



UNITED NATIONS ENVIRONMENTAL PROGRAMME (UNEP)
VACANCY NEWS LETTER

Mission Statement:

The United Nations Environment Programme, established in 1947, is the apex entity of the global statistical system UNEP is looking for dynamic, creative, forward looking, dedicated and results-oriented senior managers, environmental experts with outstanding leadership qualities, a track record of succeeding in a multi-cultural environment, the capacity to bring together and respond to governments, civil society, the private sector and our other partners in creating opportunities and solutions for sustainable development..

To provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.

UNEP will pay due regard to the importance of recruiting staff on as wide a geographical basis as possible (United Nations Charter, Chapter 15, Article 101).

The United Nations places no restrictions on the eligibility of men and women to participate in any capacity under conditions of equality in its principal and subsidiary organs (United Nations Charter, Chapter 3, Article 8).

- (a) In promoting the development of national health and the improvement of their comparability;
- (b) In the coordination of the environmental work of specialized agencies;
- (c) In the development of the central health services of the Secretariat;
- (d) In advising the organs of the United Nations on general questions relating to the collection, analysis and dissemination of health information;
- (e) In promoting the improvement of health and environmental methods generally..

Find Below the List of Vacancies;

1. Administrative Officer
2. Finance Officer
3. Environmental Officer
4. Chief Nurse
5. Programme Officer
6. Medical Officer

7. Research Assistant

Administrative Officer, P-4

Deadline for Application: 10 November 2010

Date of Issuance: 09 May 2010

Duty Station: New York & Zambia

Remuneration: \$160,974.00

Responsibilities

Within delegated authority, the Administrative Officer will be responsible for the following duties: Initiate and coordinate actions covering the entire span of human resource activities, e.g., recruitment, performance appraisal, training, etc., ensuring consistency in the application of UN rules and procedures; Lead, oversee and coordinate the preparation and implementation of the work program and budget to ensure compatibility with work priorities and objectives, taking into account the most effective use of resources; Initiate and conduct studies to improve budget reporting systems and cost-effective utilization of program resources; Monitor and control budgetary allocations through regular reviews; Draft routine and ad hoc outputs; Provide effective monitoring reports and data; Identify deviations from plans and propose corrective measures; Establish and maintain 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; Implement and monitor support services, including procurement of supplies and services; transport, travel and traffic, communications, engineering and information technology support; Provision of local utilities and service requirements; Supervise a staff team and/or provide advice to others on human resource administration, financial administration and management information issues and practices; Produce major/complex reports for management; Provide expert guidance and leadership to more junior staff; Perform other related duties as required, e.g., reviews of Secretariat offices and departments at headquarters/missions, operational travel programme, adequacy of departmental space requirements, and technology requirements; Perform other related work as required; Incumbent may be deployed to a regional field office and provide administrative support to military and police component of the mission.

Competencies

Professionalism - Expert knowledge and command of planning, programming, budgeting, financial management and other relevant administrative policies; Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operation;

Leadership – Proven supervisory ability and technical leadership; Ability to establish and maintain effective working relations both as a team member and team leader. Demonstrated ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance in staffing.

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

Client Orientation – Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients;

Commitment to continuous learning – Willingness to learn and keep abreast of new developments in the field of administration;

Technological awareness – Advanced computer skills, including proficiency in word processing and relevant software packages such as IMIS;

Communication – Proven and sustained communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying the maximum necessary information, making and defending recommendations;

Teamwork – Proven interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS

Education

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

Work Experience At least Five years of progressively responsible experience in administration and human resources or financial/budget operations. Relevant professional experience in international, governmental or non-governmental organizations.

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

2. Finance Officer,

DEADLINE FOR APPLICATIONS: 10 November 2010

DATE OF ISSUANCE: 9 March 2010

DUTY STATION: Multiple D/S

Remuneration : \$171,000.00 usd

More Info

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

Responsibilities

(The following duties are generic and may differ depending on the requirements of the field mission.)

Under the supervision of the Chief Finance Officer, the incumbent will be responsible for the following duties: Approve/Confirm that proposed obligations or disbursement for services, supplies and equipment, as well as those pertaining to personnel, are in accordance with the Financial Regulations and Rules of the UN, relevant appropriations and staffing tables and corresponding approved allotments; Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained; Assist, prepare or consolidate financial reports for inclusion in the Financial Statements to be submitted to the Controller; Respond to internal/external audit observations; Review the financial statements of other entities for which the Chief Administrative Officer has certification authority; Provide advice and guidance concerning the United Nations' Financial Regulations and Rules and Accounting Instructions; Provide authoritative interpretation of requirements for handling of financial transactions; Coordinate and supervise the processing of Inter Office Vouchers,

payroll, government and vendor claims, travel, and billing of government accounts; Monitor, analyze, and approve transactions for entry into the accounting system; Keep abreast and provide guidance on the United Nations billing procedures; Define requirements and work with The Information Technology Unit with respect to production of relevant financial reports; Participate in the development of accounting policies; Provide information needed to respond to audit findings; Perform other related duties as required.

Competencies

Professionalism – Sound judgment; thorough knowledge in the use and application of the Organization's financial regulations and rules as well as accounting policies and practices; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations; knowledge, skills and ability to extract, interpret, analyze and format data across the full range of finance, accounting and budget functions; demonstrated use of initiative and ability to make appropriate linkages in work processes and anticipate next steps; familiarity with the unit's operations and objectives.

Planning and Organizing – Very effective organizational skills and ability to establish priorities and to plan, co-ordinate and monitor own work plan and that of more junior staff; ability to work under pressure and cope with deadlines.

Commitment to Continuous Learning – Initiative and willingness to learn new skills.

Technological Awareness – Solid computer skills, including proficiency and in-depth knowledge of IMIS financial modules and applications as they relate to accounting procedures; knowledge of Sun System and Progen; hands on experience with Paradox or Access; proficiency in various spreadsheet and word processing applications.

Teamwork – Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Communication – Good written and spoken communications skills; ability to write in a clear and concise manner and to provide detailed explanations orally

QUALIFICATIONS

Education

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

Work Experience

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

Languages

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

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

3. Environmental Affairs Officer,

DEADLINE FOR APPLICATIONS: 10 November 2010

DATE OF ISSUANCE: 9 March 2010

DUTY STATION: Multiple D/S

Remuneration : \$167,000.00 usd

More Info

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

Responsibilities

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

1. Plans, coordinates and directs the production of recurrent Global Environment Outlook (GEO) reports and other environmental assessments by: consulting with member states, including through UNEP Governing Council and its subsidiary bodies, and with other stakeholders and partners on the scope and process for assessments and reports; identifying the targeted users and intended impacts, appropriate assessment methodologies and necessary cooperative arrangements and participation by national governments, thereby promoting global and regional collaboration and ensuring developing countries participation and input; consulting with collaborating centers, scientific experts, relevant UN system agencies and relevant UNEP programmes to plan the production of the assessments and agree on roles and responsibilities, taking into consideration gender, geographical and disciplinary balance; ensuring the integration of global assessment activities across UNEP as appropriate and with relevant national and international programmes; coordinating and directing assessment and reporting processes, including the preparation of syntheses, summaries and associated products; ensuring the scientific credibility of the assessments and reports, including their peer review processes; designing and formulating a publication and outreach strategy for each major report in line with the overall publication strategy of UNEP and making use of cost effective and innovative technologies where appropriate; establishing and maintaining an effective process to monitor and evaluate the use and impacts of assessments and reports; developing, evaluating and testing in close collaboration with other parts of UNEP, new approaches, procedures, methods and tools, including indicators for transferring science information to policy makers in support of environmental governance; promoting the acceptance and use of appropriate integrated environmental assessment approaches, procedures and methodologies, within UNEP and relevant national and international organizations;

2. Manages the day-to-day operations of the IEA Section by: providing leadership and supervising section staff, setting objectives and targets, promoting the values and principles of the UN, monitoring and appraising performance, identifying training needs and facilitating an environment of team work and high productivity; planning and managing section work plans and budgets effectively and efficiently and mobilizing additional resources as required; contributing to the development of UNEP's biennial Programme of Work and developing strategies and work plans to ensure the effective integration of the environment assessment and reporting activities with other activities within DEWA and as an integral

part of the UNEP sub-programmes; reporting regularly on Programme of Work implementation and expenditures and monitoring and evaluation results; reporting to the Government Council and other bodies on the implementation of relevant decisions and bringing to their attention the key findings of environmental assessments as well as emerging environmental issues;

3. Performs other duties including: representing the Division or UNEP at international meetings, workshops, seminars and conferences; carrying out other tasks as assigned by the Director.

Competencies

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

Leadership: Ability to identify key strategic issues, opportunities and tasks, links between the Organizations' strategy and the work unit's goals; demonstrated innovative technical leadership by performing and/or overseeing the planning, development, and management of operations; tact and negotiating skills; good judgement and decision-making skills. **Teamwork:** Demonstrated team building and team leadership skills. Ability to work collaboratively with and to establish and maintain effective working relationships with colleagues of different nationalities and cultural backgrounds, in order to achieve organizational goals.

Planning and Organizing: Ability to identify priority activities and assignments within the areas of responsibility consistent with agreed strategies and organisational goals. Track record of excellent time management and ability to meet tight deadlines. Demonstrated ability to plan, budget, coordinate and manage complex projects.

Communication: Excellent oral and written communication skills. Proven ability to write in a clear concise manner and to convey complex scientific issues to non-technical audiences.

QUALIFICATIONS

Education

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

Work Experience

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

Languages

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

Other Skills

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

4. Chief Nurse

DEADLINE FOR APPLICATIONS: 10 November 2010

DATE OF ISSUANCE: 9 March 2010

DUTY STATION: Multiple D/S

Remuneration : \$161,000.00 usd

More Info

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

Responsibilities

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

Medico Administrative Duties: Assist the Chief Medical Officer in coordinating medical evacuations/repatriations Identify supplies and equipment requirements for the clinic and with approval of the Chief Medical Officer raise requisitions accordingly. Liaise with the Procurement Supply section for this. Provide support to the satellite clinics and ensure regular medical supplies.

Supervisory Duties: Supervise the nursing staff at mission headquarters and satellite clinics to ensure smooth functioning of the clinic. Assist the Chief Medical Officer in preparing Performance Appraisal Reports of nursing staff in the clinic. Ensure periodic upgrading of medical skills of nursing staff. Perform other related duties as required.

Competencies

Professionalism: Knowledge and experience in clinical nursing.

Planning and Organising: Ability to establish priorities and to plan and coordinate own work plan.

Commitment to continuous learning: Initiative and willingness to keep abreast of new skills in the nursing field.

Technology Awareness: Knowledge of relevant medical software packages.

Teamwork: Good interpersonal skills; ability to work in a multi-cultural environment with sensitivity and respect for diversity.

Communication: Ability to write in a clear and concise manner and to communicate effectively.

QUALIFICATIONS

Education

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

Work Experience

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

Languages

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

Other Skills

5. Programme Officer,

DEADLINE FOR APPLICATIONS: 10 November 2010

DATE OF ISSUANCE: 9 March 2010

DUTY STATION: MULTIPLE D/S

Remuneration : \$178,000.00 usd

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

Remuneration

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

More Info

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

Responsibilities

Under the supervision of the Director of the United Nations Forum on Forests (UNFF) Secretariat the incumbent will be responsible for:

- (i) Providing independent professional and technical expertise on the implementation of UN Forum on Forests policy decisions;
- (ii) Leading the preparation and technical implementation of the multi-year programme of work (MYPOW);
- (iii) Liaising and maintaining regular contact with focal points of international organizations and representing the UNFF Secretariat at intergovernmental and non-governmental meetings;
- (iv) Monitoring forest policy developments and the implementation of the MYPOW and participating in identification of new and emerging forest economics/policy issues;
- (v) Working on mobilizing financial resources for the implementation of the MYPOW and other decisions by the Forum;
- (vi) Coordinating and overseeing the work of staff members in formulating proposals for development strategies, policies and measures for presentation to intergovernmental fora;

(vii) Providing input to the secretariat's human and financial resource planning processes by preparing work plans and budget proposals for the areas described above.

Competencies

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

sustainable forest management, and knowledge of institutions and processes of the UN system.

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

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

with colleagues to achieve 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 time line for delivery of products or services to client.

Leadership: Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Managing performance: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

Judgement/Decision making : Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

QUALIFICATIONS

Education

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

Work Experience

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

Languages

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

6. Chief Medical Officer

DEADLINE FOR APPLICATIONS: 10 November 2010

DATE OF ISSUANCE: 9 March 2010

DUTY STATION: Multiple D/S

Remuneration : \$173,600.00 usd

More Info

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

Responsibilities

(The following duties are generic and may differ depending on the requirements of the mission.) The Chief Medical Officer reports to the Medical Director, Medical Services Division (OHRM/DM for Clinical and medico-administrative matters, and to the Chief, Medical Support Section (MSS) for Medical Logistics and Operational matters. Within the delegated authority, the Chief Medical Officer will be responsible for the following duties:

1. Managerial - Plan, Organize, Manage, Supervise and Co-ordinate medical services in missions; This includes management of medical support activities in the mission; Conduct and co-ordinate activities of all medical facilities, both civilian and military; Recruit and manage medical staff; Prepare budgets and control of finances; Procure drugs, medical equipment, consumables and medical supplies; Ensure

availability of supplies and proper functioning of medical equipment; Ensure optimum and rational use of resources; Prepare reports; Establish and implement appropriate training programs to maintain and develop medical capabilities (e.g. health education, HIV/AIDS prevention, first aid); Ensure the implementation of directives from UNHQ; Manage the interface between the medical unit and the staff counselors, Senior management of the mission, all specialized agencies; Military Physicians; Physicians and representatives of laboratories; Pharmaceutical Companies, medical Associations and Societies; Ensure a conducive and secure working environment for medical staff; Act as Advisor for the mission on medical matters; Perform other related duties as required.

2. Clinical - Undertake day-to-day clinical duties e.g. walk-in clinics, response to emergencies, pre-placement and periodic medical examinations, immunizations etc; Refer staff to outside specialists as necessary; Follow-up with outside specialists; Ensure the provision of health education; participate in addressing work environment and occupational health issues; Liaise with medical units in the mission and host-nation medical facilities; Ensure the implementation of adequate Infection Control measures in the clinic; Follow the UN established policies and procedures regarding medical clearances, sick leave and medical evacuations. Perform other duties as required.

Competencies

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

Leadership – Ability to identify key strategic issues and clearly communicate links between the Organization’s strategy and the work unit’s goal; good judgment and decision making skills; demonstrate ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work.

Communications – Strong communication (spoken, written and presentational) skills including ability to defend and explain difficult issues and positions to staff including senior officials.

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

Technological awareness - Solid computer skills and good knowledge of relevant medical databases.

Managing Performance - Strong managerial and supervisory skills - ability to establish priorities and to plan and encourage performance, and co-ordinate and monitor work of other staff; and delegate appropriate responsibility, accountability and decision-making authority.

QUALIFICATIONS

Education

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

Work Experience

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

Languages

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

Other Skills

7. Research Assistant,

DEADLINE FOR APPLICATIONS: 10 November 2010

DATE OF ISSUANCE: 9 March 2010

DUTY STATION: Multiple D/S

REMUNERATION: \$144,000.00 usd

More Info

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

Responsibilities

This post is located at the Social Development Division of ECLAC. Under the supervision of the Chief of the Division, the incumbent will be responsible of performing the following duties:

1. Assists in identifying and monitoring substantive aspects of the work of the Division in various regions/countries. Selects and analyzes a variety of documents, summarizes pertinent material, collects and analyses data and prepares background materials for assessment papers, studies, briefs and reports.
2. Systematically follows through and retrieves, highlights and compiles information from a wide variety of information sources; prepares input for the electronic database and the internet and co-operates with research institutes and organizations in the collection of data.
3. Assembles and examines original statistical material to ensure accuracy, clarity and validity; makes appropriate adjustments.
4. Designs, prepares and maintains a country profile for each country assigned to the Division.
5. Prepares a variety of reports, presentations, tables, lists, charts, data sets, and/or diagrams for information in order to facilitate the in-depth analysis of the retrieved information by the supervisor and other users.
6. Participates in the substantive and policy discussions of the Division.
7. Maintains and expands contacts with other departments in the Secretariat, as well as the UN agencies and programmes and other organizations relevant to the region, and co-ordinates the input of other departments in the collection of data for assignments received.
8. Prepares, maintains and updates files (electronic and paper) and internal databases; designs and generates a variety of periodic and ad hoc reports, statistical tables, charts, graphs, and other background materials/notes to facilitate inspection and other reviews.

9. Drafts programme/project summaries, co-ordinates review and clearance process and co-ordinates with editor, translation services, etc. on finalization and publication of reports.
10. Identifies the organizational requirements for conferences and meetings and assists in the preparation of documentation and reports for these meetings.
11. Attends a variety of meetings to follow discussions, takes notes and prepares summary report, notes for the file, correspondence, etc.
12. Provides guidance and training to new/junior staff
13. Performs other related work as required.

Competencies

The incumbent must have the following skills and competencies:

- i) **PROFESSIONALISM:** Knowledge of research methodologies, data collection and maintenance. Ability to identify, extract, analyze and format data from a wide variety of standard and non-standard sources. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work;
- ii) **PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently;
- iii) **COMMUNICATION:** speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed; and
- iv) **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS

Education

High school diploma or equivalent is required. Supplemental courses/training in research methodologies, statistical methods and procedures, project management on related fields is desirable. First level university studies in economics, sociology, statistics or related area desirable.

Work Experience

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

Languages

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

Other Skills

Application Method.

ALL INTERESTED APPLICANTS SHOULD SEND THEIR RESUME TO THE DIRECTOR, HUMAN RESOURCES.

Via email: jobs@unep-un.org

Early application is advised.

Important - Kindly reflect the following information in your application:

- 1) Indicate your position in the subject heading of your e-mail message.
- 2) Include your motivation note/letter attached to the email.
- 3) Name any attached documents properly

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS