COMMISSION FOR INTERNATIONAL DEVELOPMENT

The United Nations Commission for International Development (UNCFID) is a programme promoting social development across the world. It provides substantive support to Governments in developing policy measures and initiatives to promote inclusive "societies for all", where each individual has rights and responsibilities regardless of economic status (poverty), social status (gender, marital), specific age group (older persons, youth), disability or cultural or religious affiliation. The aim is to ensure that individuals and communities are enabled to participate in society and contribute to national development while enjoying basic human rights and fundamental freedoms.

The Commission also provides support in the area of social assessment, promoting training and research in participatory methodologies designed to enhance development planning and evaluation, and to build capacity to implement and monitor socially sensitive policies. The Commission is working to develop cross-sectoral approaches that link development activities in a holistic manner, and works in close cooperation with United Nations regional commissions, funds, programmes and specialized agencies.

The UNCFID presently require the services of resourceful, experienced and dynamic candidates for the following positions listed below:-

Programme Officer, P-3
DEADLINE FOR APPLICATIONS: 10 Feb 2012
DATE OF ISSUANCE: 05 Mar 2011
DUTY STATION: Geneva

Responsibilities
Under the direct supervision of the Chief, Programme Management Division, the Programme Officer will undertake the following functions: - Provides substantive support to the subregional offices relating to ESCAP's technical cooperation projects, including identifying the priorities and designing technical cooperation projects; - Assists the subregional offices and coordinates the preparation, appraisal, approval and revision of project proposals and documents and drafting of agreements; - Participates in field missions, including for the purpose of stakeholder consultations, needs assessment and project evaluation, as a basis for the development of ESCAP's technical cooperation programme; - Facilitates workshops on logical framework development and analysis; - Participates in the formulation of policies, guidelines and operating procedures for efficient and effective delivery of programme management services for the subregional offices and other offices away from Bangkok; - Ensures consistency with UN policies, agreements, directives, guidelines, rules and regulations in the implementation of programmes/projects and initiate appropriate remedial actions; - Develops of ESCAP's memoranda of understanding and technical cooperation trust fund agreements, by reviewing proposals and suggesting changes to ensure compliance with UN rules, guidelines and models, including the UN financial regulations, and drafting of correspondence to the UN Controller, the UN Office of Legal Affairs, donors and partners, as well as ESCAP Offices as necessary; - Provides advice on focal point for issues related to the business community, including cooperation with the business community and acceptance of pro-bono goods and services from donors and partners; - Provides advice on issues related to partnerships with other organizations to programme management officers and substantive divisions' officers, including

officers of the subregional offices; - Undertakes preparations/revisions for and participates in negotiations with the host Government of ESCAP's respective regional institutions and subregional offices on administrative and financial arrangements and other agreements, as necessary; - Assists in monitoring the implementation by the subregional offices of technical cooperation projects; - Maintains liaison and coordination with donor representatives, project staff and other partners on financial and administrative matters related to programme/project initiation and implementation; - Services consultations with donors to review ESCAP project submissions and prepares draft reports of those consultations; - Liaises with other ESCAP Offices, including the Administrative Services Division, regional institutions and subregional offices, as necessary; - Assists in the servicing of the substantive divisions and the subregional offices on programmatic matters; and, - Undertakes any other duties as may be assigned by the Division Chief.

Competencies

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. 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 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. - 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. - Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks - outside the box -; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches. - 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. - 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 business administration or law, preferably in areas related to international contracts, international institutions and/or commercial law. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience
A minimum of five years of progressively responsible experience in administration or management of technical cooperation in the UN and legal analysis, research and writing. Experience in negotiation of complex legal documents is an advantage.

Languages
Fluency in spoken and written English is essential. Knowledge of another UN official language is an advantage.

Other Skills
Proven strong legal analytical and drafting skills are desired. Experience in programme/project development and implementation is an advantage. Familiarity with UN rules and regulations is an asset. Familiarity with standard office computer programme such as MS Office is required.

Medical Officer, P-4
DEADLINE FOR APPLICATIONS: 23 Feb 2012
DATE OF ISSUANCE: 05 May 2011
DUTY STATION: New York

Responsibilities
Within delegated authority, the Medical Officer reports to the Deputy Medical Director and the Medical Director of the UN Medical Services Division, Office of Human Resources Management, and will be responsible for the following duties: Clinical Duties: Undertake day-to-day clinical duties in a walk-in clinic; respond to medical emergencies; refer staff to outside specialists as necessary and follow-up with outside specialists. Organizes/Participates in addressing work environment and occupational health issues: conducts pre-placement and periodic medical examinations; prepares UN staff for travelling by providing advice on immunizations and malaria prophylaxis; provides health education and implements health promotion programmes. Medico-Administrative Duties: Advises administration, as per United Nations policies and guidelines, on medical clearance for recruitment, travel and mission assignment; sick leave certification; medical evacuations and repatriations. Advises Medical Director on work-related illness/injury compensation cases, including those of Military Observers, United Nations Police and peacekeeping troops; on possible cases of medical disabilities and assists in preparation of medical boards. Undertakes field travel to assess health environment and existing medical facilities in the field duty stations and advises administration accordingly. Performs other duties as required.

Competencies
Professionalism - Demonstrated knowledge and hands on experience in internal medicine, and knowledge of occupational medicine, travel and tropical medicine; proven analytical skills and ability to make timely and appropriate decision in any medical situation; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Planning and Organizing - Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; 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. Communication; Speaks and writes clearly and effectively; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Commitment to Continuous Learning Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; Technological awareness - Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; 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 decision with an eye to the impact on others and the organization.

QUALIFICATIONS

Education
Advanced University degree (Master's degree or equivalent) in Medicine with post graduate training in one of the medical specialties. preferably occupational/internal medicine. A first level university degree in medicine combined with qualifying experience may be accepted in lieu of post graduate training. Currently registered to practise medicine in own country or other UN member state is required.

Work Experience
At least 7 years of progressively responsible clinical experience in the medical field. Knowledge and experience in occupational, travel and tropical medicine is desirable. Previous UN/international medical experience 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
Proficiency in electronic medical records and modern information office technology is desirable.

Human Resources Officer, P-3
DEADLINE FOR APPLICATIONS: 05 Feb 2012
DATE OF ISSUANCE: 04 July 2011
DUTY STATION: Geneva

Responsibilities
This position is located in the Human Resources Management Section, Administrative Services Division, ESCWA. Within limits of delegated authority, and under the guidance of the Chief of Section, the Human Resources Officer will be responsible for the following duties: ADMINISTRATION OF ENTITLEMENTS: (1) Ensure consistent application of the staff rules and regulations in the provision of benefits and entitlements. (2) Provide guidance and clarification to managers and staff on policies, rules and procedures on contractual issues, conditions of service, performance management, and career issues. (3) Provide advice on exceptions to human resources policies, regulations and rules. (4) Administer and provide advice on salary and related benefits, travel and social security entitlements. (5) Review and approve personnel actions prepared by Human Resources Assistants. (6) Work closely with the Team to ensure consistent and transparent application of rules, regulations and procedures. (7) Determine and recommend benefits and entitlements of staff on the basis of contractual status. SUPERVISORY: (1) Manage and motivate staff in the Team to ensure smooth and effective delivery of services. (2) Monitor performance and activities of staff in the Team, providing guidance and support to ensure the highest standards of client orientation and output. (3) Develop knowledge and skills of staff under supervision. GENERAL: (1) Prepare special reports, policy papers, position papers and briefing notes and participate and/or lead special human resources projects. (2) Contribute to the enhancement of services provided by

HRMS. (3) Initiate and/or contribute to reviewing work processes, including developing new HRMS procedures and policies. (4) Provide guidance to programme managers on the application of job classification policies and procedures and by undertaking whole office reviews, as necessary. (5) Contribute to various HR Working Groups. (6) Keep abreast of developments in various areas of human resources management. (7) Represent HRMS in joint staff management bodies and working groups related to HR issues.

Competencies
PROFESSIONALISM: Proven knowledge of Human Resources rules, regulations, procedures and practices. Ability to conduct independent research and analysis, identify issues, and recommend solutions; proven analytical skills. PLANNING AND ORGANIZING: Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision. CLIENT ORIENTATION: Ability to identify clients' needs and provide appropriate solutions; ability to establish and maintain productive partnerships with clients. COMMUNICATION: Proven ability to write in a clear and concise manner, including ability to prepare briefing notes and reports, and to communicate effectively orally. TEAMWORK: Strong interpersonal skills and ability to establish and maintain effective working relationships with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS

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

Work Experience
At least 5 years of progressively responsible experience in human resources management, public or business administration or related area. Experience in administering benefits and entitlements and UN human resources policies, procedures, practices, regulations and rules highly desirable. Experience in other human resources functions (recruitment, job classification, training etc) would be an asset.

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

Other Skills
Familiarity with UN human resources policies, procedures, practices, regulations ad rules is desirable. Solid computer skills, including proficiency in word processing. Good knowledge of human resources databases (such as IMIS) highly desirable.

Engineer, P-3
DEADLINE FOR APPLICATIONS: 18 Jan 2012
DATE OF ISSUANCE: 18 Aug 2011
DUTY STATION: New York

Responsibilities
Under the direct supervision of the Chief, Engineering Section, or his/her designated officer, the Engineer will provide engineering support to the Engineering Section, Logistics Support Division (LSD), Department of Field Support (DFS), and is responsible for the following duties: Apply commonly used engineering calculations, practices and precedents in completing portions of larger projects related to the design, construction, or repair of buildings, roads, bridges, airfields, helipads, railways, docks, waste disposal

systems, flood control systems, water treatment facilities, electrical power generation and distribution systems, environmental control systems, field defenses, mine detection and clearance, and other related structures and activities in the field. Plan and designs specifications for projects. Conducts preliminary site investigations to obtain field data such as soil characteristics, drainage and other data required for building site selection. Prepares design layout for smaller or less complex portions of buildings and facilities. Develop technical data regarding materials, sizes, dimensions, and quantities and costs to be incorporated in formal specifications. Estimates costs of repairs of damaged buildings, facilities and systems to determine feasibility of repairs or replacement. Liaise with other engineers and mission specialists responsible for related specialized phases to arrive at mutually satisfactory approaches to problems by exchanging and comparing data. Conduct investigations to develop improved designs and construction techniques. Produce cost data and estimates on engineering-related requirements of current and planned field missions. Analyze project proposals to ensure technical feasibility and to ensure that project objectives are attainable within prescribed resources. Conduct 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. Takes responsibility for incorporating gender perspective and ensuring the equal participation of women and men in all areas of work. Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client. Technological Awareness: Keeps abreast of the available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks.

QUALIFICATIONS

Education
Advanced University Degree (Masters degree or equivalent) in Civil Engineering, Electrical Engineering, Mechanical Engineering, Architecture or a related field. First level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience
A minimum of 5 years of progressively responsible experience in the overall management of engineering projects engineering projects and activities. At least one year of experience in UN peacekeeping or other field operations is desirable. Experience in engineering support and the logistics of international peacekeeping or military operations is desirable.

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

Other Skills.

Environmental Affairs Officer, P-3
DEADLINE FOR APPLICATIONS: 3 Feb 2012
DATE OF ISSUANCE: 27 Sep 2011
DUTY STATION: Geneva

Responsibilities
The post is located in the Environment, Housing and Land Management Division (EHLM), Economic Commission for Europe. Under the supervision of the Teamleader, Policy Review Team, and the Environmental Performance Review Programme Leader the incumbent assists in planning and monitoring the implementation of Environmental Performance Reviews (EPRs) in Eastern Europe, Caucasus and Central Asia (EECCA) and South East European (SEE) countries; carries out research and drafts chapters on specific issues related to EPRs. (1) As project coordinator for the implementation of the Environmental Performance Reviews the incumbent will: - plan, implement and monitor the implementation of EPR reviews; - Schedule pre-missions and fact finding missions and participate in these missions. Assist in selecting and building up teams of international experts; in charge of liaising and coordinating national experts consultants and experts from other international organizations. Liase and cooperate with environment and other ministries in the reviewed countries, with other government's officials, representatives of national, regional and global organizations and organizations of the UN system and NGOs dealing with environmental policy and management issues; - Assist in planning, organizing and servicing of technical and ad hoc expert group meetings, and provide support to intergovernmental processes dealing with environmental policy and management in particular of the Peer-review Meeting of the ECE Committee on Environmental Policy; draft reports, policy papers and prepares summaries of the meetings. - Assist in the organization of panels and round tables and in particular of EPR launching events; (2) As environmental expert the incumbent will: - Participate in the analysis of environmental policy and management; evaluate frameworks of strategic nature and management practices on the basis of empirical research; carry out inteviews in the reviewed country, crosscheck the information and prepare a series of reccomendations; participate in integrating/assembling the chapters of the report, and in verifying and harmonizing information contained in the report as well as the reccomendations therein; - prepare/contribute to the preparation of publications, various other written reports, documents and communications e.g.draft reports or sections of analytical reports, studies, background papers, parliamentary documents, briefings and correspondence. Undertake on-the-job and other training activites, both internally and externally. (3) Perform other related duties as required, including a variety of administrative tasks necessary for the delivery of the work unit's service - Represent the work unit at international and other meetings; prepare inputs to statements by secretariat staff to such meetings. - provide input to the strategic framework reporting in IMDIS - Prepare press releases, provide susbstantive input for updating website contents - Provide support to the management of the Division and Office of the Executive Secretary (OES) on substantive and administrative issues.

Competencies
*Professionalism: in-depth understanding of environmental management issues, sustainable development and the specific problems facing countries-in-transition; *Communication: communicate very well, both orally and in print, with people from many different cultures and background and be able to conduct interviews of experts and officials. Draft documents in an effective manner; *Teamwork: engage at all times in good teamwork, ability to establish and maintain effective working relations with colleagues, government officials and experts of different national and cultural background with respect for diversity. *Planning and organizing: proven ability to plan and organize missions, meetings, round tables and panels as well as publications in a very efficient and reliable way.

QUALIFICATIONS

Education

Advanced university degree in economics, social science, natural sciences, environmental management or environmental sciences, or related fields.

Work Experience
At least 5 years of professional experience in Government service, research institutions or in international organizations on environment related issues and or sustainable development.

Languages
Fluent in English with drafting and editing ability. Fluency in one of the other two official languages of UNECE, French and Russian, highly desirable.

Other Skills.

Administrative Officer, P-4
DEADLINE FOR APPLICATIONS: 30 Jan 2012
DATE OF ISSUANCE: 09 Aug 2011
DUTY STATION: Port of Spain

Responsibilities
POST NUMBER: UNA020-03110EP-40001. Under the supervision of the Chief, ECLAC Sub-regional Headquarters for the Caribbean and the Chief of Administration Division of ECLAC, the Administrative Officer will be responsible for the following duties: HUMAN RESOURCES MANAGEMENT: Initiates and coordinates actions covering the entire span of human resources activities, e. g., recruitment, placement, promotion, performance appraisal, vacancies, job classification reviews, separation of staff members, and training, ensuring consistency in the application of UN rules and procedures. Provides expert advice with respect to conditions of service, duties and responsibilities, privileges and entitlements under the Staff Regulations and Rules. Represents the Office at meetings of Departmental review bodies. Reviews post incumbency reports for purposes of vacancy management and staffing table control. BUDGET AND FINANCE: Initiates and conducts studies to improve budget reporting systems and cost effective utilization of program resources. Monitors and controls budgetary allocations through regular reviews; drafts routine and ad hoc outputs; and provides effective monitoring reports and data. Identifies deviations from plans and propose corrective measures. Leads and oversees preparation and implementation of the regular budget and coordinates implementation of the work programme in close consultation with the Programme Support Unit. . Establishes and maintains a set of sound policies, procedures, standards and tools which are consistent with UN policy and practice in order to ensure proper accounting, financial management and control. GENERAL ADMINISTRATION: Implements and monitors support services, including procurement of supplies and services; transport, travel and traffic, communications, engineering and information technology support; and provision of local utilities and service requirements. Supervises a staff team and/or provides advice to others on human resources administration, financial administration and management information issues and practices. Produces major/complex reports for management. Provides expert guidance and leadership to more junior staff. Performs other related duties as required, e.g. reviews adequacy of office space and technology requirements, safety, security and building management arrangements. Performs other related work as required.

Competencies
Professionalism - Knowledge of administrative, budgetary, financial and human resources policies and procedures of the United Nations Common System. Knowledge of security and safety management in the context of the United Nations. 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. 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 form 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; and 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. Teamwork: works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise, and is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; and shares credit for team accomplishments and accepts joint responsibility for team shortcomings. 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.

QUALIFICATIONS

Education
Advanced university degree (Master’s degree or equivalent) in business, public administration, finance or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience
A minimum of seven years of progressively responsible experience in administration, finance, human resources management or related field in the United Nations Common System, is required.

Languages
English and French are the working languages of the United Nations Secretariat. For this post, advanced knowledge of written and oral English is required, as verified by relevant exams, if necessary. Basic knowledge of French and/or Spanish is desirable.

Other Skills
Knowledge of current UN information Systems, for example such as Galaxy and IMIS is desirable. Knowledge of Microsoft Office Suite, is required.

Finance Officer, P-4
DEADLINE FOR APPLICATIONS: 26 Jan 2012
DATE OF ISSUANCE: 07 Jul 2011
DUTY STATION: Geneva

Responsibilities

The United Nations Compensation Commission (UNCC) is a subsidiary organ of the Security Council, and is situated in Geneva, Switzerland. The Follow-up Programme for Environmental Awards wasestablished by the UNCC Governing Council in December 2005 under decision 258. The purpose of the Programme is to provide technical and financial oversight of the implementation of several large-scale environmental rehabilitation projects in Iran, Jordan, Kuwait and Saudi Arabia in both terrestrial and marine ecosystems. Under the overall guidance and direction of the Executive Head of the UNCC Secretariat (who also serves as the Director of the Programme), the Financial Programme Officer will be responsible for the following duties: • Review relevant documents from claimant Governments and Independent Reviewers, including correspondence, plans and reports, to monitor claimant Governments' implementation of projects under the Programme. • Provide authoritative advice, financial interpretations, adaptations and corrective actions; • Work cooperatively with claimant Governments and Independent Reviewers, in coordination with colleagues within the Secretariat, to conduct the financial evaluation of the environmental projects, and prepare necessary related correspondence and reports; • Provide recommendations on claimant Governments' compliance with Governing Council decision 258 (2005); and assist in the preparation of reports for the Governing Council; • Develop methodologies, design and maintain tracking systems for the review and monitoring of the financial progress of the claimant Governments' project implementation; • Monitor relevant expenditures ensuring that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained; • Assists in the preparation of the Programme internal biennial budgets and the interim performance reports; • Approve the Programme financial documents under delegated authority as approving officer; • Review and analyse the Programme Financial Statements and bring any arising issues to the attention of the Executive Head; • Perform other duties as required.

Competencies
PROFESSIONALISM: Proven conceptual, analytical and evaluative skills and ability to conduct independent research and conceptual and financial analysis, identify issues, formulate options and provide conclusions and recommendations. 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. 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 organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. CLIENT ORIENTATION: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect. 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 accounting. A first level university degree in combination with qualifying experience may be acceptable in lieu of the advanced university degree. Certification as a Certified Public Accountant (CPA), Chartered Accountant (CA) or equivalent is desirable.

Work Experience
A minimum of seven years of progressively responsible professional experience in an accounting firm including at least two years audit experience is required. Experience in dealing with large projects, in particular with environmental projects, is preferred.

Languages
Fluency in written and spoken English is required. Knowledge of Arabic is an asset.

Other Skills
Ability to draft comprehensive reporting documents and to communicate on sensitive issues with a variety of audiences.

Training Officer, P-3
DEADLINE FOR APPLICATIONS: 21 Feb 2012
DATE OF ISSUANCE: 08 Sep 2011
DUTY STATION: Geneva

Responsibilities
The post is located in Geneva within the Division of Administration, Human Resources Management Service, Staff Development and Learning Section. Pedagogical level: The incumbent will : 1. supervise the organization and administration of language courses in the 6 official languages. 2. supervise all UNOG language teaching staff and language program administrative staff. 3. ensure that course offerings are responsive to client needs and compatible with U.N. strategic goals and reflect best practices. 4. maintain contact with client organizations to assess training needs and delivery options. 5. work with teachers on course design and test development to ensure that teaching materials and evaluation measures are appropriate to program objectives. 6. ensure that in-service teacher training is provided in the areas of, for ex., teaching methodology, course design, student evaluation and computer technology. 7. organize and provide in-service training of teaching staff by assessing new training methodologies including on-line training and educational software in order to ensure their introduction into a structured learning environment. 8. organize and/or conduct training seminars for staff development. 9. supervise the administration and ongoing development of the Independent Learning Center (ILC) for self-directed learning. 10. keep informed of developments in the areas of applied linguistics, language teaching theory and language pedagogy and ensure that ongoing developments in these fields are transmitted to teachers, who are to be encouraged to remain up-to-date on the state of the art. 11. manage all aspects of the teacher-selection process including setting up of criteria and evaluation measures and identifying consultants as needed. 12. serve as examination officer for Language Proficiency Exams, UN National Competitive Examinations and other professional recruitment examinations. 13. contribute to management and IT training programs by evaluating both training materials and trainers, as requested. Administrative level: 1. supervise the organization of language classes each trimester, including but not limited to teacher selection, contracts and schedules; student selection, admission and placement: consultation with students, teachers and client organizations; and financial oversight of daily operations 2. supervise selection and purchase of language training materials for teachers and students. 3. assure that professional recruitment examinations are conducted according to U.N. guidelines. 4. administer trust fund expenditures for teacher training. 5. supervise generation of language program statistics for reporting purposes. 6. serve as Officer-in-charge as needed. 7. support coordination and collaboration
within the Staff Development and Learning Section between language/communication and management program activities.

Competencies
Professionalism - Knowledge of staff development policies, practices and procedures and ability to apply them in an organizational setting; capacity to identify and address key issues, and recommend suitable solutions in the area of staff development; Planning and Organizing - Develops clear goals that are consistent with agreed strategies; allocates appropriate amount of time and resources to complete work; monitors and adjusts plans and actions as required. Respects deadlines; Accountability - Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within the prescribed time, cost and quality standards; and operates in compliance with organizational regulations and rules; Client orientation - Considers all those to whom services are provided as clients and seeks to see things from their point of view; identifies the needs of various clients and matches appropriate solutions; keeps client informed of progress or setbacks in services provided; Managing Performance - Regularly discusses performance and provides feedback and coaching to staff. Actively supports the development and career aspirations of staff. Appraises their performance fairly.

QUALIFICATIONS

Education
Advanced university degree (M.A.) preferably in applied linguistics or language teaching pedagogy, or human resources management, or public administration. 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 experience in administration or related field in an international setting at increasing levels of responsibility, of which at least 2 years working in the UN system on staff development matters are required. Prior experience in supervision of staff is desirable. In view of ongoing collaboration and coordination between language training and management and communication training in SDLS, experience in the field of management training would be considered as an asset. Experience in marketing training programmes would also be an asset.

Languages
Proficient in both French and English. Working knowledge of other UN official languages would be highly desirable.

Other Skills
Practical knowledge of using computer systems including website management and on-line programs to support training would be an advantage. Proficient skill in the use of data bases and spreadsheets (Access, Excel) is an advantage.

Research Officer, P-3
DEADLINE FOR APPLICATIONS: 22 Feb 2012
DATE OF ISSUANCE: 23 Aug 2011
DUTY STATION: Geneva

Responsibilities
This position is located in the JIU Secretariat. 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 Programme 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.

QUALIFICATIONS

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 advertized, fluency in oral and written English is required. Working knowledge of French is desirable. Knowledge of another official United Nations language is an advantage.

Other Skills
Excellent drafting skills required. Ability to use IT tools for research and proficiency in the use of standard computer applications (in particular spreadsheets, presentations, etc) is required.

Chief Nurse, P-3
DEADLINE FOR APPLICATIONS: 25 Jan 2012
DATE OF ISSUANCE: 12 Sep 2011
DUTY STATION: Geneva

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.

Other Skills

REMUNERATION

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered. Annual salary ranges between US$125,000.00 to US$230,000.00 for respective positions.

HOW TO APPLY

Interested and qualified applicant should send their detailed Resumes/Cvs to jobs@uncfid.org. Only Applicants considered for employment will be contacted.

Dr. George Weinert.
Recruitment Officer
Commission for International Development (UNCFID)
Fifteen UN Plaza
New York, NY 10017

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.