions' EAP, including data collection and reporting;
- Maintain a record of environmental issues and actions thereon at the missions, including, for example, a list of potentially hazardous installations within the missions (e.g. petrol station, warehouse storing flammables) in cooperation with fire marshals or other staff at the mission designated to deal with emergencies;



- Investigate complaints or reports of pollution, contamination, health hazards and other environment-related incidents;
- Submit periodic reports on environmental issues of the missions, to the Senior Environmental Affairs Officer including policy compliance status reports as required for the DPKO/DFS Environmental Policy;
- Recommend to the Senior Environmental Affairs Officer and management to undertake such measures as may be required to prevent or mitigate environmental problems;
- Advise relevant officers or offices on environmental issues arising from the assessments, studies and plans, including environmental information relevant to the operations of the mission;

#### Awareness and Training

- Undertake outreach activities, promote awareness on environmental issues;
- Liaise with DPKO/DFS DPET Integrated Training Services to develop a strategy of environmental briefing to all mission personnel including police and military contingents during their induction training;
- Facilitate the network of Missions Environmental Focal Points by sharing best practices and lessons learned from missions and/or organizations, and by managing the online Peace Ops Environment Community website;

#### Coordination and Partner Relations

- Provide support in liaising on environmental issues with Permanent Missions and member states and relevant United Nations bodies and agencies;
- Support the coordination and management of the DPKO/DFS-UNEP partnership under the Rapid Environment and Climate Technical Assistance Facility (REACT);
- Participates in or lead field missions, including provision of guidance to external consultants and other parties and drafting mission summaries;
- Prepare DFS responses and inputs (and representing DFS as necessary) for interagency working groups on environmental/sustainability management such as the Environment Management Group (EMG) and the Senior-level Steering Group on Environmental Sustainability Management of the UN Secretariat;
- Perform any other tasks required to support the DPKO/DFS Environmental Policy for UN Field Missions and the environmental objectives.

## **Competencies**

Professionalism - High degree of personal initiative and willingness to accept wide responsibilities; ability to provide technical and procedural advice in a broad range of environmental areas to different types of audience; ability to develop, maintain and supervise accountability systems for materials and services; ability to teach and conduct research; strives to incorporate the gender perspective in programmatic and operational work; 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.

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

Communication - Speaks and writes clearly and effectively; Listens to others, -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 the audience; Demonstrates openness in sharing information and keeping people informed.

## **Education**

Advanced university degree (Master's degree or equivalent degree) in environmental management, science, engineering, law or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

## **Work Experience**

At least 5 years of progressively responsible experience in the environmental management field with a national government/administration or international organization is required. Experience in coordinating environmental management in an international organization is desirable. Experience with representation in an environment-related interagency network is desirable. Experience in project planning, evaluation or oversight of environmental compliance is desirable.

## **Languages**

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

**Posting Title: Administrative Officer, P5**

**Job Code Title: ADMINISTRATIVE OFFICER**

## **Duty Station: MULTIPLE**

### **Responsibilities:**

Within delegated authority, the Administrative Officer in the Personnel Section of the Executive Office for the Department of Economic and Social Affairs will be responsible for the following duties:

- Initiates and coordinates actions covering recruitment, placement, promotion, job classification review, appointment and extension, transfer, leave, separation of staff members, ensuring consistency in the application of UN rules and procedures.
- Provides expert advice to programme managers concerning workforce planning and staffing issues and to staff members in the Department with respect to conditions of service, privileges and entitlements under the Staff Rules and Regulations.
- Provides support in the implementation of the e-Performance system in the Department.
- Provides support and coordinate activities related to investigation in rebuttal cases to the Performance Appraisal System.
- Coordinate training and staff development activities.
- Provides support and coordinate activities related to the management evaluation and investigation cases.
- Provides guidance to programme managers and their designated staff in the utilization of Inspira for staff selection, ensuring compliance with the provisions of the administrative instruction on staff selection system.
- Reviews monthly post incumbency reports for purposes of vacancy management and staffing table control.
- Supervises the work of the Administrative Assistants providing administrative support to the Divisions in the Department.
- Administers and certifies expenditures charged to common staff costs such as travel on appointment, home leave, repatriation and travel on education grant.
- Assists the Senior Human Resources Officer in all personnel related issues, including meeting with departmental staff representatives, discussing and proposing solutions on a variety of subjects relating to staff welfare and conditions of work.
- Discusses, as required, grievances with individual staff members, supervisors and/or staff representatives, mediates.

- Organizes, gathers and maintains statistics and prepares reports on personnel matters as required.
- Performs ad hoc assignments as required.

### **Competencies**

- **PROFESSIONALISM:** Knowledge of administrative and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Knowledge of relevant personnel and financial policies, including United Nations staff selection system; Ability to identify issues, formulate opinions, make conclusions and recommendations. 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.
- **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.
- **CLIENT ORIENTATION:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

### **Education**

Advanced university degree (Master's degree or equivalent degree) in business or public administration, finance, accounting, law or related area is required. A first level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of seven years of progressively responsible experience in administration, finance, accounting, human resources management or related field is required. Experience in application of staff regulations, staff rules, and human resources policies and practices is required. Experience in recruitment and staff selection using integrated information management systems is required. Experience in workforce planning and administration of large scale staffing table is desirable. Experience in supporting an organizational-wide

change management programme is desirable. Experience in administration of HR entitlements is desirable. Experience in the work of the United Nations is desirable.

### **Languages**

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

**Posting Title: Chief Nurse, P-3**

**Job Code Title: CHIEF NURSE**

**Duty Station: MULTIPLE**

### **Responsibilities:**

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

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

Supervisory Duties: Supervise the nursing staff at mission headquarters and satellite clinics 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.

#### Education

Registered Nurse who is a graduate of either an accredited Baccalaureate Nursing Program (University) or an accredited Diploma Program (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.

**Posting Title: Finance and Budget Officer, P4**

**Job Code Title: FINANCE AND BUDGET OFFICER**

**Duty Station: MULTIPLE**

#### Responsibilities

Within delegated authority, the Finance and Budget Officer will be responsible for the following duties:

##### Budget Preparation:

- Analyses budget submissions, obtains clarifications and justifications.
- Prepares budget and budget performance reports for small-medium-sized peacekeeping operations.
- Prepares financial aspects/implications for Secretary-General's reports to the Security Council.
- Prepares the supplementary information and supports the Director and the Section Chief in presentation of the budget proposals and budget performance reports to the Advisory Committee on Administrative and Budgetary Questions and to the Fifth Committee of the General Assembly.
- Provides advice and guidance to headquarters and field staff on budgetary and financial policies and procedures, including results-based budgeting.

##### Budget Administration:

- Administers and monitors related trust funds.
- Prepares allotments, staffing table authorizations and redeployments of funds.
- Analyses and monitors budget implementation.
- Initiates payments to troop- and formed police-contributing Governments for the settlement of liabilities.

General:

- Drafts official correspondence and background papers. Briefs senior management. Conducts research and prepares communication to donors on financial aspects of trust fund activities. The incumbent may be requested to perform other related duties assigned by the Section Chief, including team assignments for Division-wide initiatives.

### **Competencies**

- **Professionalism:** Possess conceptual and analytical skills including an in-depth grasp of financial principles and practices, with knowledge of budget development, including results-based budgeting, and the financial administration of resources. Ability to provide authoritative advice to senior managers on strategic issues; Ability to use information technology effectively as a tool and resource. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

### **Education**

Advanced university degree (Master's degree or equivalent degree) in business administration, finance, or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of five years of progressively responsible experience in finance, administration, budget, business administration or related area is required. Experience with budgetary policies and practices, financial regulations and rules, is required. Experience in the use of information technology tools for financial analysis and monitoring of budgets is required. Experience in preparing reports for intergovernmental and expert bodies is desirable.

Experience in results-based approaches to budgeting and in using enterprise resource planning solutions are desirable. Experience in peacekeeping operations is desirable.

### **Languages**

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

**Posting Title: Information Management Officer, P3**

**Job Code Title: INFORMATION MANAGEMENT OFFICER**

**Duty Station: MULTIPLE**

### **Responsibilities**

Within delegated authority, the Information Management Officer will be responsible for the following duties:

- **Coordination:**

Establish and maintain an information management network in accordance with IASC guidance to facilitate humanitarian information exchange and the promotion of data and information standards; work with first responders such as the UN disaster assessment and coordination team (UNDAC) and on-site operations and coordination Centre (OSOCC) to ensure a smooth transition of information tools and services; engage with counterparts in government to ensure that information activities are coordinated and consistent with national standards and practices; provide training and expertise on the use and development of information management tools and platforms to OCHA staff and humanitarian partners; advocate for the use of data standards and common platforms, and for the open exchange of information.

- **Web Management**

Manage content on relevant web platforms, provide overall quality control for the platform and ensure content is current, comprehensive and follows relevant metadata standards; work with external counterparts on related web platforms such as agency and cluster websites and Relief Web to facilitate cross-site search and interoperability.

- **Data Management**

Design, develop and manage databases, spreadsheets and other data tools; understand, document, and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability; consolidate operational information on a regular schedule to support analysis.

- **Data Analysis**



Organize, design and carry out the evaluation and analysis of location specific datasets through meaningful statistical techniques; participate in the development and revision of data standards (e.g. the Humanitarian Exchange Language) and advise on the application of these standards into local systems and processes; participate in the development, implementation and management of new indicators, together with its accompanying data, to be included in a Common Humanitarian Dataset; understand, document and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability.

- **Assessment Analysis**

Support assessment and needs analysis activities, including humanitarian needs overviews, secondary data reviews, preliminary scenario definitions and multi-cluster initial rapid assessments; provide advice on assessment design to ensure data quality; manage platforms and tools that support data collection and analysis such as KoBo Toolbox and Open Data Kit (ODK).

- **Geographic Information System (GIS) & Mapping**

Develop and maintain spatial baseline and operational datasets in accordance with relevant standards and guidance; produce and update high-quality map products and online services; maintain a repository of spatial data and ensure that the data are documented and accessible to all humanitarian partners through local and/or online services.

- **Visualization**

Produce and update information products such as reports, charts and infographics by turning data into graphical products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials.

- **Performs other related duties, as required.**

## **Competencies**

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to the management of information in complex emergencies, disaster preparedness, disaster response and early recovery; Ability to identify issues, analyse humanitarian trends and participate in the resolution of issues/problems; Ability to conduct data collection using various methods; Demonstrates conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases; Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities; 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.

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

- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

### **Education**

Advanced university degree (Master’s degree or equivalent degree) in information management, information systems, social science or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of five years of progressively responsible experience in information management, information systems, web management, data management, geographic information systems and mapping, data visualization, or other related area is required. Experience managing information in disaster response or complex emergencies is required. Relevant experience within the UN Common System or other international organisation is desirable. Experience in the region is desirable.

### **Languages**

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

**Posting Title: Property Management Officer, P4**

**Job Code Title: PROPERTY MANAGEMENT OFFICER**

**Duty Station: MULTIPLE**

### **Responsibilities**

Within delegated authority, the Property Management Officer will be responsible for the following duties:

- Provide advice to the Chief, PMU and property management stakeholders in DFS on all matters related to the policy and procedures governing the management of the United Nations Property during its life cycle;
- Execute global monitoring and oversight function for material management and accountability through performance measurement based on the established key performance indicators, corporate targets and action plans;
- Contribute to the development of departmental policies and guidelines, standing operating procedures and other guidance materials based on the UN regulations and rules, international standards and recommended practices;
- As a subject matter expert for IPSAS and ERP projects, assist in development of supply chain management concepts, implementation instructions and accounting practices for Property, Plant & Equipment and Inventories;
- Formulate user requirements for IT systems in support of materials management and supply chain activities;
- Contribute to the proper execution of functions carried out within PMU and assist with development of work plans and supervision of support staff;
- Analyse and identify requirements for capacity building, and provide subject matter expertise for the creation of rosters of preapproved candidates in the area of property management in the field operations;
- Performs other duties as required.

### **Competencies**

Professionalism: Ability to manage a diverse range of property management services; Ability to apply analytical skills in a wide range of statistics on property management and formulate policy guidance; Conceptual analytical capacity and proven business process management and project development skills; Expert knowledge of the UN Financial Regulations and Rules; Demonstrated expertise in logistics/supply chain management; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; 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.

Planning and Organising: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates

appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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

### **Education**

Advanced university degree (Master's degree or equivalent) in Logistics Management, Business Administration, Information Systems Management, or related area. A first level university degree in combination with two additional years of relevant experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of 7 years of progressively responsible experience in the field of materials management related support services, logistics, supply chain management or related area is required. Experience in property management in field operations is desirable. Experience in development and implementing ERP asset and inventory management solutions is desirable. Experience in IPSAS accounting is desirable.

### **Languages**

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

**Posting Title: Project Manager Engineer, P4**

**Job Code Title: ENGINEER**

**Duty Station: MULTIPLE**

### **Responsibilities**

Under the direct supervision of the Chief, Design and Construction, SHP, the Project Manager Engineer will be responsible (as part of the Strategic Heritage Plan team) for the following tasks:

1. Manages the programme planning process, the design process, the work execution process and the related cost and quality control activities for renovation works with respect to timeline schedules, milestones, key deliverables, logistics, and budget.
2. Evaluates projects and proposals for realistic quantities and costing.
3. Develops proposals, terms of reference, and scope of services for contracting of required consultancy services.
4. Recommends solutions to complex planning and renovation challenges.

5. Assists in the establishment of stakeholders working groups to act in an advisory capacity at key milestones of the renovation and restoration process.
6. Evaluates proposed solutions, taking into account such factors as user requirements, aesthetics, architectural integrity, sustainability, local regulations, logistics, available space and existing conditions.
7. Participates in the overall efforts of the team by studying the critical issues related to strategic planning, design and renovation works.
8. Makes sound recommendations for the resolution of problems in specialised areas.
9. Acts as a liaison between users and operators to ensure that proposed engineering solutions meet the operational and programmatic requirements of the Organization.
10. Works collaboratively with the Programme Management Consultants and other UN substantive offices and stakeholders in assessing existing conditions and providing solutions.
11. Performs other related duties as required.

### **Competencies**

**PROFESSIONALISM:** In-depth knowledge of buildings and engineering, renovation and constructions projects. Excellent knowledge of project cost control activities and computer-aided design programs AutoCAD, Cafm (Archibus) and Revit design software. Proven ability to supervise technical teams. Excellent drafting skills. 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.

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

**TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

### **Education**

Advanced university degree (Master's degree or equivalent degree) in engineering or related fields. A first-level university degree with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

## **Work Experience**

A minimum of seven years of progressively responsible experience in managing construction and renovation projects of large office facilities, of which preferably 2 years within the United Nations or other international organizations. Experience as a requisitioner in procurement of services is required. Experience in facilities management, project management, construction costs is an asset.

## **Languages**

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

**Posting Title: Pharmacist, P3**

**Job Code Title: PHARMACIST**

**Duty Station: MULTIPLE**

## **Responsibilities**

Within the delegated authority the Pharmacist reports to the Chief/Senior Medical Officer (C/SMO) and is responsible for the following duties:

- Monthly updates the Mission list of drugs and consumables, based on ge on regular basis through consumption reports
- Records and reports all medicines supplied on periodic basis detailing medicine's name and strength, dosage, quantity supplied.
- Day-to-day advice on pharmaceutical issues including evaluating different antibiotics impact on the local microbiological situation, and secures that mission personnel do not unnecessarily influence the ecological balance through the use of antibiotics;
- Advises the medical staff about available restricted and non-restricted antibiotics in response to the recommended treatments for the hospital patients (IN&Out);
- Periodically updates doctors and nursing staff on the drugs formulary list and antibiotics drugs recommended by WHO guidelines to provide basic and emergency treatments
- Day-to-day check on pharmaceutical issues, drugs, medical supplies, medical consumables, vaccines, condoms (male and female) and blood in the mission (Item description / stock number, unit form, total quantity available, expiry date, and bin location of each item is physically checked and clearly verified).
- Ensure that minimum and maximum stock levels are established either according to the packing form or the unit form in respect to each expendable item;
- Daily physical check of pharmaceutical products to ensure that shelves are cleaned off the expired drugs and can handle consumption of short-expiry items
- Updates list of medical assets in the Galileo system or any other recording tool thereof;
- Updates the C/SMO on the medical assets status and KPI's compliance on periodic basis.
- Advises the medical doctors on the specification of drugs to be requisitioned, and for offers a prudent scale of issue for the planning of re-supply;
- Identifies / determines efficiency and punctuality in the pharmacy requisitions in regards to drugs, laboratory reagents, medical consumables and other miscellaneous supplies;

- Coordinates with Procurement and Supply Sections for follow-up of approved requisitions, technical evaluations, and purchase orders related to the medical warehouse/Pharmacy Unit;
- Orders, receives, stores, and distributes pharmaceutical medications to adequately meet needs of clinics in an efficient manner;
- Updates the list of expendable and non-expendable items in the Galileo system for regular submission to the CMO.
- Follows the Centralized Item Master Catalogue of the Codification Expendable Project;
- Convergence of multiple unit of measure into one Unit in Galileo System upon DFS-PCIU regulation recommendations;
- KPs performance applications are implemented upon Galileo SAU perspective and in compliance with the PCIU regulations and measures. Synchronization of data between the Physical actual stock and the theoretical stock data is established and restructured completely in Galileo system;
- Responsible for preparation of the list of expired drugs and consumables for write-off and disposal according to UN policies on waste management
- Performs other duties as requested.

### **Competencies**

**Professionalism:** Knowledge and hands on experience in pharmaceuticals and ability to apply them in an organizational setting. High degree of personal initiative and willingness with highest integrity to accept wide responsibilities and work independently under established procedures; Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Accountability:** Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

### **Education**

Advanced university degree (Master's degree or equivalent) in Pharmaceutical Sciences is required. A first-level university degree with combination of two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

At least 5 years of progressively responsible experience in pharmacy and skills on pharmaceutical logistical matters is required. Hands-on experience, particularly in support of Peacekeeping Operations or a related field mission is highly desirable. Experience in using Microsoft Office and Excel spreadsheets to maintain proper statistics and keep patient data is desirable.

### **Languages**

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

**Posting Title: Research Officer, P4**

**Job Code Title: RESEARCH OFFICER**

**Duty Station: MULTIPLE**

### **Responsibilities:**

The incumbent reports to the Executive Secretary. As far as review projects are concerned, he/she receives substantive guidance from the Inspector(s) in charge of the project and supervise by a Senior Research Officer. During the reviews the incumbent is expected to work with a large degree of independence. Under the authority of the Executive Secretary, the supervision of a Senior Research Officer and the guidance of the Inspector(s) concerned, the incumbent: - Participates in the preparation of a structured work plan for evaluation and inspection reviews, taking into account their scope and complexity; - Analyzes information collected by the assigned Research Assistant and conducts preliminary desk reviews; - Prepares questionnaires, surveys and interview guides and drafts correspondence related to the reviews; - Participates in the Inspectors' missions and assists in the interviews conducted by the Inspectors; - Analyzes data, identifies problems and issues and suggests solutions; - Participates in drafting the Unit's reports; - Ensures accuracy of the information contained in the reports; - Guides and oversees the work of the assigned Research Assistant;- Performs focal point responsibilities in respect of assigned organizations, including the drafting and updating of management assessments; - Assesses and screens proposals for the annual Program of Work of the Unit; - Participates in internal JIU meetings and assists in the preparation of JIU attendance at meetings of legislative organs; - Performs other duties as assigned by the Executive Secretary.

### **Competencies**

Communication: Ability to speak and write clearly and effectively. Ability to ask pertinent questions, to listen to others, correctly interprets messages received and responds appropriately. Demonstrated openness in sharing information and keeping people



informed. Planning and Organizing: Ability to develop clear goals and identify priorities. Ability to allocate appropriate amount of resources for completing work, foreseeing risks and planning for contingencies. Efficient use of time. Ability to monitor and adjust plans. Accountability: Ability to deliver outputs within prescribed time and quality standards. Honours commitments and takes personal responsibility for shortcomings. Team work: Good interpersonal skills and ability to work in a multi- cultural environment with sensitivity and respect for diversity.

### **Education**

Advanced university degree, preferably in business or public administration, economics, statistics, international affairs, law or in a related field. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of 5 years of progressively responsible experience, of which at least 3 years involving research and analysis, preferably in the area of oversight (evaluation, audit, inspection, investigation) or a related field.

### **Languages**

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

**Posting Title: Medical Officer, P4**

**Job Code Title: MEDICAL OFFICER**

**Duty Station: MULTIPLE**

### **Responsibilities:**

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

#### **Clinical Duties:**

- Undertakes day-to-day clinical duties, e.g. walk-in clinic, emergencies,
- Undertake day-to-day occupational health duties: pre-placement and periodic medical examinations prepare UN staff for travelling providing immunizations, malaria prophylaxis, travel kits, etc.
- Refers staff to outside specialists as necessary.
- Follows-up with outside specialists.
- Provides health education and health promotion programs.
- Participates in addressing work environment and occupational health issues.

#### **Medico Administrative Duties:**

- Liaises with UN-Military Medical Units in the mission and host-nation medical facilities.

- Follows the United Nations established policies and procedures regarding medical clearances, sick leave and medical evacuations/repatriations.
- Participates in drafting and implementation of business continuity and crises preparedness plans for the duty station/mission.
- Deputizes for a more senior Medical Officer during his/her absence.

#### Supervisory Administration:

- Manages day-to-day mission medical support operations by ensuring availability of medical supplies and proper functioning of medical equipment.
- Ensures 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:

- Performs other related duties as required.

### **Competencies**

• **Professionalism:** Knowledge of clinical, occupational and tropical/travel medicine. Formal training in CPR and, preferably in BCLS and ACLS or equivalent emergency medical care. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

• **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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

**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.

### **Education**

Doctorate (MD) or equivalent degree in medicine. ACLS/BCLS certification and /or certification in tropical and travel medicine is an asset. Masters degree in Public Health (MPH or equivalent) is an added advantage.

### **Work Experience**

A minimum of five years of progressively responsible experience in medical field as a medical doctor.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English and knowledge of French is an asset.

**Posting Title: Programme Officer, P4**

**Job Code Title: Programme Management Officer**

**Duty Station: MULTIPLE**

### **Responsibilities:**

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

- Participates in the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Researches, analyzes and presents information gathered from diverse sources.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports, including Secretary-General's reports on disaster risk reduction and talking points for high-level officials, such as SG, SRSG and PGA.
- Provides substantive backstopping and policy support to consultative and other inter-governmental meetings, such as GA resolution negotiations.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).

- Performs other duties as required.

Work implies frequent interaction with the following:

Counterparts, senior officers and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies.

Representatives and officials in national governments, international organizations, consultants.

### **Competencies**

#### **Professionalism:**

- Knowledge and understanding of theories, concepts and approaches relevant to disaster risk reduction and climate change adaptation.
- Ability to identify issues, analyze and participate in the resolution of issues/problems.
- Ability to conduct data collection using various methods.
- Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases.
- Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.
- 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.

#### **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 the 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

#### **Accountability:**

- Takes ownership of all responsibilities and honours commitments
- Delivers outputs for which one has responsibility within prescribed time, cost and quality standards
- Operates in compliance with organizational regulations and rules
- Supports subordinates, provides oversight and takes responsibility for delegated assignments
- Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

### **Education**

Advanced university degree (Master's degree or equivalent) in business administration, management, economics or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of five years of progressively responsible experience in project or programme management, administration or related area. Background/familiarity with disaster risk reduction and/or climate change adaptation is required. UN experience is desirable.

### **Languages**

Fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage

**Posting Title: Training Officer, P-4**  
**Job Code Title: TRAINING OFFICER**  
**Duty Station: MULTIPLE**

### **Responsibilities:**

Under the supervision of the Chief, Mobile Medical Training Team (MMTT), the incumbent will participate, as a member, of MMTT missions, and provide training to DSS Chief Security Advisers (CSA), Security Advisers (SA), Field Security Coordination Officers (FSCO); Agency, Fund and Program Field Security Officer/Field Safety Advisers (FSO/FSA); Department of Peacekeeping Operations Chief Security Officers (CSO), Mission Security Officers (MSO) and Safety and Security Service (SSS) Security Officers (SO). In addition, will develop appropriate training related to crisis response, specifically for mass casualty planning and medical evacuations, and present this training to Designated Officials (DO) and Security Management Teams (SMT), and will develop appropriate basic first aid related training for all staff at large, system wide. The incumbent will assess scheduled training to ensure it is conducted in accordance with the annual UNDSS training schedule; provide appropriate medical training to members of the UN Security Management System and staff at large; prepare and disseminate announcements for all MMTT training courses; organize and coordinate all venue, logistics and administrative requirements for all MMTTs; ensure that all agencies, funds, programs and organizations of the UN system are invited to participate, as appropriate; review certification procedures for

participants and ensure that appropriate standards are met in completion of all courses; participate in reviewing and preparing dynamic training for all UNDSS Programs of Instruction (POI) using current training materials, practical applications, guide books, and approved training methodologies; organize, plan and maintain inventory of training materials involved in MMTTs, ensure that all appropriate learning materials are employed in all courses presented; perform as an instructor on all MMTT missions; prepare training reports for all courses, in accordance with established procedures, including appropriate recommendations to enhance emergency medical related training; participate in developing and presenting this training in response to emergency crisis situations, attend meetings and conduct training inspections, as required. Provide medical planning advice, guidance and support to Designated Officials, Security Management Teams, agencies, funds, programs and organizations of the UN; act as a resource person and participate as instructor for medical training presented by the agencies, funds, programs and organizations of the UN upon request; develop and conduct training needs assessments and identify areas for change or modification; participate in the development of coordinated inter-agency medical training strategies and policies for an efficient and effective UN training program. Perform other assignments and training functions, as required.

### **Competencies**

**Professionalism:** Knowledge of UN medical and security management policy, and field medical procedures and techniques related to emergency trauma, mass casualty and medical emergency response. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Knowledge in crisis medical planning. **Planning and Organizing:** Ability to establish priorities and to plan, organize, coordinate and monitor own work plan.

**Communication:** Good drafting ability and communications skills, both oral and written.

**Technological Awareness:** keeps abreast of available technology.

### **Education**

Advanced university degree (Master's degree or equivalent) in medical related field (i.e., nursing or medical management), political or social science, business administration, or international relations. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Current certification as an Emergency Medical Technician Basic (EMT-B), qualified provider and instructor in Medicine in Remote Areas (MIRA), certified as an instructor in Basic Life Support (BLS), Automatic Electronic Deliberator (AED), Pre-Hospital Trauma Life Support (PHTLS), Healthcare Provider CPR and American Red Cross CPR/First-Aid Instructor are required. Completion of the DSS Security Certification Program is desirable.

### **Work Experience**

Five years of progressively responsible experience in security management at the international level, of which at least two years of formal experience in developing and presenting Emergency Trauma, Basic First Aid and Mass Casualty response training is required. Experience as a trainer in the UN is desirable.

## **Languages**

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

**Posting Title: Engineer, P-4**

**Job Code Title: ENGINEER**

**Duty Station: MULTIPLE**

## **Responsibilities**

Within delegated authority, the Engineer will apply professional engineering knowledge and expertise in performance of the following duties: (These duties are not all inclusive nor are all duties carried out by all Engineers)

- Applies commonly used engineering calculations, practices and precedents in completing portions of larger projects related to the design, construction, or repair of electrical power generation and distribution systems, and other related activities in the field.
- Plans and designs specifications for projects.
- Conducts preliminary site investigations to obtain field data such as power requirements/capacity demands, fuel requirements and cost implication, technical potential and other related information.
- Prepares design layout for buildings and facilities.
- Develops technical data regarding materials, sizes, dimensions, and quantities and costs to be incorporated in formal specifications.
- Develop scope of works/requirements, specifications for electrical and mechanical systems contracts.
- Liaises with other engineers and mission specialists responsible for related specialized phases to arrive at mutually satisfactory approaches to problems by exchanging and comparing data.
- Conducts investigations to develop improved designs and power related techniques.
- Produces cost data and estimates on engineering-related requirements of current and planned field missions.
- Analyzes project proposals to ensure technical feasibility and to ensure that project objectives are attainable within prescribed resources.
- Conducts research on development of new technical systems, and follow development to identify improved methods and equipment.

## **Competencies**

- Professionalism: Ability to apply engineering skills and to participate in engineering projects, including preparation of cost estimates, research of data and preparing graphs. Ability to identify and analyze engineering data of significant depth and complexity. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful

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

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning& Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

### **Education**

Advanced university degree (Master's degree or equivalent) in electrical engineering. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of five years of progressively responsible experience in electrical engineering is required. Experience in project management including planning, design, budget and execution of electrical projects is desirable. Experience in system contracts for electrical power generation, distribution, switching and controls is desirable. Experience in overseeing complex engineering works is required. Experience in the area of Renewable Energy is required.

### **Languages**

English and French are the working languages for the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of French is desirable. Knowledge of another United Nations official language is an advantage.

### **REMUNERATION**

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered. Annual salary ranges from US\$110,000.00 to US\$250,000.00 for respective positions.

### **HOW TO APPLY**



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).

This is an online recruitment process, applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide information pertaining to their qualifications, including their education, and work experience. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening

Candidates under serious consideration for selection will be subjected to a reference-checking process to verify the information provided in the application. Interested and qualified applicants should send their detailed Resumes/Cvs to [recruiting@uncied.org](mailto:recruiting@uncied.org) on or before 31st of January 2020.