



The United Nations Committee on the Elimination of Discrimination Against Women (CEDAW), an expert body established in 1982, is composed of 23 experts on *women's* issues from around the world.

The Committee's mandate is very specific: it watches over the progress for women made in those countries that are the States parties to the 1979 Convention on the Elimination of All Forms of Discrimination against Women. A country becomes a State party by ratifying or acceding to the Convention and thereby accepting a legal obligation to counteract discrimination against women. The Committee monitors the implementation of national measures to fulfill this obligation.

At each of its sessions, the Committee reviews national reports submitted by the States parties within one year of ratification or accession, and thereafter every four years. These reports, which cover national action taken to improve the situation of women, are presented to the Committee by Government representatives. In discussions with these officials, the CEDAW experts comment on the report and obtain additional information. This procedure of actual dialogue, developed by the Committee, has proven valuable because it allows for an exchange of views and a clearer analysis of anti-discrimination policies in the various countries.

The Committee also makes recommendations on any issue affecting women to which it believes the States parties should devote more attention. For example, at the 1989 session, the Committee discussed the high incidence of violence against women, requesting information on this problem from all countries. In 1992, the Committee adopted general recommendation 19, which requires national reports to the Committee to include statistical data on the incidence of violence against women, information on the provision of services for victims, and legislative and other measures taken to protect women against violence in their everyday lives, such as harassment at the workplace, abuse in the family and sexual violence. As of the end of 2007, the Committee has issued 25 general recommendations.

Please be informed that the United Nations Committee on the Elimination of Discrimination against Women is currently looking for qualified candidates for the following position(s):

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#### 1. ENVIRONMENTAL AFFAIRS OFFICER, P5

**Posting Title:** Environmental Affairs Officer  
**Job Code/Title:** EPO/66870/ Emergency Programme Officer  
**Level/Grade:** P5  
**Duty Station:** New York/France/Costa Rica  
**Posting Period:** 28th September, 2016 - 30th November, 2016.

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity Special Notice Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please seek technical assistance through the In spira Setting and Reporting link.

The Executive Secretary of the Economic and Social Commission for Western Asia ( UNDM ) 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. CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) is an international agreement between states. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival. The CITES Secretariat is administered by UNEP and is located at the Duty Station duty station.

#### Responsibilities

Under the direct supervision of the Chief of Scientific Services, the incumbent will perform the following functions:

1. Represent the CITES Secretariat in matters related to the implementation of the Convention by: a) Acting as a contact for the Secretariat with Parties, the Animals and Plants Committees, and the Nomenclature Committee, other States and non-governmental organizations on matters related to the conservation management of species of wild fauna and flora in international trade; b) Reviewing proposals related to the listing of species in the CITES Appendices and drafting Secretariat recommendations to the Conference of the Parties on amendment proposals; c) Developing projects, programmes or proposals for amendments to improve the implementation of CITES and the conservation management of species of wild fauna and flora; and d) Assisting with the implementation of decisions and resolutions and other tasks assigned to the Secretariat.
2. Collect, analyze and disseminate information related to species of wild fauna and flora in trade by: a) Assisting in the preparation of, and participating in, regional or national training seminars, meetings and conferences on the implementation of CITES; b) Assisting with the development and dissemination of technical materials and programmes in support of capacity building and scientific aspects related to the implementation of CITES, particularly concerning the conservation management of species of wild fauna and flora in international trade; c) Maintaining contact, and encouraging collaboration with government agencies, non-governmental conservation organizations and academic institutions regarding the conservation management of species of wild fauna and flora in international trade, and in particular, the trade in CITES-listed species; d) Assisting the Animals and Plants Committees with their review of the impact of international trade in species of wild fauna and flora and with other responsibilities assigned to these Committees; and e) Compiling and publishing annual export quota lists.
3. As part of the regional assistance from the Secretariat, carry out assignments by: a) Establishing contacts with Parties, the Management and Scientific Authorities in Party countries and providing assistance in regard to the provision of documentation or information, facilitating the identification of needs, such as training, enforcement, legislation and projects on the conservation management of CITES-listed species; b) Providing technical input to queries from Parties; c) Providing input, as required, into the organization of regional CITES meetings and participating in other relevant fora to inform countries about CITES and its mission; and
4. Other duties as assigned.

#### Competencies

Professionalism: 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

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challenges; Remains calm in stressful situations. **Planning and organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently. **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. **Communication:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

**Education:** Advanced university degree (Master's degree or equivalent) in zoology, environmental studies, agriculture, ecology or related area is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience:** A minimum of 7 years of progressively responsible experience in environmental studies or related area is required. Three to four years should be in an international environment is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Working knowledge of French is desirable; knowledge of another UN language is desirable. Assessment Method Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

## 2. FINANCE AND BUDGET OFFICER, P5

**Posting Title:** Finance & Budget Officer  
**Job Code/Title:** F&BO/66870/ Finance & Budget Officer  
**Level/Grade:** P5  
**Duty Station:** Hong Kong/Belgium/Sweden  
**Posting Period:** 28th September, 2016 - 30<sup>th</sup> November, 2016.

This post is located within the Budget and Finance Section (BFS), Administrative Services Division (ASD) of the UNCEDAW. The Finance and Budget Officer reports directly to the Chief, BFS.

### Responsibilities

The Finance and Budget Officer will be responsible for carrying out the following duties: Medium-term plan:

- 1 - Reviews, analyses and finalizes the preparation of the medium-term plan and its revisions on the basis of departmental submissions, taking into account recommendations and decisions of specialized inter-governmental bodies;
- 2 - Provides substantive support to relevant intergovernmental and expert bodies in their review of the medium-term plan and its revisions; assists in securing approval from the General Assembly;
- 3 - Ensures legislative mandates are accurately translated into programme budgets; Budget preparation:
- 4 - Collects, reviews and analyses data with respect to the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements from (a) departments/offices at Headquarters and in the field, including programmatic aspects; and (b) medium-sized peacekeeping operations;
- 5 - Oversees the preparation of local standard costs required for the elaboration of resource requirements for budget

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submissions;

6 - Provides support to managers with respect to the elaboration of resource requirements for budget submissions;  
7 - Reviews, analyses and provides input into finalization of programme budget/financial implications to the Security Council statements in light of additional mandates;

8 - Provides substantive support to relevant intergovernmental and expert bodies in their budget review; assists in securing approval from the General Assembly;

Budget administration:

9 - Issues allotments, including redeployment of funds when necessary, ensuring appropriate expenditures;

10 - Monitors budget implementation and determines/recommends reallocation of funds when necessary;

11 - Monitors expenditures to ensure that they remain within authorized levels;

12 - Authorizes payment to Governments for settlement of certified death and disability, contingent-owned equipment and letters-of-assist claims; determines average monthly troop strengths, establishing amounts reimbursable and initiating payments for reimbursement to troop-contributing countries;

13 - Reviews all requisitions generated by the Reality system for goods and services to ensure correct objects of expenditure have been charged, ensuring availability of funds;

14 - Administers and monitors extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures;

15 - Prepares relevant documentation with respect to budget performance submissions;

16 - Reviews and makes appropriate recommendations with respect to the finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures;

17 - Provides substantive support to intergovernmental and legislative bodies;

18 - Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme and/or peacekeeping budgets, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures;

19 - Monitors and supervises the work of subordinate staff as required (usually in the field);

20 - Performs other related duties, as assigned.

Competencies

Professionalism - Knowledge of financial principles and practices; ability to independently conduct research and analysis, formulate options and present conclusions and recommendations; shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

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

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

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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 tasks to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourage risk-taking and supports staff when they make mistakes; actively supports the development and career aspirations of staff; appraises performance fairly.

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

Work Experience: A minimum of five years of progressively responsible experience in finance, administration, budget, business administration or related area. Experience with corporate budgeting and financial systems such as ERPs are desirable. Knowledge of IPSAS is desirable.

### 3. CHIEF EMERGENCY PROGRAMME OFFICER, D1

**Posting Title:** Chief Emergency Programme Officer  
**Job Code/Title:** CEPO/66870/ Emergency Programme Officer  
**Level/Grade:** D1  
**Duty Station:** Copenhagen/Gaziantep Turkey/New York  
**Posting Period:** 28th September, 2016 - 30th November, 2016.

#### Responsibilities:

- To manage UNCEDAW day-to-day activities in the Country , ensuring an efficient humanitarian response and an effective, accountable use .
- To represent UNCEDAW at all relevant co-ordination bodies, for example the Protection Working Groups and UN inter-agency meetings.
- To ensure that all programme activities in the country are firmly situated within the established humanitarian framework for response and therefore in close collaboration with the relevant local authorities, UN agencies and NGOs.
- To advocate on behalf of older people in the country in order to promote their inclusion in programmes outside the reach of UNCEDAW activities.
- To be responsible for all aspects of international staff management in the country including, job review and security within UNCEDAW's policies. This will also include international staff professional development and guidance in planning, implementation and evaluation of their programmes as well as identifying capacity building opportunities as they arise.
- To have ultimate responsibility for local staff management in The country, including the recruitment of support staff, development, guidance in their activities, and capacity building and ensuring that UNCEDAW's practice complies with Labour law taking advice from the country development programme.
- To control and manage expenditure of UNCEDAW's budget, including monitoring of expenditure, supervision of the monthly finance reporting process accounts and revision and maintenance of financial controls.

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- To identify and explore new operational and strategic opportunities for the UNCEDAW programme.
- To take overall responsibility for the preparation of all UNCEDAW proposals and monitoring and reporting to donors from whom funds are secured. These will be submitted to the Country Director and then passed onto Head Office in Geneva for sign off after appropriate input from concerned departments
- To develop, in collaboration and consultation with the Programmes Department Geneva plans for on-going and future UNCEDAW'S activities in The country.
- To ensure the security and maintenance of UNCEDAW property, including vehicles, accommodation and equipment.
- To ensure staff safety through adherence to security guidelines and UN evacuation plans.
- To provide monthly narrative and financial updates to the Country Programme Director and Geneva on UNCEDAW's programme activities and other developments in the region.
- To travel to other areas of the country, where necessary in order to fulfil the above

**QUALIFICATIONS Education**

Advanced university degree (Masters and equivalent) in related field. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree. **Work Experience**

At least 7 years of progressively responsible professional experience at national and international levels, including project management.

**4. SENIOR HUMAN RIGHT OFFICER, P5**

**Posting Title: Senior Human Right Officer**

**Job Code/Title: SHRO/66870/ Senior Human Right Officer**

**Level/Grade: P5**

**Duty Station: NEW YORK/FRANCE/ROME**

**Posting Period: 28th September, 2016 - 30th November, 2016.**

This post is found in the Office of the High Commissioner for Human Rights. The incumbent reports to the Chief of the Rule of Law, Equality and Non-Discrimination Branch (ROLENDB).

**Responsibilities**

The incumbent acts as the Coordinator of the Women's Human Rights and Gender Unit and in this capacity, he/she will: Provide overall policy and strategic direction and effective leadership, particularly in programme development, support and advocacy on women's rights and for the integration of gender perspectives into all human rights activities, including at the country level and in conflict situations; Provide policy and strategic advice to human rights mechanisms, the High Commissioner and Member States on women's human rights issues, and ensure the development of tools, programmes and support for human rights action and advocacy concerning women's issues, with particular attention to peace-building situations;

Plan and oversee the management of activities undertaken by the Unit, determining priorities, and allocating resources for the completion of outputs and their timely delivery, and carry out programmatic and administrative tasks necessary for the functioning of the Unit, including assigning and monitoring of performance parameters and critical indicators, evaluation of staff performance (PAS), planning and reporting on budget and programme performance, preparation of inputs for and reporting under results-based budgeting and the HC's biennial management plan;

Develop and maintain relations with the relevant senior officials of Governments, UN departments and agencies and other international organizations to ensure the consistent consideration of women's human rights in the development of specific initiatives with regard to women's issues, particularly in connection with conflict and humanitarian situations; Provide substantive input in the preparation of position papers and reports for presentation to intergovernmental bodies

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and other policy-making organs, as appropriate; Perform other duties as required.

### Competencies

**PROFESSIONALISM :** Comprehensive and in-depth knowledge of and exposure to a range of issues related to human rights and proven knowledge or experience of gender mainstreaming and women's human rights; excellent knowledge of international human rights instruments and institutional mandates, policies and guidelines relating to the United Nations work in the area of gender mainstreaming and women's human rights; excellent drafting skills, proven ability and skills in planning and management; 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.

**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 improvement; does not accept the status quo ; Shows the courage to take unpopular stands.

**MANAGING PERFORMANCE.** Delegates the appropriate responsibility, accountability and decision-making authority ; Makes sure that roles, responsibilities and reporting lines are clear to each staff member ; Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills ; Monitors progress against milestones and deadlines ; Regularly discusses performance and provides feedback and coaching to staff ; Encourages risk-taking and supports creativity and initiative ; Actively supports the development and career aspirations of staff ; Appraises performance fairly.

### Education

Advanced University Degree (Masters or equivalent), preferably in law, political science, international relations or other disciplines related to human rights. A first-level university degree in combination with two more years of qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience

At least 10 years of progressively responsible experience, of which 7 years must be at the international level in the human rights or closely related field, including preferably in the area of gender mainstreaming and women's human rights. Experience in management, including planning, budget and personnel matters, and in results-based programme development and implementation would be an asset.

## 5. ECONOMIC AFFAIRS OFFICER, P5

**Posting Title:** Economic Affairs Officer

**Job Code/Title:** EAO/66870/ Economic Affairs Officer

**Level/Grade:** P5

**Duty Station:** Switzerland/New York/ Beijing, Bruges

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This position is located in the Department of Economic and Social Affairs, Financing for Development Office in the Multi-stakeholder Engagement & Outreach Branch. The incumbent reports to the Chief of the Multi-stakeholder Engagement & Outreach Branch.

### Responsibilities

Under the supervision of the Chief of Multi-stakeholder Engagement and Outreach Branch of the Financing for Development Office, the Economic Affairs Officer will be responsible for the following duties:

- Monitor economic developments and identify recurrent and emerging issues related to specific thematic areas of the Monterrey Consensus, the Doha Declaration on Financing for Development, and related outcomes.
- Design and conduct studies on selected issues in Financing for Development and Financing for Sustainable Development; engage in economic analysis; draft inputs to the annual report on follow-up efforts to the Monterrey and Doha Conferences, other analytical studies, technical papers and publications.
- Provide substantive support to the General Assembly and ECOSOC and service inter-agency meetings within the FfD follow-up process, including support for the financing for sustainable development processes.
- Formulate proposals for development strategies, policies and measures for presentation to intergovernmental bodies and others; as well as develop draft policy recommendations pertaining to area of work.
- Organize expert group meetings, seminars, etc. on the topics related to FfD, including drafting reports, overseeing and engaging in note-taking, and overseeing and offering administrative support as needed.
- Prepare speeches and other inputs for presentations on topics related to the FfD process and related areas by senior staff and review inputs of junior staff and provide feedback.
- Undertake on-the-job and other training activities, both internally and externally.
- Perform other related duties as assigned by the Chief, including a variety of administrative tasks necessary for the final delivery of FfDO's outputs.

### Competencies

- **PROFESSIONALISM:** Ability to apply economic theories and concepts in Financing for Development and Financing for Sustainable Development, and formulating a financing framework in the context of Rio+20 and the UN post-2015 development agenda. Ability to conduct independent research and in-depth analysis on economic topics and determine the suitability, validity and accuracy of data provided by different 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.
- **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.

### Education.

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

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A minimum of seven years of progressively responsible experience in economic research and analysis, policy formulation, application of economic principles in development programmes or related area. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

## 6. MONITORING & EVALUATION EXPERT, P5

**Posting Title:** Monitoring & Evaluation Expert  
**Job Code/Title:** MEE/66870/ Monitoring & Evaluation Expert  
**Level/Grade:** P4  
**Duty Station:** NEW YORK/ Denmark/France  
**Posting Period:** 28th September , 2016 - 30th November, 2016.

This position is for accomplished professional with significant M&E experience and accomplishments applied in International development work, e.g., measuring project progress accurately in order to adjust strategies and enhance project cost-efficiency and effectiveness. The successful candidate will be based at UNCEDAW office and work via remote communications and traveling to project sites as required. This position reports to the Senior M&E Expert and supports all members of the M&E Team, including strengthening team member skills and practices.

The position will also mentor, coach, and train program and project field staff who have M&E responsibilities. Other responsibilities include leadership or contributions on M&E and evaluation projects for a variety of external clients, applying and promoting M&E principles and appropriate methods flexibly and creatively, developing and improving M&E strategy for proposals, project start-up and work planning, and working in the ICT Program to conceptualize, develop, and enhance effective M&E tools using appropriate, cost-effective, locally sustainable information technology. Like all team members, this position is responsible for promoting effective, pragmatic M&E that supports project results and meets quality standards across all program areas. The team is housed in the Information and Communication Technology (ICT) Program to help develop and use appropriate tools to support effective M&E systems that improve impact. Specific position responsibilities include the following:

- Develop and support M&E systems for field projects including strategies, plans, indicators; data collection and information management tools and training; quality assurance mechanisms; and related budgeting tasks
- Develop and support project evaluations, including data collection design, tools, and implementation; data analysis and qualitative assessments; team guidance and mentoring; collaborative development and oral and written presentation of findings and recommendations
- Support M&E Team members, field M&E staff, and field program staff with expertise, technical assistance, and mentoring to improve ongoing project M&E and effective information use
- Lead or contribute to M&E and ICT proposals
- Develop M&E sections for other program's proposals as appropriate, e.g. narrative approach UNCEDAW to technical approach, timeframe, and budget; illustrative results and indicators; provide M&E input for other proposal sections including staffing, budgets, and technical as needed
- Contribute technically on teams using ICT to develop effective M&E tools and strengthen applications

### Qualifications

- Ph.D. preferred or Master's Degree in a social science.
- 8-10 years' experience working in M&E in international development, including significant M&E field experience in low resource countries or in conflict or fragile states
- Technical M&E skills, including several of the following: design and implementation of program M&E systems; M&E training design and implementation; development and field-testing of data collection instruments for

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M&E indicators; data collection design and implementation (routine or survey); data analysis, synthesis, and communication of results; applied evaluation or research skills, including statistical analysis; M&E-related information and communication technologies

- Specialized knowledge and significant experience in M&E methods.
- Excellent management and organizational skills suitable for a complex environment with multiple competing priorities, short deadlines, and performance pressure; ability to manage several major multidimensional activities simultaneously
- Enthusiasm for providing technical leadership and mentoring on a collaborative team, including building M&E relevant capacity with non-M&E staff, non-technical staff, and international/cross-cultural staff and counterparts
- Superior skills in facilitation, team building and coordination; experience in developing strategic plans in Collaboration with stakeholders who represent a wide range of interests and needs
- Demonstrated experience with U.N and other donors' M&E approaches, current tools, practices, and expectations for program results and reporting
- Demonstrated writing skills, including technical papers, plans and reports for funding sources, communicating with colleagues and counterparts. Peer-reviewed journal articles are a plus.
- Excellent communication and interpersonal skills, including professional presentation of technical and training materials and FSI 3/3 in at least one language other than English - Ability to travel independently and work independently and professional

## 7. GENDER & MEDIATION CONSULTANT, P5

**Posting Title:** Gender & Mediation Consultant  
**Job Code/Title:** GMC/66870/ Gender & Mediation Consultant  
**Level/Grade:** P5  
**Duty Station:** New York,/Hong Kong,/France  
**Posting Period:** 28th September, 2016 - 30th November, 2016.

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre of all its efforts, UN Women will lead and coordinate United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It will provide strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

The Policy Division develops and implements the UN Women programme of work on analysis, research and knowledge management that provides the evidence base for the advice and guidance UN WOMEN provides to the intergovernmental processes, the UN system, and to UN Women staff working at country and regional level on issues of gender equality and women's empowerment. It identifies emerging issues and trends, and develops and proposes new strategies for achieving the agreed goals through innovative approaches and lessons learned about what works in practice. It also designs and oversees the training and capacity development programs of UN WOMEN, working closely with the UN WOMEN training facility in Santa Domingo.

The Policy Division staff is organized in Thematic sections, bringing together technical experts who: undertake issues-based research; analyze data on country, regional and global trends; build a knowledge-base on policy commitments and their implementation; propose evidence-based options for global policy, norms and standards and for UN WOMEN global programme strategies; and contribute substantive inputs to policy advocacy and technical cooperation

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programmes. The consultant will be responsible for developing specific knowledge products for country and regional offices, organizing trainings on conflict prevention, resolution and mediation, and updating a resource on women's organizations involved in mediation globally.

#### Duties and Responsibilities

Work with three regional or country offices engaged in mediation processes during this period to develop context specific and relevant analytical briefs of developments in international conflict prevention, resolution and mediation, including in the workings of major relevant intergovernmental and non-governmental institutions and in the politics of particular conflict-affected situations;

Maintain, update and manage the online database of women's peacebuilding organizations;

Identify potential areas for policy and normative development to improve the inclusiveness of peace processes or the gender-responsiveness of conflict resolution efforts and accords, including through strengthened engagement with relevant regional organizations;

Plan, organize and provide technical support to two trainings of women on mediation and peace processes, including identification and determination of major issues for discussion and selection of participants, development of background documentation, preparation of reports and policy recommendations, and dissemination of results of such meetings;

Develop practical guidelines on gender and mediation, gender and conflict resolution;

Develop briefing packages on the policy rationale for various aspects of efforts to promote women's engagement in conflict prevention, peacebuilding, conflict resolution.

#### Competencies

Ethics and Values: Demonstrates/safeguards ethics and integrity.

#### Organizational Awareness:

Demonstrates corporate knowledge and sound judgment;

Familiar with UN and regional intergovernmental processes, with a focus on gender equality and women's empowerment and knowledge of UN system gender architecture and strategic stakeholders/partners in the mediation field is required. Planning and organizing:

Plans, prioritizes, and delivers quality outputs effectively and on time.

Working in Teams: Acts as a team player and facilitates team work.

#### Communicating Information and Ideas:

Communicates effectively, clearly, sensitively and persuasively across different constituencies.

#### Self-management and Emotional intelligence:

Creates synergies through self-control: Conflict Management/Negotiating and Resolving Disagreements: Leverages conflict in the interests of the organization and setting standards.

#### Knowledge Sharing/Continuous Learning:

Sharing knowledge across the Organization and building a culture of knowledge sharing and learning.

#### Required Skills and Experience

Education: Master degree (or equivalent) in development or peace and security-related disciplines, gender issues, economics, political science, international relations, public policy, law or other social science fields.

Experience: A minimum of 5 years of progressively responsible experience in development, government, diplomacy, law, policy analysis, sociological/gender equality or related areas, and in managerial leadership;

Experience living or on extended missions in conflict-affected environments is desirable;

Experience in mediation, negotiation of peace or other types of agreements including constitutions is highly desirable; Proven record of writing and/or publishing on policy and programmatic aspects of women peace and security issues including conducting and directing research, data collection and publication;

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Proven ability to organize and manage knowledge development processes and tools.

## 8. PROGRAMME POLICY NUTRITION OFFICER, P5

**Posting Title:** Programme Policy Nutrition Officer  
**Job Code/Title:** PPNO/66870/ Programme Policy Nutrition Officer  
**Level/Grade:** P5  
**Duty Station:** Brussels/France/New York/ Geneva  
**Posting Period:** 28th September , 2016 - 30th November, 2016.

### Supervision and Purpose of the position

Under the direct supervision of the Head of Nutrition/ Nutritionist and overall supervision of the Head of Sub Office, the incumbent will be accountable for professional technical contribution to projects design, planning, administration, monitoring and evaluation of WFP nutrition programmes/ projects activities, data analysis and progress reporting, and commitment for enhancement of teamwork and capacity building involving all the key CPs and stakeholders participating in the Yemen Nutrition Humanitarian Plan (YHRP), in support of achievement of planned objectives of the workplan, aligned with country programme goals and strategy, nutrition cluster strategy with emphasis on addressing gender and social inequalities.

Specific tasks and responsibilities

Assist the Head of Nutrition/ Nutritionist in programmes planning and design:

Formulate and design nutrition programmes for emergency, protracted, relief, recovery and development operations (EMOP & PRRO) at the field office in consultation with beneficiaries, CPs, district and governorates government officials;

Review CPs proposals to ensure technical compliance with WFP/nutrition cluster guidelines and policies;

Prepare memorandum of understandings (MoUs) & Field Level Agreements (FLA) with Cooperating Partners (CPs) & MoPHP. Conduct reviews and evaluations of all MoUs/FLAs and recommend areas of improvement where applicable; Assist with analysing gaps in programme coverage, identify potential partners and liaise with them to increase coverage and minimize overlap;

Prepare and regularly update contingency plans for responding rapidly and effectively to changes in the numbers of beneficiaries and food and Non-Food Item (NFI) requirements;

Ensure timely production of the field office work plan, monitoring and evaluation matrix and quarterly activity calendars;

Ensure implementation of the field office work plan, assess project performance, resource utilization and review achievements (results) of the constraints to the field activities;

Stay up to date with other agencies interventions in nutrition or related fields to ensure sound integration of WFP supported projects; Participate in field assessment missions (carry out food and nutrition needs assessments, analyse data, document findings and recommend programme interventions).

Participate in the design and implementation of operational research activities. Advise technically SO programme staff, CPs, and other stakeholders in the field on WFP nutrition programmes implementation:

Manage the commodity pipeline at the field office and food distribution plans and advise management on the specialized nutritious foods and NFI requirements of the field office for timely delivery i.e. review monthly distribution plan in a timely manner;

Review weekly and monthly reports and provide feedback on options to tackle key issues;

Assist in the process of preparing agreements, addendums, and other documents related to nutrition;

Liaise with partners and sub-offices to resolve issues and clarify or obtain additional information;

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Undertake to ensure implementation procedures adhere to WFP and nutrition cluster guidelines. Participate in capacity building of WFP staff and CPs to implement nutrition interventions;

Assist in creating and maintaining CMAM training workplans for WFP staff and CPs in nutrition;

Prepare and update of training material, guidelines, information-communication-education (IEC) material, and implementation tools;

Compile weekly, monthly and quarterly reports and give any necessary support to Country Office compilation of annual reports;

Ensure that a proper monitoring and reporting system is in place and programme activities are implemented in line with Results Based Management (RBM) requirements. Report on implementation bottlenecks and take corrective actions where necessary;

Organize and participate in the appraisal missions for WFP programmes in the field Office catchments area; Assist the Head of Nutrition/ Nutritionist in representation and coordination work;

Represent WFP at nutrition or health sub-national cluster meetings and other stakeholders/partners meetings when required

Carry out advocacy for WFP field activities through presentations in consultative & coordination meetings, workshops, seminars, and local radio talk shows among others;

Participate in the production of reports, documents and communication papers

Develop and maintain effective working relationships with government authorities, bilateral representatives, other UN Agencies, NGOs, CPs and other stakeholders in the nutrition cluster.

Perform other related duties as required by the supervisors.

**EXPERIENCE**

At least five (5) of progressively responsible experience including one (1) year of postgraduate professional experience in health or nutrition programming in emergencies.

**REQUIRED COMPETENCIES**

Functional competencies

Formulating strategies and concepts; Analysing; Applying technical expertise; Learning and Research; Planning and Organizing

Core Competencies

Communication; Working with People and Drive for Results

**STANDARD MINIMUM ACADEMIC QUALIFICATIONS**

**EDUCATION**

University degree and/or equivalent experience with emphasis in one or more of the following disciplines: Public Nutrition, Nutrition and Food Security, Early Childhood Development and Nutrition, Maternal and Child Nutrition and Health, Public Health Nutrition, Public Nutrition and Food Security Policy and Management, Family and Community Health & Nutrition, Nutritional Epidemiology, Health and Nutrition Education, Nutrition Promotion and Disease Prevention, Nutrition Emergency Preparedness and Response, Nutrition in Disaster Risk Reduction, or a field relevant to international development assistance.

LANGUAGE: Fluency (Level C) in both oral and written communication in English and Arabic.

**9. PROCUREMENT SPECIALIST, P5**

**Posting Title:** Procurement Specialist  
**Job Code/Title:** PS/66870/ Procurement Specialist  
**Level/Grade:** P5  
**Duty Station:** NEW YORK/FRANCE/ Bangkok,/Lebanon,/Geneva

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**Posting Period: 28th September, 2016 - 30th November, 2016.**

Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Under the overall guidance of Deputy Director of DMA and under the direct supervision of the Chief of Procurement Section, the Procurement Specialist provides operational and transactional support and effective delivery of procurement services to UN-Women headquarters and Regional/ Multi-Country and Country Offices. The incumbent is primarily responsible for the planning, implementation and managerial oversight of the functional areas ensuring consistency in service.

The Procurement Specialist promotes a collaborative, client, quality and results-oriented approach and work in close collaboration with internal and external stakeholders both at Headquarters and field levels for the successful delivery of procurement services.

### **Duties and Responsibilities**

Summary of Key Functions:

- Implementation of procurement and operational strategies;
- Procurement planning and efficient management of procurement processes;
- Contracts and Agreements management;
- Provide procurement support to headquarters and Regional/ Multi-Country and Country Offices and clients;
- Knowledge building and knowledge sharing.

Description of Functions:

Ensure effective and efficient implementation of procurement and operational strategies, focusing on achievement of the following results:

Full compliance of procurement activities with UN-Women regulations, rules, policies, and internal control mechanisms;

Proper functioning of a client-oriented procurement management system;

Initiate and lead strategies to ensure effective implementation of procurement activities in headquarters and Regional/ Multi-Country and Country Offices, including sourcing strategy, quality management, customer relationship management, e-procurement introduction and promotion, suppliers' performance measurement.

Analysis of business requirements and formulation and implementation of proposals for increased transparency, accountability cost reduction; Implementation of the internal control system to ensure that contractual modalities are prepared, approved and processed and administered in a timely manner;

Support Procurement Section in all activities aimed at enhancing business processes, such as improving existing documents/templates or developing new ones where necessary; Identify opportunities for innovation in transaction processing;

Contribute to business process mapping and elaboration of internal Standard Operating Procedures (SOPs).

Plan procurement actions for acquisition for a range of goods and services, of varying complexity, and/or establishment of Long Term Agreements (LTA's), focusing on achievement of the following results: Prepare, implement and monitor procurement plans for Headquarters, monitor goals, objectives and achievements and regularly update stakeholders and clients;

Oversee the preparation and consolidation of headquarters and Regional/ Multi-Country and Country Offices procurement plans and monitor their implementation;

At an institutional level, consolidate business requirements in order to identify the need for establishment of strategic/long term agreement; Assist clients in the development of technical specifications, Terms of Reference, Scope of Works.

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Conduct market research to keep abreast of market developments;

Develop and manage the rosters of suppliers, improve systems for supplier selection, evaluation, quality and performance measurement; Lead procurement activities using specific procurement methods (Shopping, Micro-purchasing, Request for Quotation, Invitation to Bid, Request for Proposal etc.);

Lead the logistical aspect of procurement activities to ensure safe deliveries of goods and services are validated according existing procurement policies and procedures; Formulate strategies and design innovative solutions for complex procurement projects.

Ensure proper Contracts and Agreements administration, focusing on achievement of the following results:

Ensure adherence to proper contractual modalities in the headquarters and Regional/ Multi-Country and Country Offices; Manage existing LTAs, establishment of new LTAs through effective management of UN-Women Procurement Plans;

In consultation with the Legal Adviser, assist in negotiating, drafting, and reviewing terms and conditions of contractual modalities favorable business terms for UN-Women; Record and maintain all contracts and agreements details (organization-wide) to ensure real-time data availability to all stakeholders;

Assist clients in resolving business or contract related issues to ensure smooth contract fulfillment;

Manage effectively stakeholder relationship (vendors and clients);

Assist clients to implement measures to ensure effective contract management, including timely follow-up to ensure Contracts and/or Agreements are extended and/or fresh bidding exercises are undertaken as required for business continuity.

Provide procurement services to headquarters and Regional/ Multi-Country and Country Offices and clients , focusing on achievement of the following results:

Lead and/or conduct procurement for headquarters and Regional/ Multi-Country and Country Offices which includes but not limited to:

Defining needs; Select best method and type of solicitation: Issue Invitation To Bid/Request For Proposal/Request For Quotations; Receipt, opening, and evaluation of offers in close ‘collaboration’ with stakeholders;

Recommendation for awards and obtaining the necessary approvals; Issuance of contracts/purchase orders;

Contract administration (including process of payments, suppliers performance evaluation etc.);

Logistics;

Proper filing for audit trail on behalf of UN-Women Headquarters stakeholders; Monitor product developments and deadlines and integrate Supply Chain stakeholders; Conduct market research to keep abreast of market developments Facilitate exchange of information on a variety of procurement process and transaction issues to clients; Record all stages of procurement process to ensure full transparency and accountability; Maintain up-to-date knowledge of relevant market developments, reports preparation;

Analyze the procurement needs and historical procurement data; Keep headquarters and Regional/ Multi-Country and Country Offices informed of relevant market and practice developments.

Ensure knowledge building and knowledge sharing focusing on achievement of the following results: Enhance staff capacity and learning skills through coaching, training, mentoring, and other innovative measures; Contribute with practical cases and examples to the development and maintenance of procurement related regulations and rules, procedures, systems, tools and learning initiatives aimed to facilitate the business requirements of UN-Women and capacity building of personnel; Synthesis of lessons learned and best practices in procurement;

Supplement the operational capacity of Procurement Policy Support Unit as and when required.

Impact of Results:

The key results have an impact on the execution of the procurement services management by the Procurement Section in terms of quality and accuracy of work completed. Accurate data entry and procurement information, presentation of information and client-oriented approach enhances UN-Women Procurement capacity as an efficient

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service provider to its client.

Competencies

Core values and Guiding principles:

Integrity:

Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.

Professionalism:

Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.

Cultural sensitivity and valuing diversity:

Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

Core Competencies:

Ethics and Values:

Demonstrate and safeguard ethics and integrity.

Organizational Awareness:

Demonstrate corporate knowledge and sound judgment.

Development and Innovation:

Take charge of self-development and take initiative.

Work in teams:

Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.

Communicating and Information Sharing:

Facilitate and encourage open communication and strive for effective communication.

Self-management and Emotional Intelligence:

Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others.

Conflict Management:

Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution.

Continuous Learning and Knowledge Sharing:

Encourage learning and sharing of knowledge.

Appropriate and Transparent Decision Making:

Demonstrate informed and transparent decision making.

**Functional Competencies:**

Knowledge Management and Learning: In-depth knowledge on development issues; Ability to advocate and provide policy advice; Actively works towards continuing personal learning and development in one or more functional areas, acts on learning plan and applies newly acquired skills; Operational Effectiveness;

Ability to lead procurement processes using 'best practice' procurement methods, tools and approaches (including RFQ, ITB and RFP); Strong research and analytical skills to develop tools, methods and approaches to support improved practices and business processes;

Ability to introduce strategic procurement approach to procurement planning and implementation including sourcing and contract management Ability to lead implementation of new systems (business side), and affect staff behavioral/attitudinal change;

Sound grasp of developing and preparing technical and legal contracts; managing and coordinating negotiations with all interested parties including in relation to contract disputes and claims.

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Management and Leadership: Focuses on impact and result for the client and responds positively to feedback; Leads teams effectively and shows effective communication and conflict resolution skills; Consistently approaches work with energy and a positive, constructive attitude;

Demonstrates strong oral and written communication skills; Builds strong relationships with clients and external actors;

Remains calm, in control and good humored even under pressure; Excellent team leadership spirit; solid experience in the management of people and systems in high-pressure environments; Demonstrates openness to change and ability to manage complexities; Advance knowledge of ERP (Enterprise Resource Planning) system (PeopleSoft or equivalent) and knowledge of IPSAS.

Behavioral: Demonstrates strong interpersonal, team-based and presentational skills in a multicultural, multidisciplinary and multi-sectorial environment; Demonstrated negotiation skills to facilitate negotiations of LTAs; Strong networking skills to ensure effective collaborative relationships between UN-Women and other UN agencies and with a diverse range of clients and suppliers.

Required Skills and Experience

Education: Master's Degree or equivalent in Business Administration, Public Administration, Operations, Supply Chain Management, or related field. Procurement Certification from International recognized institutions (e.g. CIPS-Chartered Institute of Purchasing & Supply) is an asset.

Experience: A minimum of five years of progressively responsible experience in procurement, contract management, supply chain management or related area. Experience in ERP (Enterprise Resource Planning) system (PeopleSoft or equivalent) and IPSAS is desirable. Field experience is an advantage.

## 10. AGRICULTURAL OFFICER P5

**Posting Title: Agricultural Officer**

**Job Code/Title: AO/66870/ Agricultural Officer**

**Level/Grade: P5**

**Duty Station: Beijing/ New York/HongKong**

**Posting Period: 28th September, 2016 - 30th November, 2016.**

Agriculture Officer is responsible for providing technical guidance and input on agricultural activities conducted by the program including development of agriculture training materials, providing technical support

### ***Essential Duties and Responsibilities***

Coordinate and monitor agricultural activities in targeted areas including the distribution of inputs and starter kits. Identify training needs and gaps among target beneficiaries.

- Develop, review and revise (as required) agriculture training materials to address identified gaps and meet local capacities (including literacy, land size, soil conditions, ability to afford inputs, etc) .
- Design and implement market assessments and market agents in targeted areas in collaboration with the Program Officers and Community Mobilizers, Develop tracking tools as necessary to help program team to monitor and evaluate program progress and activities as it relates to agriculture activities.
- Maintain meticulous records of all distributed assets and workshops.
- Liaise with communities, partner agencies and other stakeholders in coordination with Community Mobilizes, Field

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Officers and Program Manager.

- Develop and maintain working relationships with key community leaders, government officials and beneficiaries.
- Provide technical assistance and support to targeted beneficiaries on issues related to agriculture.
- Participate in program meetings including weekly staff meetings to Ensure inter and in-traprogram communications and good planning.
- Prepare weekly, monthly reports and final reports on activities progress, constraints and suggestions for improved performance.

Required Qualifications

### **EDUCATION AND QUALIFICATIONS**

A Bachelor degree or higher diploma in agriculture, international development, community development; Master's degree preferred.

### **SKILLS AND EXPERIENCE**

- At least 5 years experience in agricultural development assistance programs; experience in working with farmers a plus.
- Prior experience in agriculture training and adult training methods is highly recommended.
- Demonstrate the ability to work constructively in a team
- Ability to communicate effectively, work independently, strong planning and organization

Skills

### **LANGUAGE SKILLS**

- Fluency in written and spoken English

## **11. SENIOR PROGRAMME OFFICER, P5**

**Posting Title:** Senior Programme Officer

**Job Code/Title:** SPO/66870/ Senior Programme Officer

**Level/Grade:** P5

**Duty Station:** Beijing/ New York /France

**Posting Period:** 28th September, 2016 - 30th November, 2016.

The United Nations Committee on the Elimination of Discrimination Against Women (UNCEDAW) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. UNCEDAW implements legislative mandates of the United Nations Environment Assembly and the United Nations General Assembly, ensuring coherent delivery of its programme of work.. Its mandate is to, among others, coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of the governments and the international community for action. This position is located in the UNCEDAW New York Office (UNCEDAW-NYO), which is part of the UNCEDAW Executive Office at Headquarters in Nairobi, Kenya. Under the direct supervision of the Deputy Director of the UNCEDAW New York Office, the incumbent will be responsible for the following:

Responsibilities:

1. Undertake discussions and support negotiations on environmental policy matters considered in intergovernmental

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bodies (e.g. General Assembly and its Committees, the Economic and Social Council (ECOSOC), High Level Political Forum (HLPF), etc) with Permanent Missions and the UN system.

2. Provide technical expertise on environmental sustainability and sustainable development issues in support of intergovernmental processes and conferences, and in working closely with relevant inter-agency structures.
3. Provide technical input in following up on the Rio +20 outcomes and activities related to post-2015 agenda of the United Nations.
4. Support the preparation and compilation of UNCEDAW input to different reports of the Secretary-General pursuant to different resolutions of the General Assembly, the Economic and Social Council, and the High Level Political Forum.
5. Develop constituencies and build support and cooperation among the Permanent Missions in New York, through e.g. networking and the organization of regular briefings on environmental policy initiatives, as well as emerging programme issues of relevance to major intergovernmental processes.
6. Facilitate consultations with Permanent Missions in New York and regional groups of member states, liaising with UNCEDAW regional and divisional directors as appropriate in order to develop policy initiatives on new and emerging issues, and proposals for the programme of work.
7. Facilitate regular and systematic participation and coverage of, and ensure effective contributions to, intergovernmental meetings of significance to UNCEDAW, particularly with regard to those in the field of environmental sustainability and sustainable development.
8. Support the regular flow and exchange of timely and analytically sound information between UNCEDAW Headquarters and the United Nations Headquarters in New York, and expand and maintain linkages between Nairobi and New York based UN departments on all relevant policy and budgetary matters.
9. Coordinate and undertake regular and systematic coverage of the work of the UN financial, administrative and budgetary bodies, particularly the 5th Committee of the General Assembly, the Advisory Committee on Administrative and Budgetary Questions (ACABQ) and the Committee on Programme Coordination (CPC), and maintain regular liaison with the relevant UN administrative and programme budget offices.
10. Support oversight of programme matters related to the New York office, including programme reporting, monitoring and evaluation requirements, medium-term plan strategies, and maintain regular liaison as appropriate with the UN Office of Internal Oversight Services (OIOS) and Board of Auditors.

#### Competencies:

**Professionalism:** Proven ability in providing technical support on environmental sustainability issues to inter-governmental and inter-agency processes; proven experience in contributing to diverse international processes in the field of environmental policy development.

**Integrity:** Demonstrated ability to stand by, and defend UNCEDAW's policies in different fora.

**Communication:** Excellent drafting and communication skills; ability to defend and explain difficult issues with respect to key policies, decisions and positions to inter-agency, inter-governmental and other fora.

**Leadership:** Ability to empower others and translate vision into results. Demonstrated skills in developing strategies to achieve planned objectives, ability to anticipate and resolve conflicts by pursuing mutually agreeable solutions.

#### Education:

Advanced university degree (Master's degree or equivalent) in international relations, environmental policy/sciences, economics or social sciences, or a first university degree with a relevant combination of academic and professional qualifications. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### Work Experience:

A minimum of ten (10) years of progressively responsible experience in inter-governmental and inter-agency negotiations or related area of which five (5) at the international level. Experience in the functioning of multilateral

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bodies and UN environmental policy and sustainable development negotiations is required. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

## 12. Human Resources Officer, P4

**Posting Title:** Human Resources Officer  
**Job Code/Title:** HRO/66870/ Human Resources Officer  
**Level/Grade:** P4  
**Duty Station:** Panama City/New York/France/HongKong  
**Posting Period:** 28th September , 2016 - 30th November, 2016.

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

This position is located in the Field Personnel Operations Service, Field Personnel Division, and Department of Field Support. The Human Resources Officer will report to the Chief, Integrated Regional Section, under the overall supervision of the Chief, Field Personnel Operations Service in the Field Personnel Division.

### Responsibilities

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

Lead and manage the team, team resources and work distribution to support the needs of a group of field missions;  
Be accountable for the delivery of timely and comprehensive staffing, travel and administrative support services required to meet the needs of a group of field missions;

Monitor the team's performance against defined indicators, including: mission vacancy rates, meeting payroll cut-off deadlines, timely selection and recruitment of staff and their travel to the missions;

Exercise delegated authority in staffing, travel and administrative matters, within the delegated authority granted to DFS; Act as a certifying officer and cost center for related budgets and certify travel for newly recruited staff, military observers (MilOBs), and police officers; Approve offers of appointment, and ensure proper administration of extensions and letters of appointment; Interpret policy, in consultation with Chief of Integrated Human Resources Management Teams and Chief Quality Assurance and Information Management Section;

Provide resources to participate in mission assessment/assistance visits;

Participate in meetings concerning integrated support issues and coordinate with other departments of DFS, DPKO or DPA to provide timely and adequate human resources management support services; Develop operational plans to meet immediate and expected mission needs, as related to start-ups, expansions, downsizing and other mandate changes to foster a holistic understanding of the missions requirements; and,

Responsible for the coordination, delivery and content of presentations, briefings, notes and reports related to assigned missions, as required. Competencies Professionalism

-Knowledge of the substantive field of work in general and of specific areas being supervised.

-Ability to produce reports and papers on technical issues and to review and edit the work of others.

-Ability to apply UN rules, regulations, policies and guidelines in work situations.

-Shows pride in work and in achievements ;demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

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

Teamwork:

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

**Planning & Organizing:**

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

**Education**

Advanced university degree (Masters Degree or equivalent) in public or business administration, human resources management, law or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience**

A minimum of 7 years of progressively responsible experience in human resources management or related areas. Experience in coordinating the development of human resources programme plans and budgets is required. A minimum of one year of experience in UN peacekeeping or other field operation is desirable. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

**13. SOCIAL AFFAIRS OFFICER, P4**

**Posting Title: Social Affairs Officer**  
**Job Code/Title: SAO/66870/ Social Affairs Officer**  
**Level/Grade: P4**  
**Duty Station: NEW YORK/Kenya/Lebanon/ Geneva**  
**Posting Period: 28th September, 2016 - 30th November, 2016.**

This position is located in the Non-Governmental Organization and Outreach Unit, Division for Social Policy and Development, Department of Economic and Social Affairs. The incumbent reports to the Director of the Division.

**Responsibilities**  
 The Social Affairs Officer assists the Director and Chiefs of Branches in matters relating to partnership with civil society organizations working in areas covered by the mandates of the Division; Leads, manages and supervises the Civil Society and Outreach Unit in connection with activities relating to promoting and developing liaison with civil society organizations. Social analysis and outreach  
 Liaises, partners with and reaches out to experts, civil society and other relevant stakeholders in the field of social development to discuss issues related to social development and helps to ensure that lessons learned are disseminated and incorporated into development programmes and other initiatives, including gender-related activities by:  
 - providing relevant information on areas covered by the we work of the Division through regular briefings, workshops

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and consultations;

- planning, developing and implementing communication campaigns/strategies related to the mandates of the Division;
- developing strategic partnerships with key constituencies to elicit support for and maximize impact of promotional objectives;
- preparing and/or oversee preparation of information communication products in support of campaign initiative of the Division;
- conducting analytical studies regarding ways and means of improving working relations between the Division and civil-society actors and other relevant stakeholders;
- collaborating with and coordinates the outreach work of the Division with the Department of Public Information;
- developing an interface aimed at providing substantive and technical support to NGO platforms and networks;
- preparing statements, talking points and background note on social issues for senior managers as needed;
- managing the website of the Division;
- supporting the organization of online discussions; maintains contacts with and ensures dissemination of information to the media, organizes press releases, press briefing and other media activities.

#### Intergovernmental support

Coordinates, facilitates and stimulates participation of NGOs and other civil society organisations in the work of intergovernmental bodies and other bodies served by the Division, such as the Commission for Social Development, the Permanent Forum on Indigenous Issues and the Conference of States Parties to the Convention on the Rights of Persons with Disabilities, Open Ended Working Group on Ageing, etc) by:

- interpreting ECOSOC Resolution 1996/31 and its relevant provisions regarding the substantive involvement of NGOs in the work of the Division and the intergovernmental bodies it serves (such as the Commission, the Secretariat of the Permanent Forum on Indigenous Issues and the Secretariat for the Convention on the Rights of Persons with Disabilities.
- reviewing written statements submitted by NGOs for publication as official documents of the Commission and coordinating the presentation of their oral statements
- supervising the process of accreditation of NGOs to the sessions of intergovernmental bodies serviced by the Division
- overseeing the process and procedures leading to the involvement of NGOs in the work of intergovernmental bodies serviced by the Division (pre-registration, registration, records of attendance, facilitating access of NGOs to conference rooms)
- Oversee the organization of side-events for intergovernmental bodies serviced by the Division and provide logistical support as needed.

Assists the Director and Chiefs of Branches of the Division in matters related to partnerships with civil society actors and other relevant stakeholders interested in the work of the Division.

Assists the Director by managing the work of the Unit and supervise the staff of the Unit.

Represent the Division at meetings, events and UN system-wide platforms dealing with civil society and other relevant stakeholders and engages in resource mobilisation for outreach related activities as appropriate.

#### Competencies

PROFESSIONALISM - Knowledge of social development and related fields. Ability to apply principles and concepts of socio-economic development in relation to government, the private sector, civil society and international organizations. Ability to apply modern techniques of analyzing social phenomena. Ability to conduct conceptual and strategic analyses. Ability to analyze and integrate diverse information from varied sources. Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships. Ability to produce a variety of written communications products in a clear, concise style. Ability to analyze and articulate the social dimension of complex issues. Problem-solving skills. Ability to use sound judgment in applying technical expertise to resolve a wide range of complex issues/problems. Strong negotiating skills and ability to influence others to reach agreement. Ability

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to work under pressure. Very good knowledge of institutional mandates, policies and guidelines pertaining to social affairs. Sound knowledge of the institutions of the UN system and intergovernmental processes related to social development. Excellent research and writing skills and demonstrated ability to complete in-depth studies and to formulate conclusions/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. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

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

Education: Advanced university degree (Master’s degree or equivalent) in sociology, economics, other social science or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Academic courses and/or additional training in communication, journalism, international relations, public administration or related field highly desirable.

Work Experience: A minimum of seven years of progressively responsible experience in socio economic development, policy analysis, sociological research or related area. Experience with intergovernmental processes required.

Experience working with NGOs and civil societies required. Experience with public information, outreach, journalism or related area highly desirable. Experience in social media highly desirable. Diverse communication and outreach experience related to social development within and outside the UN highly desirable. Qualifying years of experience are calculated following the receipt of the first level university degree recognised by the United Nations

#### 14. LOGISTICS OFFICER, P5

**Posting Title: Logistic Officer**

**Job Code/Title: LO/66870/ Logistic Officer**

**Level/Grade: P5**

**Duty Station: New York/ Copenhagen/Panama/France**

**Posting Period: 28th September, 2016 - 30th November, 2016.**

Purpose of the Position Under the direct supervision of Operations Manager, the incumbent administers the supply operations of a relatively simple nature and limited impact, requiring basic professional technical expertise in support of operations and programme objectives. Responsible for effective planning, contracting, procurement, distribution, and inventory management of UNICEF's supplies, in support of the Country Programmes and operations. Contribute to the collaboration with all other UN agencies to accelerate implementation of the Harmonized Business practices for supply and logistic initiatives in line within Reform/coherence.

Key Expected Results

1. Provide rapid and relevant assistance and support to evolving supply needs and situations facing children and families, including emergency situations, with a priority on achieving value for money. (30%)

Support logistics/supply planning through coordination with Province offices and Country Office Supply Section.

Provides technical support in preparation of appropriate documents, and input on specifications and supply and

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logistics arrangements, facilitating cost-effective efficient procurement, clearance, storage and distribution of supplies and equipment to project sites, in support of the country programme implementation. Assist in the Country Programme strategy planning review to recommend on supply requirements and to provide support in the preparation of Plan of Operations and Plans of Action, in accordance with the specific zonal requirements.. Assist in the implementation of supply/logistics component of the Country Programme, including systems for storage and distribution of supplies to all project sites.

2. Implement sound, accurate supply/logistics management systems, procedures and documentation as well as regular, accurate reporting to maintain the highest level of integrity, standards and accountability. (30%)

Maintain effective working relations and contact with the Supply Division, Copenhagen, to confer on supply procurement and shipping policies and procedures. Advise the zone and province offices on policies and procedures impacting on offshore and local procurement and delivery. Maintain link with Country office and Copenhagen on transnational shipments, deliveries, claims and appropriateness of supplies. Act as secretary and adviser to the CRC. Establish and maintain a system of contact with customs and port/airport authorities at national ports of entry on the clearance of UNICEF supplies, in keeping with established protocol. Con tribute to the negotiation of standby agreements with relevant private business companies for country offices effective local procurement of supplies as well as for fielding of supply assistance to projects sites/End users

Supervise the staff in preparation of appropriate documentation: cash and supply requisitions, purchase orders, CRC submissions etc. Participate in the preparation/compilation of the supply status reports required for donor reports, budget reviews, programme analysis, annual reports, appeals, etc. Regularly develop and communicate accurate inventory tracking, inventory aging and incoming supplies information for warehouses across the zone. Ensure quality and integrity inputs of supply related transactions in VISION, including review of vendors Master Data Management and supply transaction records submitted to the Business Center Vision.

3. Support UNICEF as well as Government capacity-building in order to enhance efficient, effective and timely supply delivery, (15%) Plan, design and conduct training for UNICEF's staff/consultants and counterparts in supply management, customs clearance, distribution and inventory of supplies and equipment in order to improve supply delivery. Assists in the identification of training needs and plan training activities in supply administration for UNICEF's staff/consultants and counterparts, to improve supply delivery.

4. Conduct and monitor effective procurement, local, regional and/or offshore, with a goal to attain lowest cost without sacrificing quality as applicable. (15%)

Undertake field visits to project sites and monitor inventory and supply inputs. Proposes corrective actions to improve logistical procedures. Conduct local procurement through issuance of tenders, bid adjudication and contract management Identify and recommend potential local suppliers. Maintain data on and evaluate local supply sources' overall performance, (competitive pricing, product quality and timely delivery). Assess supply operations and control mechanisms and propose appropriate actions.

Monitor progress of offshore and/or regional procurement through regular contacts with the Action Office(s). Communicate and report quality issues with respect to supplies and/or service agreements.

5. Collaboration and Partnership (10%) Coordinate with the Programme Section on supply planning, providing technical support on procurement specifications and supply administration as well as providing advice on supply requirements in the development of the supply component of the Country Programme. Provide advice to the Country Office, Government and implementing partners on offshore and/or local procurement policies and procedures, delivery and utilization of UNICEF supplies and equipment; coordinate with the Supply Division, Copenhagen, on supply policy and/or activities.

Team with the Programme Section and other members of the Operations Section to facilitate procurement as well as efficient customs clearance, storage and distribution of supplies and equipment. Maintain partnership and collaborative relations with UNICEF, Government, UN, and bilateral counterparts in supply and logistics activities, including

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distribution, and monitoring supply inputs and inventory.

#### Qualifications of Successful Candidate

##### 1. Education

University degree in Business Administration, Management, International Economics, Engineering, International Development, Contract/commercial Law or in directly related areas of specialization, including credited courses in supply, logistics, purchasing or contracting. Or, a recognized qualification in procurement and contracting. Educational qualification in relevant areas (transport or logistics operations/management, supply change management, etc.)

A first university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of advanced university degree.

##### 2. Work Experience

Two years of relevant professional work experience. Both national and international work experience in supply, logistics, purchasing, contracting and administration and/or other related fields.

Work experience in emergency duty station.

Remarks The successful candidate for this emergency recruitment MUST be available to commence work within 31 days of receiving an offer.

## 15. ASSOCIATE PROGRAMME OFFICER, P5

**Posting Title: Associate Programme Officer**

**Job Code/Title: APO/66870/ Associate Programme Officer**

**Level/Grade: P5**

**Duty Station: France /New York/HongKong**

**Posting Period: 28th September , 2016 - 30th November, 2016.**

The United Nations Committee on the Elimination of Discrimination Against Women (UNCEDAW) is the United Nations systems 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. The overall objective of the UNCEDAW's Division of Technology, Industry and Economics (DTIE) is to encourage decision makers in government, local authorities and industry to develop and adopt policies, strategies and practices and technologies that promote sustainable patterns of consumption and production, make efficient use of natural resources, ensure safe management of chemicals and contribute to making trade and environment policies mutually supportive. It promotes the development, use and transfer of policies, technologies, economic instruments,

managerial practices and other tools that assist in environmentally sound decision making and the building of corresponding activities. This post is located in UNCEDAW/DTIE at the Paris duty station. Under the supervision of the Programme Officer, the incumbent will carry out the following duties:

#### Responsibilities

1. Support Sustainable Consumption Programme (SCP) initiatives, partnerships and networks at the regional and national levels contributing to the 10 Years Framework of Programmes on SCP (10YFP) implementation:

Provide support to the organization of regional workshops, networks and meetings, organised by the 10YFP Secretariat;

Assist in the organization of sub-regional and regional dialogues, capacity-building and training activities on SCP, and in the identification and engagement of additional partners for the implementation of the 10YFP;

Support the establishment and facilitation of an SCP national focal points network of the 10YFP, keeping up to date

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the database and a dynamic dialogue;

Liaise with the SCP national focal points, providing regular updates on the 10YFP and its activities.

2. Support 10 YFP activities on outreach and communication and other information requests: Draft the periodical 10YFP newsletter (every three months), collecting information on global, regional and national activities and identifying news and highlights in liaison with the programme coordinators and other key actors of the 10YFP; Maintain up to date the 10YFP website, ensuring posting latest news, events and any other relevant information; Support the development and drafting of other communication tools such as flyers, brochures and PPT presentations; Contribute to the Global SCP Clearinghouse encouraging the SCP national focal points network to register their SCP initiatives and use the dynamic tools of such Clearinghouse; Draft and review periodic 10YFP progress reports, briefing notes, speeches and updates on the 10 YFP for UNCEDAW DTIE, other branches/Divisions and external partners; Support preparation of project proposals and projects reports.

3. Assist in the management of the 10YFP Trust Fund to be hosted by UNCEDAW:

Provide inputs to develop guidelines and templates for the Trust Fund submission of project proposals, definition of a screening and selection process and the project reporting templates; Assist in operating the daily activities of the Trust Fund to provide accurate budget updates and revisions, and ensure compliance with and transparency of the selection, funding and reporting process; Ensure continuous communication with funded projects and providing relevant and clear information and tools needed to apply for proposal and report on progress according to the Trust Fund rules; Support outreach activities in line with the 10YFP fund raising strategy, targeted at governments and the private sector, with the objectives to communicate 10YFP success stories to attract new contributions to the Trust Fund; Prepare annual reports of the trust fund operation and projects development.

4. Contribute to the development of capacity building tools and research responding to the 10YFP functions: Support research activities to fulfil the functions of the Secretariat, including research on SCP indicators, SCP contributions for poverty alleviation, the costs-benefit analysis of SCP policies and action, building the economic case and identifying best practices and case studies showing the added value of SCP measures and actions;

Carry out basic research, review existing literature, undertake collection, analysis and presentation of quantitative and qualitative data and other information gathered from diverse sources, taking into account research projects undertaken under UNCEDAW's other relevant initiatives assist in the collection of case studies and identification of best practices, notably by using the SCP initiatives database of the Global SCP Clearinghouse; Support in the development of proposals and/or manuals related to SCP tools for capacity building responding to countries needs and demands.

5. Perform any other relevant duties assigned.

#### Competencies

**Professionalism:** Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Understanding of the functions and organization of the work unit and of the organizational structure and respective roles of related units; Demonstrated ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Planning and organizing:** Ability to identify priority activities and assignments, allocation of appropriate amount of time and resources for completing work. Experience in administrative work is required (preparing briefing notes, meeting reports and managing budgets).

**Communication:** Excellent communication skills, written and spoken as well as ability to draft or edit a variety of written reports in English (French and other official UN languages desirable). Ability to ask questions to clarify, exhibiting interest in having two-way communication; demonstrates openness in sharing information and keeping

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people informed.

Teamwork: Works collaboratively with UNCEDAW colleagues to achieve organizational goals; proactively develops partnerships; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others, and able to work in multi-cultural, multi-ethnic environment, working with transparency and building trust and confidence with colleagues and staff members.

Education

Advanced university degree (Master's degree or equivalent) in environmental management and policy, political sciences or a related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the university degree.

Work Experience

A minimum of two years of work experience in the area of sustainable development and environmental policy, sustainable consumption and production and natural resource management is required. Knowledge of the United Nations System and inter-governmental processes is an advantage. Familiarity with UNCEDAW's programme on SCP and/or the 10 Year Framework of Programmes on SCP would be an asset.

## 16. Chief Nurse, D1

**Posting Title: Nurse, D1**

**Job Code/Title: CN/66870/ Nurse (Human Resources Health Development)**

**Level/Grade: D1**

**Duty Station: NEW YORK/France/Switzerland/Copenhagen**

**Posting Period: 28th September , 2016 - 30th November, 2016.**

- Internal candidates in accordance with paragraphs 15 and 16 of Annex I of the Staff Regulations.

- External candidates.

Other staff members with at least five years of continuous service with the Office are also eligible. They are encouraged to apply and will be given special consideration at the screening and evaluation stage.

\*The recruitment process for GS position is subject to local recruitment regulations. The ILO may only offer a contract to persons who have a valid residency status in Switzerland or who have the right to reside in neighboring France.

Conditions of employment: The salary range of this grade is the following: 81,747 CHF p.a. (minimum) to 111,392 CHF (maximum). In conformity with existing ILO practice, the appointment of an external candidate will normally be made at the first step of this grade.

Successful completion of the Assessment Centre is required by external candidates.

It might be required that applicants take a test to assess knowledge in Microsoft word, excel and/or power point or any other knowledge.

The IEHRE values diversity among its staff and aims at achieving gender parity. We welcome applications from qualified women and men, including those with disabilities.

### INTRODUCTION

The position is located in the Health Service Unit (HSU), which forms part of the Human Resources Development Department (HRD). HSU has a mandate to provide occupational health services to all ILO staff and also to assist consultants, delegates and visitors to the ILO HQ building. HSU staff are required to conform to the opening hours of

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the unit, from 08:00 to 17:00 on a daily basis (with one hour for lunch). The hours of the 50% contract will need to be agreed with the HSU team and may include some morning and some afternoon work. In cases of unexpected need for nursing cover, a degree of adaptability to change usual working hours will be required. The Nurse is expected to be professionally accountable and work independently. The position of Nurse will report directly to the Medical Adviser and will work alongside other HSU Nurses, sharing the same infirmary.

Medical confidentiality is essential to the functioning of HSU. The successful candidate will be required to sign a confidentiality clause as part of their contract to work.

### **Description of Duties**

1. Provide a professional, welcoming and polite service to all users of the Health Services Unit.
2. Ensure that people in the waiting area of the Health Services Unit are rapidly triaged and directed as appropriate.
3. Ensure that the urgent clinical side of the work is prioritised. As part of the HSU team, provide emergency basic life support with cardiac defibrillation and first-aid in cases of sudden collapse.
4. Assist in the running of a nurse-led walk-in clinic for ILO staff members or visitors, who are unwell in the ILO building; by taking a basic medical history, performing a simple clinical assessment and offering, as indicated, suitable medication from the stock held by the Health Services Unit. In all such nurse-led clinic cases, when a doctor's opinion is required, referring the patient to a suitable medical practitioner or specialist, either within HSU or externally.
5. Help staff to access validated lists of qualified, local health care providers to ensure that they receive appropriate medical care for their medical needs.
6. Perform basic clinical screening tests (blood pressure, pulse, temperature, blood glucose, respiration rate, urinalysis, electrocardiogram) when clinically indicated or on the request of the HSU doctors.
7. Perform venepuncture on the request of the HSU doctors or as part of routine medical examinations.
8. Keep written and electronic contemporary records of all nurse consultations and maintain the infirmary databases. Respond to e-mails directed to the nursing team.
9. Assist in the running of travel-briefings for staff members going on mission, including vaccination and malaria prophylaxis advice and provision, as well as counselling and the distribution of medical kits related to the increased health-risks linked with travel.
10. Help provide written health-promotion and disease-prevention information, based on validated academic sources, to be available in printed and electronic forms.
11. Assist in the planning and development of and participate in health-promotion and disease-prevention seminars, displays, presentations and individual counselling sessions for ILO staff.
12. Participate in a system of incident and accident reporting and of promoting accident and risk prevention.
13. Participate in HSU team meetings and in other meetings as required by the supervisor or by the work undertaken.
14. Participate in HSU and other recommended training meetings to update knowledge in this area. Participate in other continuous medical education, sufficient to keep a current professional knowledge base.
15. May perform other duties as assigned.

#### **Education Qualifications:**

Completion of secondary education. Nursing degree or diploma with recognized national registration.

Experience: At least 10 years of post-registration experience as a nurse, with a varied work experience. Experience in primary care or emergency care would be an advantage. International experience in differing cultures would be an

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advantage.

## 17. Women Peace & Security Programme Specialist, P5

**Posting Title:** Women Peace & Security Programme Specialist

**Job Code/Title:** WSPSP/66870/ Women Peace & Security Programme Specialist

**Level/Grade:** P4

**Duty Station:** Switzerland/Copenhagen /NEW YORK

**Posting Period:** 28th September , 2016 - 30th November, 2016.

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Much of this work takes place at the national/country level in which UN Women either have a Country Representative on site to manage this programme of work, or a Representative covering several countries where an integrated multi-country programme (MCO) is in place.

The Government of Uganda is committed to promoting gender equality as evidenced in the Constitution and through being a signatory to regional and global instruments such as the Committee on the Elimination of Discrimination against Women (CEDAW) (1979), Beijing Declaration and Platform for Action (1995), the Protocol to the African Charter on Human and People's Rights on the Rights of Women in Africa (2003) and the UN Declaration on Violence Against Women (1993). The Uganda Gender Policy, a revision of the National Gender Policy of 1997, was adopted in 2007. The Ministry has worked with several sectors to develop specific sectorial gender policies. The current National Development Plan (2010-2014) has some overall and sectorial gender commitments. Steps have been made to address gender inequalities through legislation, for example the Domestic Violence Act (2010), the Prohibition of Female Genital Mutilation Act (2010), the Local Governments Act (Cap 243), the Land Act (Cap 227), the Land Acquisition Act (Cap 226) and the National Agricultural Advisory Services Act (NAADS). At both national and district level, there is evidence of gender equity planning and budgeting; the Ministry of Gender, Labour and Social Development (MGLSD) and the Ministry of Finance Planning and Economic Development (MOFPED) drew up Gender and Equity Guidelines, a User's Manual and Implementation Strategy for gender budgeting. The MOFPED, through the Budget Call Circulars, have mandated all sectors to integrate gender and equity issues in their Budget Framework Papers.

The Deputy Representative is supervised by the Representative who provides strategic guidance and direction to the incumbent. The Deputy Representative supports the Representative in the overall management of the Country Office. The incumbent is responsible for substantially contributing to the design, implementation, management and oversight of the country programme and to the operations supporting its implementation to ensure effective and efficient delivery of results as planned in UN Women's Strategic Plan and the Country Office's plans. The incumbent is expected to bring innovative thinking which fits and adapts to the changing environment to the strategic development of the programme portfolio, and to help raise resources to fund it. He/she also plays a key role in ensuring effective use and management of UN Women resources (material, financial and human) in compliance with UN Women programming and operational policies and regulations.

**Responsibilities**

**Summary of key functions**

Advisory and specialized technical support; Programme management, monitoring and oversight; Office management/ Resources and Operations; Substantive support to UN coordination, advocacy and partnership building;

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Knowledge management and capacity building.

Advisory and specialized technical support:

As Deputy Representative, serve as key advisor to the Representative and as a senior member of his/her management team in the Country Office strategic discussions and formulation of programs and management operations, including work planning;

Provide specialized technical and strategic support in managing all aspects of Country Office programme design and management of related activities and for ensuring accountability in programme monitoring, reporting and evaluation;

Support, guide and provide input to assure quality control in the formulation of relevant, high quality, results-based and rights-based country programmes and to ensure programme coherence, technical integrity, inter-unit programme cooperation and coordination; Provide strategic and specialized technical advice to the Representative and put in place systems, processes and mechanisms to improve/enhance programme planning, implementation, monitoring and timely progress reporting.

Draft policy documents, briefs and other strategic papers/materials for use in the development and presentation of innovative and coherent policy and programmatic positions in support of national development priorities and commitments to gender equality and women's empowerment, incorporating regional and global perspectives and contributing to regional and global strategies;

Review and evaluate proposals submitted to the Country Office. Oversee the preparation of donor proposals and reports to ensure quality, timeliness, compliance with requirements as per established rules, regulations, including the commitments under relevant UNDAFs and the UN Women global Strategic Plan to facilitate the review and approval of proposals and reports by the Representative. Take timely action to take any corrective action to meet standards for submissions;

Regularly assess the country level annual work plans, monitor progress on the achievement of goals and targets, and present the Representative with recommendations to assist in development planning.

Programme management, monitoring and oversight:

Recommend and establish program monitoring standards, criteria and other indicators for measuring and assessing progress/results;

Monitor the progress on mutually agreed results frameworks and performance indicators and take timely support, action and/or decisions as required;

Lead the processes of preparing reports on progress of programme implementation, assessing results and identifying areas for the Representative's action and/or decision to ensure achievement of results as planned and in accordance with UN Women's goals and objectives and accountability framework;

Identify areas that may require improvement and capture best practices/lessons learned, using corporate monitoring tools, as well as Audits and other corporate reports. Take action to improve areas of weakness;

Ensure substantive and high quality proposals following the established rules, and regulations, and adhering to the Strategic Plan and Annual Work plans;

Establish and/or support the development of sustainable and solid relations with counterparts, for effective advocacy and partnerships resulting in the achievement of UN Women goals and objectives in the country, and consequently in the enhanced reputation and credibility of UN Women in delivering results on gender equality and women's rights.

Resources and Operations/Office management:

Support the Representative in the management of the Country Office;

Manage the formulation of the annual Country Office work plan and monitor implementation;

Develop and facilitate an integrated results-based approach to the work of the Country Office using the annual work plan as the road map; Communicate standards of performance, and assign responsibilities and accountabilities for achieving results;

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Support the Representative in the management of human, material, and financial resources, in line with UN Women policies, rules and procedures;

As required coordinate the provision of administrative services with service providers;

Propose and secure annual allocations for the country programme, and ensure the efficient and effective use of such resources in compliance with UN Women financial rules, regulations, and procedures;

Support the Representative in the formulation and implementation of a country resource mobilization strategy;

Empower, and help develop international and national programme staff, under the incumbent's supervision, providing them with managerial direction, guidance and leadership;

Contribute substantially to staff management as a whole within the Country Office, particularly on learning, career management, and teamwork. Establish and maintain a harmonious working environment; seek to strengthen team-building by encouraging active participation and interaction at all levels; foster staff motivation, development and empowerment; and lead by example;

As required advise on and support the establishment of a Country Office security strategy and plan in line with UN procedures and requirements; and

Ensure an ethics-based approach to management of all human and financial resources.

Substantive support to UN coordination, advocacy and partnership building:

Establish and maintain effective consultations with governments, partners, stakeholders and donors to achieve active collaboration, cooperation and alliances on programme development and implementation, resource mobilization and sustained partnerships;

Represent UN Women in meetings as delegated/appropriate to consult, collaborate and interact on common issues and activities and to participate in the Common Country Assessment (CCA)/UN Development Assistance Framework (UNDAF) process to ensure the integration of gender equality and women's empowerment. Actively seek out participation of UN Women in UN system thematic and other working groups to establish effective networks, facilitate joint programming and promote UN Women competencies and interests to advance gender and women's human rights;

Support the Representative in partnership building and advocate for UN Women with government counterparts, donor community and other partners;

Represent UN Women in national and international fora as requested by the Representative.

Knowledge management and capacity building:

Identify lessons learned and areas of emphasis to guide programme improvements and future strategic development planning;

Manage the process of collecting and sharing lessons learned on gender equality and women's empowerment to build knowledge and capacity of partners and stakeholders;

Design and implement capacity building training activities to enhance skills and knowledge in results based management; results based reporting and budgeting, and systematic quality assurance.

Oversee cutting-edge research and knowledge generation to inform and advise national development priorities and commitments for gender equality and women's empowerment, ensuring the integration of regional and global contexts and developments; Contribute to global and regional programme knowledge networks and practices, and development of knowledge products; Identify lessons learned from resource and staff management to ensure effective change management as required in running the programme and Country Office to meet changed circumstances.

Impact of Results

The effective support provided by the Deputy Representative to the strategic development and management of programmes, to their effective and efficient integration with operations in the country office, and the technical support provided to UN Women's coordination mandate, directly impact the quality of UN Women's programme development, implementation and results and the quality of its technical expertise. This in turn directly impacts on the credibility and image of UN Women as an effective and efficient partner and as the leading knowledge-based technical and advocacy

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organization for gender equality and for the empowerment of women.

#### Competencies

##### Core Values/Guiding Principles:

**Integrity:** Demonstrate the values of United Nations and UN Women, act without consideration of personal gain, resist undue political pressure in decision-making, no abuse of power or authority, stand by decisions in the organization's interest, and take action in cases of unprofessional or unethical behaviour;

**Professionalism:** Show pride in work and achievements, demonstrate professional competence and mastery of subject matter, conscientious and efficient in meeting commitments and achieving results, motivated by professional rather than personal concerns, show persistence when faced with challenges, and remain calm in stressful situations;

**Respect for Diversity:** Work effectively with people from all backgrounds, treat all people with dignity and respect, treat men and women equally, show respect for and understand diverse opinions by examine own biases and behaviors to avoid stereotypical responses, and do not discriminate against any individual or group.

##### Core Competencies:

**Ethics and Values:** Promoting Ethics and Integrity / Creating Organizational Precedents;

**Organizational Awareness:** Building support and political acumen;

**Developing and Empowering People / Coaching and Mentoring:** Building staff competence, creating an environment of creativity and innovation;

**Working in Teams:** Building and promoting effective teams;

**Communicating Information and Ideas:** Creating and promoting enabling environment for open communication;

**Self-management and Emotional intelligence:** Creating an emotionally intelligent organization;

**Conflict Management / Negotiating and Resolving Disagreements:** Leveraging conflict in the interests of the organization & setting standards;

**Knowledge Sharing / Continuous Learning:** Sharing knowledge across the organization and building a culture of knowledge sharing and learning;

**Appropriate and Transparent Decision Making:** Fair and transparent decision-making; calculated risk-taking.

##### Functional Competencies:

Proven ability in managing and empowering teams to work effectively together in reaching results;

Demonstrated analytical and technical skills in managing development projects/programmes particularly those that are pertinent to UN Women strategic priorities on gender issues and women's rights;

Demonstrated political acumen and technical capacity in representing the organization effectively in national and international fora to advocate and to promote organizational priorities, initiatives and a better understanding of the organizational strategic agenda;

Proven ability to lead and to drive results; Ability to establish and maintain broad strategic networks and partnerships with UN agencies and other international partners to promote partnership and build alliances to advance organizational interests and competencies;

Ability to go beyond established procedures and practices, introduce new approaches and strategic innovations;

Good knowledge of Results Based Management principles and approaches.

##### Required Skills and Experience Educations:

Advanced university degree in international development, public administration, public policy or other relevant social science fields.

##### Experience:

A minimum of seven years of relevant professional experience that combines intellectual, strategic and managerial leadership in development programmes with a strong focus in the area of gender equality and women's empowerment at the international level, preferably in developing countries within the UN system, Agencies, Funds or Programmes;

Field based experience working with multi-cultural teams is a requirement.

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## 18. Media and Communications Officer, P4

**Posting Title:** Media and Communications Officer  
**Job Code/Title:** MCO/66870/ Media and Communications Officer  
**Level/Grade:** P4  
**Duty Station:** Copenhagen /NEW YORK  
**Posting Period:** 28th September, 2016 - 30th November, 2016.

### Duties and Responsibilities

Under the overall authority of the Director and under the direct supervision of the Chief of the Information and Knowledge Management (IKM) Unit, and in close collaboration with IKM's Public Information and Publications Officer, the Media and Communications Officer will perform the following functions:

1. Research, write and edit public information materials (press releases, feature articles, opeds, etc.), as well as for (UNDM) 's e-newsletter (E-Voices) and website, in a journalistic style and in coordination with the appropriate units in the office;
2. Manage website and social media platforms (Facebook, Twitter, YouTube, etc.) in a pro-active way, keeping management and relevant units regularly informed about impact and public use of media channels;
3. Propose and organize media events (i.e. publicity campaigns, press briefings, press conferences, interviews etc.) for (UNDM) 's projects and initiatives;
4. Monitor media coverage and report regularly on resulting (UNDM) 's visibility; propose strategies to achieve better visibility and impact;
5. Work closely with responsible programme officers and management to respond appropriately to media enquiries;
6. Develop and maintain close relations with the media in the region and maintain an up-to-date digital database of media contacts;
7. Attend relevant events, fairs and conferences organized by (UNDM) 's and provide public information services

## 19. Internal Auditor, P5

**Posting Title:** Internal Auditor  
**Job Code/Title:** IA/66870/ Internal Auditor  
**Level/Grade:** P5  
**Duty Station:** PARIS/ Copenhagen /NEW YORK/ Rome  
**Posting Period:** 28th September, 2016 - 30th November, 2016.

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public. The General Secretariat is also responsible for the organization of world telecommunication exhibitions and forums.

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Organization Unit: As part of the corporate governance system of ITU, the Internal Audit Unit (IAU) supports the activities of the Union with the aim of ensuring the effective, economic and efficient use of resources in achieving the overall goals, strategies and priorities set in the Strategic Plan. The overall objective of the internal audit function is to help managers to practice and promote economy, efficiency, effectiveness, transparency and accountability in managing the resources entrusted to ITU for its activities. The internal audit function exercises operational independence in the performance of its duties and reports directly to the Secretary-General.

### **Duties / Responsibilities**

Under the supervision of the Head, Internal Audit Unit, the incumbent performs the following duties

Plan assigned audits in accordance with applicable Internal Audit Standards.

Conduct discussions of preliminary nature with heads of operations audited.

Carry out risk-based audits, financial audits and operational audits of large and complex operations.

Obtain required information directly or indirectly through examination of records or by interviewing staff.

Document, evaluate and test systems and controls to determine their adequacy and effectiveness, ensuring (i) compliance with laws, regulations, and contracts, (ii) reliability and integrity of financial and operational information, (iii) effectiveness and efficiency of operations, and (iv) safeguarding of assets.

Identify with the auditee the corrective action, formulate recommendations, and reach an agreement on those recommendations and timelines with the responsible officer of operations audited.

Draft audit reports and ensure that working papers and records are maintained.

Discuss draft communications and reports with those audited and, taking these discussions into account, finalize them for review by the supervisor.

Appraise adequacy of follow-up actions taken on audit findings and recommendations.

Assess the reliability and effective use of internal controls, and assist in reviewing established policies, procedures and regulations.

May be asked to perform other related duties, such as replacing the Head, Internal Audit Unit in his/her absence.

Qualifications required

Education

Advanced university degree in business administration, accounting, finance, or related field, or a professional certification in accounting or auditing such as CIA, CPA, and CA OR education in a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the fields above. For internal candidates, a first university degree in one of the fields above in combination with seven years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience

At least five years of progressively responsible experience in audit or a related area such as accounting, business administration, finance, program/project evaluation and monitoring including at least two at the international level. Experience in public sector administration or auditing is an advantage. A Doctorate in a related field can be considered as a substitute for two years of working experience. Languages

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage. (Under the provisions of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

Competencies

Proven skills and ability to identify issues, formulate opinions, make conclusions and recommend solutions. Planning and organisational skills required.

Proven ability to work independently; commitment to continuous learning and willingness to keep up to date on new

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developments in the audit field. Working knowledge of IT systems and standard office products. Proven ability to write in a clear and concise manner and to communicate effectively orally. Good interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Proven ability to develop and maintain effective working relationships with officials at all levels. Familiarity with the United Nations or comparable institutions procedures and systems.

## 20. Project Communication Officer, P4

**Posting Title: Project Communication Officer**

**Job Code/Title: PCO/66870/ Project Communication Officer**

**Level/Grade: P4**

**Duty Station: NEW YORK/FRANCE**

**Posting Period: 28th September , 2016 - 30th November, 2016.**

The United Nations Committee on the Elimination of Discrimination Against Women (UNCEDAW) is the United Nations systems 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. UNCEDAW's Division of Environmental Policy Implementation (DEPI) works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition.

Established in April 2012, the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) has a membership of over 100 Governments (see [www.IPBES.net](http://www.IPBES.net)) and seeks to respond to the needs of governments and other stakeholders. Members of the Platform have agreed that the secretariat of the Platform will be established in Bonn, Germany.

The IPBES Communications and Stakeholder Engagement Officer will report to the IPBES Secretary on communications, outreach and stakeholder engagement and will be responsible for the following functions:

### Responsibilities

1. Support the development and implementation of the IPBES communication strategy: Ensure implementation of IPBES communication and outreach efforts in an integrated manner; online communication activities (IPBES website and social media) and the production of dissemination material, and support to outreach events.
2. Undertake activities to promote media coverage for IPBES, priority issues and/or major events.
3. Produce or oversee production of information communications products on IPBES and the overall responsibility for the management and maintenance of the IPBES website.
3. Monitor and analyse current events, public opinion and press, identify issues and trends, and advise management on appropriate action/responses of relevance to IPBES.
4. Organize stakeholder and outreach events.
5. Support communication and outreach activities as part of the IPBES plenary and related meetings.
6. Act as focal point for communications and stakeholder engagement within the IPBES Secretariat: provide communication tools, briefs, guidance and advice to IPBES organs including the Secretariat, Bureau and Multidisciplinary Expert Panel.
7. Liaise with potential communications and stakeholder engagement partners, and support the coordination of communication and outreach efforts by all IPBES organs.
8. Initiate and sustain professional relationships with key IPBES stakeholders: strengthen partnerships and cooperation

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- in the field of advocacy and public information between IPBES Plenary and the IPBES stakeholder community.
9. Support the implementation of the Stakeholder Engagement Strategy for IPBES, with relevant IPBES structures and partners.
  10. Support Stakeholder participation in the IPBES meetings.
  11. Evaluate results and impact of IPBES communication and outreach activities and stakeholder engagement and reporting on progress.
  12. Provide guidance to, and supervise as appropriate, staff in the Secretariat working on communications and outreach.

#### Competencies

**Professionalism:** Knowledge of the full range of communications approaches, tools, and methodologies essential to planning and executing effective and integrated campaign strategies and programmes, e.g. campaign management, media operations, marketing and promotion, audience outreach, message targeting. Ability to rapidly analyze and integrate diverse information from varied sources. Ability to identify public affairs issues, opportunities and risks in an international environment. Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships. Knowledge of relevant internal policies and business activities/issues. Ability to produce a variety of written communications products in a clear, concise style. Ability to interact and guide high level officials in their IPBES communication work and strategies. Ability to deliver oral presentations to various audiences. 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.

**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 timeline for delivery of products or services to client.

**Planning and organizing:** Ability to work to tight deadlines, handle concurrent projects including organizing media coverage and arrange for briefing, interviews on Biodiversity and Ecosystems Services issues.

#### Education

Advanced university degree (Master's degree or equivalent) in science communications, public information, scientific journalism, international relations, stakeholder engagement, or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

#### Work Experience

A minimum of seven years of progressively responsible experience in communication, public information, journalism, international relations, stakeholder engagement or related area. Experience with working with key IPBES stakeholders in an international setting is an added advantage. Experience in planning and organizing events and/or conferences, is

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desired. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

## 21. Senior Infrastructure Specialist, P5

**Posting Title:** Senior Infrastructure Specialist

**Job Code/Title:** SIS/66870/ Senior Infrastructure Specialist

**Level/Grade:** P5

**Duty Station:** Denmark/France/Hong Kong

**Posting Period:** 28th September , 2016 - 30th November, 2016.

The overall purpose of the job is to support the Asian Development Bank's (ADB's) role in the infrastructure sector in Solomon Islands. The Infrastructure Specialist / Senior Infrastructure Specialist will leverage on knowledge and experience to formulate and articulate sector policy and strategies for the infrastructure sector; process and assist the government and other agencies to implement a portfolio of ADB projects in the infrastructure sector; engage development partners and Solomon Islands government in policy dialogue; and conduct ADB's activities to support the government's sector policy and reforms. The specialist will play a key role in helping to provide coordination in the infrastructure sector with the government and development partners.

### IMPORTANT NOTICE

This is a special fixed-term appointment for a period of three (3) years following Section 3.1 (c) of Administrative Order No. 2.01 ('Recruitment and Appointment'). This appointment is not convertible to a regular appointment. It may be extended on exceptional basis for a further fixed period at the option of ADB. This appointment is open to internal and external applicants. If the successful candidate is an ADB staff member holding a regular appointment, his/her regular appointment will be converted to a special fixed-term appointment. A special fixed-term appointment will automatically and without prior notice expire at the end of the term.

Expected Outcomes ,Strategy and Planning.

Conceptualize the development of sector assessments, strategies, and sectoral road maps for the infrastructure sector including roads, bridges, and energy, in consultation with relevant government agencies and ADB Pacific Department's sector divisions.

Contribute, through the provision of expertise, to the development of regional strategies and programs. Conduct policy dialogue to assist government to prioritize and undertake reform in the infrastructure sector, to ensure efficient use of resources, encourage participation of the private sector, and maximize economic growth opportunities.

Ensure proper coordination between ADB and government for consistency of approach, exchange of experiences, continuous improvement of practices, and development and implementation of an infrastructure sector reform program. Coordinate with development partners on development of technical assistance (TA) and investment projects.

Collaborate with other development partners in the infrastructure-related sectors for consistency and harmonization of approach, exchange of experience, partnership, and cofinancing, where appropriate. Participate in the processing and implementation of loans, grants, and TA, including the Sustainable Transport Infrastructure Improvement Program.

Assist in the preparation of project, program, and TA completion reports. Oversee project, program, and TA implementation.

Troubleshoot and resolve project, program, and TA implementation issues as needed to accelerate and optimize implementation progress.

Knowledge Sharing Contribute to the identification and collation of best practices in current ADB infrastructure sector operations in developing member countries for replication/adaptation in future operations. Undertake policy dialogue

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with government officials and other stakeholders on incorporating identified best practices to improve effectiveness of ADB operations in the infrastructure sector.

Contribute to the implementation of Management for Development Results methodology to improve the planning, monitoring, and evaluation of ADB's infrastructure-related sector operations in order to achieve and sustain intended development results.

Serve as the focal point for coordination with other divisions/departments concerning the infrastructure sector in Solomon Islands.

#### Staff Supervision

Take the role of head of the ADB Solomon Islands Development Coordination Office (DCO) and supervise the work of the DCO team.

Supervise the performance of reporting staff, providing clear direction and regular monitoring, and feedback on performance.

Ensure the ongoing learning and development of reporting staff.

#### Education Requirements

Master's Degree or equivalent in Engineering, Economics, or other relevant fields. University degree in Engineering, Economics, or other related fields combined with specialized experience in similar organization/s, may be considered in lieu of a Master's degree.

#### Relevant Experience

Suitability to undertake the responsibilities mentioned above at the required level.

At least 10 years of relevant experience. Strong analytical skills and proven supervisory skills. Ability to liaise and deal effectively with colleagues, counterparts in executing agencies and other development agencies.

Excellent oral and written communication skills in English. International experience working in development in several countries.

Have demonstrated project/program management and implementation tasks in several infrastructure projects.

## 22. Roving Nutrition Advisor, P5

**Posting Title:** Roving Nutrition Advisor (with extensive travels)

**Job Code/Title:** RNA/66870/ Roving Nutrition Advisor

**Level/Grade:** P5

**Duty Station:** New York/ Beijing / HongKong

**Posting Period:** 28th September, 2016 - 30th November, 2016.

#### Objectives of the Position:

Be part of a team of nutritionists that provide goal with a technical resource to support nutrition strategy and approaches to improve program quality, efficiency and impact. Also help to provide direction, support and oversight for the nutrition aspects of GOAL's emergency and recovery programs, plus any research based objectives, to ensure interventions effectively address nutrition needs. It is anticipated that around 40% of this role will be field based, while the remaining time in the UK/Ireland, the nutrition advisor will support development of policy, review proposals, draw up and review guidelines, support recruitment of in-country nutrition staff and provide ongoing support with regular reviews of in-country progress.

Under the guidance of the Global Nutrition Advisor: Help to improve the quality of overseas nutrition programming Give direction to field staff so that projects are completed within set timeframes and budgets are managed to an internationally acceptably high standard.

Provide support to GOAL staff on training and development in order to improve technical capacity across projects and

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within the organisation

Promote lesson learning and adaptation of new approaches to further enhance project delivery

Work with other members of GOAL's technical team to ensure standardised monitoring and evaluation frameworks are promoted and integrated into projects, to improve quality, efficiency and impact of GOAL's initiatives.

**Key Responsibilities:**

Working with GOALs nutrition advisory team:

Monitor FEWS NET, VAM reports and other early warning systems and share pertinent information.

Participate in, or review reports on, emergency assessments and help to advise on whether GOAL's response should include nutrition.

Stay abreast of current good practice and ensure this informs GOAL's own thinking and programming.

Recommend guidance documents and program tools on policy and program issues related to nutrition, in lieu of discussions with the Global Nutrition Advisor.

In coordination with the Global nutrition advisor, desk officers and GOALs health, HIV/AIDS, livelihoods, water & sanitation-hygiene (WASH) and child survival Empowerment and Protection advisors, maintain an overview of global emergency/development programming and advise on nutrition inclusions where appropriate to encourage effective integrated and cohesive programming.

Provide support to head office (HO) desk officers in developing and managing relevant projects, building the capacity and experience of desk officers in nutrition work.

Participate in setting up of emergency nutrition programmes as required and provide continued support until replacement expatriate or national nutritionists can be recruited, for potential periods of up to three months.

Represent GOAL in external sectorial networks (as appropriate) – facilitate the exchange of technical information and identify opportunities for cooperative work and joint ventures with other agencies.

Support GOAL management in maintaining effective collaboration with donors (USAID, EU, DFID, DCI and WFP) and specifically build relationships with nutrition focal points within donor organisations. This includes assisting in proposal development.

In-country and follow-up support:

Regular field visits to review and report on nutrition program progress, specifically in relation to their efficiency and effectiveness and determine any future program recommendations. Field visits and annual work plan will be planned and agreed with the Global Nutrition advisor, Head of Programs and Operations manager.

Undertake project evaluations as necessary – identifying achievements and lessons learned from the projects and disseminate for use in future programming.

Liaise regularly with field teams to ensure that recommendations are followed up and executed according to suggested timeframes.

Provide on-going technical assistance on nutrition issues to Country Programs ensuring continuity and consistency of support throughout the project cycle. Technical assistance activities will include review of survey results, proposals and reports, input in conjunction with the Global nutrition advisor into strategic planning, and strengthening of program design, implementation and monitoring and evaluation.

Support the recruitment, training and briefing of nutrition technical staff.

Provide initial or refresher trainings for in-country nutrition staff (where appropriate) to ensure a quality level of service delivery is provided throughout the project cycle.

Requirements: (educational, language, etc.)

B.Sc./M.Sc. or equivalent in Public Health Nutrition / Global Nutrition or related degree

Minimum 3 (three) years practical field experience in nutrition programmes including some experience of humanitarian assistance

Strong communication skills and ability to work with multi-disciplinary teams

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Experience organising and managing nutrition assessments  
 Clear understanding of pertinent development and relief issues  
 Experience and skills in staff training and management  
 Assessment, analytical and planning skills  
 Proficient in preparation of proposals, reports and budgets, with good writing, communication and computer skills  
 Familiarity with dealing with donor and government offices in relation to development programs  
 Appreciation of the aims and objectives of GOAL  
 Assessment, analytical and planning skills  
 Fluent in written and spoken English, with French considered a non-essential but beneficial skill  
 Experience in field research (desirable)  
 Willingness to travel extensively  
 ravel to 6-8 countries in their yearlong internship, for periods ranging from 2-4 weeks. For each assignment a scope of work will be developed by the relevant Programme Coordinator in country in conjunction with the relevant HQ Technical Team members.  
 The BC Intern will also work with the Health SBC Advisor to update the SBC Strategy and training programme, document lessons learned, create a database of GOAL's SBC work, engage with Monitoring and Evaluation of SBC approaches, and update the GOAL Intranet site.  
 Duties/Responsibilities: A specific scope of work will be provided for each country that is visited, however overall the BC Intern will: Provide training on GOAL's SBC research and implementation methodologies to GOAL staff.  
 Work as a part of the programme team in each country programme to assist them with the design, implementation and monitoring of SBC interventions and materials. Work with the M & E team in country and the M&E team globally to design and collate M&E tools in order to track implementation of Behaviour Change activities and impact  
 Attend trainings on SBC as required and put together maintain a resource file on GOAL Intranet on Behaviour Change  
 Any other reasonable responsibilities as required by the Organization under the direction of the line manager.  
 Requirements: Essential  
 Recently completed Master's degree in Public health, Social Science, Behavioural Economics or related field, specialism in SBC preferred. A minimum of 6 months development related overseas experience  
 Motivated and experience of working on own initiative with remote management Strong computer literacy skills (Word, Excel)

### 23. Chief Medical Officer

**Posting Title: Chief Medical Officer**

**Job Code/Title: CMO/66870/ Chief Medical Officer**

**Level/Grade: D1**

**Duty Station: NEW YORK**

**Posting Period: 28th September, 2016 - 30th November, 2016.**

#### **OBJECTIVES OF THE PROGRAMME:**

The Department of Reproductive Health and Research (RHR) works to enable people to protect their own health as it relates to sexuality and reproduction and to receive quality health care in matters related to sexual and reproductive health. To achieve this, the Department advocates and promotes sound public health strategies, sets norms and standards, and supports research. RHR's overall strategic framework is provided by the WHO Global Reproductive Health Strategy approved by the 57th World Health Assembly in 2004. More information about RHR can be found at

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<http://www.who.int/reproductive-health>RHR includes the IEHRE-UN/UNFPA/UNICEF/WHO/World Bank Special Programme of Research, Development and Research Training in Human Reproduction (HRP). HRP is the main instrument within the United Nations system for promoting, conducting, evaluating and coordinating interdisciplinary research on sexual and reproductive health; for collaborating with countries in enhancing national capacities to conduct this research; for promoting and facilitating the use of research results in policy-making and planning for sexual and reproductive health care; and for the setting of standards and guidelines, including technical and ethical guidelines, in the field of sexual and reproductive health research. More information about HRP can be found at <http://www.who.int/reproductive-health/hrp>. The Maternal and Perinatal Health and Preventing Unsafe Abortion team within RHR is responsible for research and development and setting norms and standards within the Department. The team operates by bringing together, in a comprehensive and coherent manner, the Department's work in the area of maternal and perinatal health and preventing unsafe abortion. The team works in the areas of on research, evidence synthesis, development of norms and standards, monitoring and evaluation and global advocacy, working in collaboration with the relevant teams in the Maternal, Newborn, Child and Adolescent Department, other WHO departments and external partners, international partnerships and civil society.

**Description of duties:**

- (1) Identifies opportunities and establishes priorities in upstream research related to improving maternal and perinatal health;
- (2) Takes primary responsibility for the scientific and managerial aspects of implementing large scale research projects on maternal and perinatal health, including (i) the conceptualization of research protocols, (ii) identification and recruitment of country teams, (iii) conceptualization and production of agreements, (iv) organization of meetings, (v) organization and facilitation of training workshops, (vi) conduction of site visits, (vii) leadership on the relationship with data management companies or organizations, (viii) management of the network of collaborating centers participating in the research projects, (ix) analysis, write-up and publication of the results, (x) evaluation of the process and results in preparation for subsequent research projects;
- (3) Identification of opportunities for partnerships with industrial and governmental partners for the development and introduction of new technologies and innovations at the country level. Tasks include the development, establishment and coordination of new partnerships;
- (4) Disseminates the research findings and their implications for policy and programmes through the publication of scientific papers and other knowledge derivatives and platforms. Prepares technical progress reports for RHR's governing and advisory bodies, WHO reporting requirements, and donors;
- (5) Conceives and coordinates the development and updating of evidence-informed guidance, norms, tools and standards on maternal and perinatal health (including systematic reviews, guidelines and clinical decision making algorithms);
- (6) Prepares for the senior management advice and briefing notes for Member States, UN agencies, other inter-governmental and non-governmental agencies on matters relating to maternal and perinatal health, working in close collaboration with other WHO Headquarters Departments and WHO Regional and Country Offices;
- (7) Undertakes fundraising activities for increased financial support for WHO's work in maternal and perinatal health and other aspects of Sexual and Reproductive Health research and development;
- (8) Collaborates with governments, parliaments, NGOs, private sector and other stakeholders to generate evidence for increased access to Maternal, Newborn and Child Care;
- (9) Carries out other tasks, as required by the Coordinator MPA and Director RHR.

**REQUIRED QUALIFICATIONS**

Education: Doctoral degree in medicine complemented by either: (i) specialization in obstetrics/gynecology, or (ii) advanced university degree in public health, epidemiology, or a related field. Skills: Expert knowledge of maternal

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and perinatal health and its public health aspects. Proven expert knowledge in research, research management and guideline development as evidenced by track record of publication in peer-review journals. Strong communication and diplomatic skills. (UNDM) competencies:

1. Producing results
2. Building and promoting partnerships across the organization and beyond
3. Communicating in a credible and effective way

Experience: Essential

At least 7 years of experience in research and research management, including direct experience of coordinating or leading primary research projects. Some experience at the international level.

Desirable Relevant experience working for a UN agency or international NGO, and in low and middle-income countries.

Languages: Essential: Expert knowledge of English.

Desirable: Intermediate knowledge of French and expert knowledge of another UN language.

#### **24. Laboratory Technician, P5**

**Posting Title: Laboratory Technician**

**Job Code/Title: LT/66870/ Laboratory Technician**

**Level/Grade: P5**

**Duty Station: NEW YORK/Hong Kong**

**Posting Period: 28th September, 2016 - 30th November, 2016.**

The Department of Nuclear Sciences and Applications implements the IAEA's Major Programme 2, 'Nuclear Techniques for Development and Environmental Protection'. This Major Programme comprises individual programmes on food and agriculture, human health, water resources, environment and radiation technologies. These programmes are supported by laboratories in Seibersdorf, Monaco and Vienna. The Major Programme's objective is to enhance the capacity of Member States to meet basic human needs and to assess and manage the marine and terrestrial environments through the use of nuclear and isotopic techniques in sustainable development programmes.

The Joint FAO/IAEA Division of Nuclear Techniques in Food and Agriculture assists Member States of the Food and Agriculture Organization of the United Nations (FAO) and the IAEA in using nuclear techniques and related technologies to improve food security, alleviate poverty and promote sustainable agriculture. The Joint Division consists of five Sections, each with an associated laboratory (located in Seibersdorf, 45 km south-east of Vienna), in the areas of: animal production and health; plant breeding and genetics; insect pest control; soil and water management and crop nutrition; and food and environmental protection. The Insect Pest Control Section and Laboratory assist Member States with the development, dissemination and transfer of sterile insect and related environmentally friendly technologies for the area-wide integrated suppression, containment or eradication of major insect pests affecting crops, livestock and human health. The Department of Nuclear Sciences and Applications implements the IAEA's Major Programme 2, 'Nuclear Techniques for Development and Environmental Protection'. This Major Programme comprises individual programmes on food and agriculture, human health, water resources, environment and radiation technologies. These programmes are supported by laboratories in Seibersdorf, Monaco and Vienna. The Major Programme's objective is to enhance the capacity of Member States to meet basic human needs and to assess and manage the marine and terrestrial environments through the use of nuclear and isotopic techniques in sustainable development programmes.

The Joint FAO/IAEA Division of Nuclear Techniques in Food and Agriculture assists Member States of the Food and Agriculture Organization of the United Nations (FAO) and the IAEA in using nuclear techniques and related

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technologies to improve food security, alleviate poverty and promote sustainable agriculture. The Joint Division consists of five Sections, each with an associated laboratory (located in Seibersdorf, 45 km south-east of Vienna) in the areas of: animal production and health; plant breeding and genetics; insect pest control; soil and water and crop nutrition; and food and environmental protection. 

**Main Purpose**

The Laboratory Technician provides technical support for the activities of the Fruit Fly Rearing and Quality Management group of the Insect Pest Control Laboratory under the USDA/IAEA Agreement entitled Development of Phytosanitary and Regulatory Treatments for Exotic Tephritid Fruit Flies. The Laboratory Technician maintains colonies, establishes new colonies, and provides assistance with the implementation of experimental protocols with data entry in the appropriate databases as required under the USDA/IAEA Agreement.

**Working Relationships**

The Laboratory Technician works in close collaboration with the professional consultant hired under the USDA/IAEA Agreement and with other staff in the IPCL to ensure the smooth rearing of fruit flies, to ensure accurate implementation of experimental protocols, data collection and data entry, to solve routine problems, and to ensure effective functioning of equipment.

**Functions / Key Results Expected**

Maintain fruit fly strains and populations that are the subject of the USDA/IAEA Agreement.

Colonize new populations of fruit flies, as required by the USDA/IAEA Agreement.

Prepare fruit fly infestations in natural and artificial hosts for experimental hot water, cold temperature and other potential post-harvest treatments, as stipulated under the USDA/IAEA Agreement. Carry out data entry of the experiments in the appropriate databases. Ensure effective functioning of equipment.

**Qualifications, Experience and Skills Completed secondary education**

Minimum of two years of relevant working experience, mainly with the rearing of fruit flies and various post-harvest treatments.

Experience in working in a laboratory environment, preferably in an international setting.

English language test (level 2) to IAEA standard. Good knowledge of basic laboratory procedures and practices.

**25 Programme Budget Officer, P5**

**Posting Title: Programme Budget Officer**

**Job Code/Title: PBO/66870/ Programme Budget Officer**

**Level/Grade: P5**

**Duty Station: NEW YORK/FRANCE**

**Posting Period: 28th September, 2016 - 30th November, 2016.**

The position is located in the Programme Planning and Budget Division of the Office of Programme Planning, Budget and Accounts, Department of Management. The Programme Budget Officer reports to the Chief of Service III and to the Director of the Programme Planning and Budget Division.

**Responsibilities:**

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

**PROGRAMME PLAN AND PRIORITIES:** Review, analyze and finalize the preparation and/or revisions of the biennial programme plan (Strategic Framework), taking into account recommendations and decisions of specialized inter-governmental bodies; provide substantive support to relevant inter-governmental and expert bodies in their review of the Strategic Framework and secure approval from the General Assembly. Ensure legislative mandates are accurately translated into programme budgets.

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**BUDGET PREPARATION, IMPLEMENTATION AND ADMINISTRATION:** Analyze cost estimates and budget proposals, including programmatic aspects. Ensure compliance with the Strategic Framework and other legislative mandates. Review, analyze and finalize financial implications arising from decision/statements of the Security Council and the General Assembly and its subsidiary bodies. Analyze and recommend spending authority (allotments) and monitor implementation to ensure that they remain within authorized levels. Administer and monitor extra-budgetary resources, including review of agreements and cost plans. Review and finalize budget performance reports, analyzing variances between approved budgets and actual expenditures. Ensure compliance with the Financial Regulations and Rules and established policies and procedures. Provide substantive support to relevant inter-governmental and expert bodies in their budget review; assist in securing approval from the General Assembly.

**GENERAL:** Provide advice and guidance, as required, to clients of the Division on budgetary and financial policies and procedures, including results-based budgeting. Keep up-to-date on documents/reports/guidelines/issues that have a bearing on matters related to programme budgets, as appropriate, ensuring compliance with inter-governmental recommendations and decisions as well as with United Nations policies and procedures. Draft reports for inter-governmental bodies and for management on budgetary issues, and correspondence; undertake research and analysis of budgetary policies and procedures, make recommendations for changes and/or modifications. Provide substantive support at inter- and intra-departmental meetings and as appropriate before legislative and expert bodies, on matters related to resource requirements, programming and budgetary issues. Perform other related duties, as assigned. The incumbent will be required to provide stand-by services during the weekend, holidays and outside normal working hours, as necessary.

#### Competencies

**PROFESSIONALISM** - Proven conceptual, analytical and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions and recommendations; a complete, in-depth grasp of financial principles and practices; proven ability to work under pressure and produce output that is accurate and of high quality; is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Ability to review and draft comprehensive, clear and concise reports and correspondence on budgetary and programmatic matters. Keeps people informed of progress and setbacks. Solid computer skills, including proficiency in word processing, spreadsheets and complex computerized financial systems, such as the Integrated Management Information System (IMIS) and the UN Budget Information System (UNBIS). Proficiency in finance modules of internationally recognized enterprise resource planning software (ERP) such as Oracle, SAP, PeopleSoft. 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; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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

#### Education

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

#### Work Experience

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A minimum of five years of progressively responsible experience in finance, administration, budget, business administration or related area with greater independence and decision-making authority for complex budgets is required. Experience in programmatic issues, results-based budgeting, budgetary and statistical analysis is required.

## 26. Special Assistance to the Executive Director,P5

**Posting Title: Special Assistance to the Executive Director**

**Job Code/Title: SAED/66870/ Special Assistance to the Executive Director**

**Level/Grade: P5**

**Duty Station: New York/ Geneva Switzerland/Copenhagen**

**Posting Period: 28th September, 2016 - 30th November, 2016.**

The United Nations Human Settlements Programme, UN-HABITAT, is the focal point for human settlements in the United Nations. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The post is located in the Office of the Executive Director (OED) at the Nairobi duty station.

### Responsibilities

Reporting to the Executive Director (ED), and under the direction of the Chief, OED, the Special Assistant will be responsible for the following functions:

1. Contribute to the Planning, coordination and monitoring of the organization's work programme - Assist the ED in the daily operations of the Front Office to achieve the objectives of ensuring the sound financial, personnel, legal and administrative management of the organization; Review incoming correspondence and documents prepared by staff; Review/clear documents on behalf of the ED and bring matters that need decisions to his/her attention; Coordinate background documents and talking points, and prepare briefs for the ED; Analyze various policy issues and other emerging concepts/systems related to administration and provide feed-back; Prepare and coordinate management reports; Act as the focal point for coordinating meetings/retreats and for follow-up actions; Develop a system of internal circulars on broad procedural issues; Coordinate the ED's travel together with the OED team.
2. Liaise with the Human resources focal point on a regular basis with regards to follow up on issues and decisions concerning human resources; Supervise support staff under the ED's office; Work with the responsible officers in the preparation of and follow-up on progress made in achieving ED's Compact with senior managers; Liaise with the responsible officers on the follow-up on Delegations of Authority for new senior staff members.
3. Ensure that the annual travel budget for the OED remains within approved allotment; Review monthly petty cash expenses; Prepare and submit the ED's financial disclosure process, including annual preparation and follow up questions.
4. Assist the Executive Director or Chief, OED with other related assignments as required.

### Competencies

Professionalism - Good conceptual, analytical and evaluative skills, ability to conduct independent analysis, identify issues, formulate options and make recommendations, Ability to work under pressure against deadlines, whilst ensuring compliance with appropriate rules and procedures; Planning and Organizing

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- Ability to establish priorities, plan, coordinate and monitor own work plan. Communication - Good Communication (spoken and written) Skills; Ability to draft/edit a variety of written reports, studies and to articulate ideas in a clear, concise style; 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.

#### Education

Advanced University degree (Master's degree or equivalent) in public/business administration and management or related area. A first level university degree with a combination of two years professional and academic qualifications may be accepted in lieu of the advanced degree.

#### Work Experience

A minimum of 5 years of progressively responsible experience, of which at least 3 years with the UN. Prior working experience at the international level an advantage.

### **27. Humanitarian Affairs Officer, P5**

**Posting Title: Humanitarian Affairs Officer**

**Job Code/Title: HAO/66870/ Humanitarian Affairs Officer**

**Level/Grade: P5**

**Duty Station: New York/ Beijing/ Geneva**

**Posting Period: 28th September , 2016 - 30th November, 2016.**

The incumbent contributes to UNCEDAW's mission to mobilise/coordinate effective and principled humanitarian action in partnership with other actors. Under direct supervision of Chief of Policy Planning and Analysis Section (PPAS) and the overall supervision of Chief of Policy Development and Studies Branch (PDSB), s/he works on humanitarian policy with special responsibility for civil-military coordination and related legal matters. S/he also establishes/maintains contacts with military, police and other armed actors; keeps abreast of humanitarian trends, plans and analyses; organises or participates in outreach events on humanitarian policies and provides policy support to UNCEDAW's field offices; promotes greater knowledge and application of humanitarian principles and guidelines; and contributes to the development of common/harmonized policy positions based on humanitarian principles and international standards. Within limits of the delegated authority, the Humanitarian Affairs Officer is responsible for the following ,

#### **Responsibilities:**

(1) Act as the primary policy focal point on issues that arise out of relationships between civilians and armed personnel, including military, police and other armed actors, with distinct emphasis on humanitarian-peacekeeping liaison. Provide expert advice on a diverse range of policy and legal issues, especially as they relate to promoting and safeguarding humanitarian principles and humanitarian space, ensuring effective delivery of humanitarian assistance, and related areas in complex emergencies and natural disasters. Also advise on issues related to international criminal law; laws of peacekeeping, human rights and refugee law.

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(2) Promote the humanitarian agenda and advocate United Nations system-wide humanitarian positions, guidelines and standards to internal and external actors. Teach, train and/or serve as policy resource person or a speaker at a wide range of events, in order to promote humanitarian policy and positions. Serve as civil military facilitator of training and other workshops as required. Represent UNCEDAW as required in these events which may include workshops, seminars, exercises, courses, briefings and other speaking engagements for government officials, civilians, armed forces and/or the police. Organise, participate and/or coordinate the preparation and delivery of these policy promotion engagements.

(3) Contribute to policy development, both generic and country-specific, with a special focus on civil-military relations, humanitarian peacekeeping interface, and matters concerning humanitarian policies and standards. Participate in the formulation of policy positions for UNCEDAW on these issues. Organize or participate in working groups, meetings, consultations and follow-up work with agencies and partners on humanitarian and emergency relief-related matters in order to provide support to policy development and decision-making. This may include inter-agency policy consultations through the IASC, ECHA and other relevant bodies. Represent UNCEDAW, as required, in meetings and consultations with other UN departments, funds and programmes, the IASC, Member-States, representatives of the broader humanitarian community, the academia, military organisations, and international and/or non-governmental organizations.

(4) Establish and maintain contacts with government officials, UN Departments, funds and programmes, representatives of the broader humanitarian community, members of the international tribunals, the academia, international or non-governmental organisations, and others. Special emphasis to be placed on peacekeeping and members of the military and policy community. Respond to queries on humanitarian policy and guidance from these actors and liaise and coordinate for this purpose as required. (5) Provide support to field offices, including developing policy guidance, planning, participating in field trips and/or training sessions, reviewing country-specific and/or coordination issues.

(6) Monitor and keep abreast of latest trends, plans and developments in humanitarian affairs and relevant legal matters, and provide policy analysis and information.

(7) Contribute to the preparation of reports and correspondence related to the work of the Branch. Research and assist in the preparation of inputs to UN legislative bodies, in particular reports to the Security Council, General Assembly and Economic and Social Council on issues related to civil-military coordination. Contribute to the preparation of reports, studies, and documents on issues related to humanitarian policy, in collaboration with UN departments; funds and programmes; members of the Inter-Agency Standing committee (IASC); Member States; representatives of the broader humanitarian, military and police community; the academia; international and/or non-governmental organizations, as necessary. Initiate and/or lead the preparation of presentations, lectures and occasional articles, particularly on subjects related to international law and civil-military policy.

(8) Participate in the planning, preparation and management of work planning and budget formulation as necessary.

(9) Perform other duties as required by Unit and/or Branch Chief.

### **Competencies**

Professionalism - Knowledge of humanitarian affairs, strong analytical skills and ability to analyse and articulate the humanitarian dimension of issues, which require a coordinated United Nations response.

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Comprehensive knowledge of the United Nations system and institutional mandates; and policies and guidelines pertaining to humanitarian law, principles, standards and practices. Given the focus of this post on relationship between humanitarian actors, armed personnel and legal enforcement, expertise in laws of armed conflict (IHL), international criminal law and rules of peacekeeping operations.. Knowledge of civil-military coordination. 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. **Planning& Organising:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

## **QUALIFICATIONS**

### **Education**

Advanced university degree (Master's or equivalent) in international law, political or social science, international relations, or related field. First level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Formal training in international humanitarian law, international criminal law, or peacekeeping laws is an advantage.

### **Work Experience**

Seven years of progressively responsible professional experience in humanitarian affairs, emergency preparedness and response, crisis/emergency relief coordination and/or management, rehabilitation recovery and/or development of which at least five years should have been with the United Nations system. Experience in policy promotion, policy development, policy analysis and coordination, and international law is required. Experience in humanitarian and peacekeeping operations and civil-military relations is required.

## **29. Investment Officer, P-5**

**Posting Title: Investment Officer**

**Job Code/Title: IO/66870/ Investment Officer**

**Level/Grade: P5**

**Duty Station: NEW YORK/ Switzerland/France**

**Posting Period: 28th September , 2016 - 30th November, 2016.**

This position is located in the Investment Management Division (IMD) of the United Nations Joint Staff Pension Fund (UNJSPF). The incumbent reports directly to the Deputy Director, Investments Management Division.

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## Responsibilities

Under the overall supervision of the Deputy Director, Investments Management Division, the incumbent will be responsible for the following functions:

Invest and manage the assets of the Fund in Emerging Market equities to produce the optimal investment return that avoids undue risk, balancing long-term strategies to achieve results superior to the MSCI benchmarks by constructing and monitoring the internally-managed portfolio through dedicated research while complying with risk control parameters as delineated in the Investment Manual.

Conduct research of investments including regular investment visits and ongoing communications with brokerage houses and other financial institutions. Recommend and execute specific purchases or sales of securities on a daily basis or as appropriate in order to achieve results superior to the benchmark ensuring that investment transactions are executed by brokers in accordance with instructions and market conditions at the time.

Integrate Principles of Responsible Investments into investment analysis, subject to the Investment Management Division's standards of fiduciary responsibility to the Fund. Prepare reports on investment returns and strategy for review and discussion in regularly scheduled meetings, such as, Investment Committee and Portfolio Review meetings.

Contribute to the decision-making related to asset allocation by providing regional outlook for asset class by contributing experience and knowledge gained in investment management of regional portfolio. Participate in quarterly Investment Committee meetings.

Implement asset class and regional allocation strategies decided upon by the Representative of the Secretary-General for the investments of the UNJSPF. Ensure that the Director of the Investment Management Division and the Representative of the Secretary-General have accurate and timely reports on investments and related matters for the UNJSPF Pension Board, the Advisory Committee on Administrative and Budgetary Questions (ACABQ), the Fifth Committee and the General Assembly by producing papers on investment-related subjects; preparing draft speeches of the Representative of the Secretary-General on investment matters.

Conduct informal discussions with delegates to those bodies when requested by supervisors.

Supervise investment-related work at the Investment Management Division by ensuring that investment transactions are executed by brokers in accordance with instructions and market conditions at the time.

Evaluate the quality of the advice and recommendations submitted by research providers, appraising performance of external managers employed in the region.

Promote a high standard of transparency and accountability in all aspects of the management of the assets of the Fund through accurate recordkeeping. Direct production of investment data that is accurate and timely.

Interact effectively with internal and external auditors to ensure that assets are fully protected.

Ensure that the Investment Management Division maintains a high level of professional investment expertise and knowledge by exploring published economic and investment material provided by investment brokers, banks, government sources and financial analysts. Lead regular meetings/discussions with the designated investment advisors and other sources of information.

Participate in seminars on investment topics; planning and conducting meetings with top management of companies of interest or potential interest to the Fund.

Exchange views and provision of advice and guidance to colleagues within the Investment Management Division.

Supervise and training of staff to improve skills and expand experience in order to increase motivation and promote superior performance by all staff members.

Recruit staff for the Investment Management Division subject to approval by the Director, taking due account of geographical and gender balance and other institutional values.

## Competencies

**PROFESSIONALISM:** Demonstrated ability and sound knowledge of applied macroeconomics, security analysis and portfolio management.

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Ability to work under pressure and provide accurate, efficient and effective results.

Demonstrated ability to interact with senior corporate management and brokerage analysts in order to solicit relevant investment information. Ability to utilise various portfolio management and data processing tools; such as Bloomberg, Charles River, etc., and familiarity with the use of internet applications and MS Office programmes.

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

#### **ACCOUNTABILITY**

Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organisational 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.

**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.

#### **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.

#### **Education**

Advanced university degree (Master's degree or equivalent) in Business and Administration (MBA), Finance, Economics or related area. Chartered Financial Analyst (CFA) designation is desirable. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

#### **Work Experience**

A minimum of seven (7) years of progressively responsible experience in investment analysis and/or investment management, alternative assets, real estate, equities, fixed income or related area is required. Experience in investment analysis and/or investment management in the area of equities for Asian emerging markets is desirable. Experience in following and researching major markets within Asian Emerging Markets, such as People's Republic of China, Republic of Korea, etc. is desirable. Experience in pension funds, public funds and central banks is desirable. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

### **30. Violence Against Women & Girls Project Officer, P5**

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**Posting Title: Violence Against Women & Girls Project Officer**  
**Job Code/Title: VAWGPO/66870/Violence Against Women & Girls Project Officer**  
**Level/Grade: P5**  
**Duty Station: NEW YORK/HongKong**  
**Posting Period: 28th September , 2016 - 30th November, 2016.**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

The UN Women programme "Securing Rights and Improving Livelihoods of Women" (SRILW) is a 3-year programme co-funded with EU. It combines 3 areas for the advancement of women's agenda in Egypt, namely (1) Increased leadership and participation of women in the public sphere; (2) Increased economic security and autonomy of marginalized women in Upper and Rural Egypt and in slum areas; and finally (3) Reduced prevalence of violence against women and girls in public and private spaces. The main focus will be on protecting women and girls from violence within the context of a Safe Cities Model which will be piloted within the Greater Cairo Region as well as in the urban areas of Giza and Qalyubiya. Three areas have been selected for program implementation Ezbet EL Haganna, Mansheyat Nasser and Embaba, while an additional three will be used as the control group Al Salam Al Sharkeya, Al Ebagaya and Boulak El Dakrour.

#### **Duties and Responsibilities**

The Violence against Women and Girls Project Officer will be working under the supervision of the UN Women Country Representative in Egypt and under the technical supervision of the National Programme Officer of the Egypt Country Office. The overall objective of the assignment is to supervise and monitor the overall portfolio of the Violence against Women and Girls sub sector of the Egypt country office, backstop and report on projects under this portfolio.

The Project Officer will undertake the following tasks, duties and responsibilities: Participate in effective management of the country programme within the Violence against Women and Girls section focusing on quality control from formulation to implementation of the country programme achieving the following results:

Provision of inputs to the design and formulation of the country programme within the area of responsibility;

Implementation of project management standards, including project initiation, entering project into Atlas, preparation of agreements, determination of required revisions, coordination of the budget revisions, recruitment of projects staff and closure of projects;

Programme assurance and oversight of projects under responsibility, including field monitoring and day-to-day implementation troubleshooting;

Assess project risks and develop mitigating measures to prevent or address them in a timely fashion.

Coordinate with other team members on the project to ensure timely and effective achievement of project results, donor reporting, and other activities;

Application of conceptual models in support of programme design; Financial and technical monitoring of programme; Preparation of inputs for reporting, including donor reporting. Quality assurance of progress reports prepared by projects; Support strategic partnerships; Sound contribution to knowledge management; Organization of trainings to for project staff on areas of responsibility; Professional growth through active learning.

Competencies: Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.

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**Professionalism:**

Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.

**Cultural sensitivity and valuing diversity:**Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

**Core Competencies: Ethics and Values:**

Demonstrate and safeguard ethics and integrity.**Organizational Awareness:** Demonstrate corporate knowledge and sound judgment.**Development and Innovation:**Take charge of self-development and take initiative.

**Work in teams:**Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.

**Communicating and Information Sharing:**

Facilitate and encourage open communication and strive for effective commu**Self-management and Emotional Intelligence:**

Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others.

**Conflict Management:**Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution.

**Continuous Learning and Knowledge Sharing:**Encourage learning and sharing of knowledge.

**Appropriate and Transparent Decision Making:**Demonstrate informed and transparent decision making.

**Functional Competencies:** Results based programme development and management; Contributes into results through primary research and analysis;

Assess programme performance to identify success factors and best practices for replication;

Research linkages across projects; Monitor specific stages of project/programme implementation progress and identify any risks and effectively address any bottlenecks arising;

Generate new ideas and approaches for communication and visibility of UN Women.

**Required Skills and Experience**

**Education:** Master’s Degree in social sciences, economics, law, public or business administration and related subjects.

**Experience:**Minimum of 5 years of relevant professional experience in designing and managing development projects;

Excellent communication skills, including strong drafting ability;Professional experience in addressing gender equality issues and women’s empowerment;Ability to interact with both the organization and the general public, good interpersonal skills and organizational proficiency;Experience with EU and/or UN-funded projects is an advantage.

**31. Banking Operations Officer, P5**

**Posting Title: Banking Operations Officer**

**Job Code/Title: BOO/66870/Banking Operations Officer**

**Level/Grade: P5**

**Duty Station: Vienna/Brussels/HongKong**

**Posting Period: 28th September , 2016 - 30th November, 2016.**

This post is located in Treasury, Office of Programme Planning, Budget and Accounts, Department of Management.

Under the supervision and guidance of the Chief, Global Banking Operations, and the United Nations Treasurer.

**Responsibilities**

The incumbent performs the following duties and responsibilities:

- Provides policy guidance on treasury and banking operations. - Assist in establishing banking operations in UN

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Offices and maintains a good working relationship with the senior management of approximately 100 banks that provide banking services to the UN. -Provides substantive input in the preparation of Request for Proposals (RFPs) for all UN peacekeeping missions, special political missions, Economic Commissions and OAHs in consultation with the Procurement Division. - Incumbent will identify the requirements, prepare the RFPs and assist the UN peacekeeping missions and OAHs in issuing the RFPs; be a member of the evaluation committee reviewing the proposals; handle the related negotiations in order to ensure the most secure, cost effective and efficient bank is selected. - Manages, guides, develops and trains staff in UN peacekeeping missions and OAHs on the use of electronic payment systems. -Coordinates between Treasury, OLA and the banks, the formalization of banking agreements between UN and the banks that provide banking services to the Organization. - Ensures the accuracy of correspondence related to account opening documents and amendments to the signatory panels.- Carries out administrative tasks necessary for the functioning of Treasury, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, and preparation of inputs for results-based budgeting. - Represents Global Banking Operations as a focal point for all audit related issues. - Handles confidential and sensitive information. - Prepares official correspondence to the attention of the Treasurer, Controller, Senior Banking Managers and Directors. - Organizes training sessions for electronic payment systems and meetings with banks in collaboration with the Peacekeeping Missions, OAH and Regional Commissions. Competencies Professionalism:

- Knowledge of Treasury principles and practices, budget management and financial administration of resources.
- Proven analytical skills and ability to provide technical advice on treasury operations.
- Ability to produce reports and papers on technical issues and to review and edit the work of others.
- Ability to apply UN rules, regulations, policies and guidelines in work situations.
- Shows pride in work and in achievements.
- Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns.
- Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication:

- Speaks and writes clearly and effectively.
- Listens to others, correctly interprets messages from others and responds appropriately.
- Asks questions to clarify, and exhibits interest in having two-way communication.
- Tailors language, tone, style and format to match the audience.
- Demonstrates openness in sharing information and keeping people informed.

Planning & Organizing:

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

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

Work Experience: A minimum of seven years of progressively responsible experience in finance, administration, budget, business administration, treasury, banking or related field, including a minimum of five years experience working in a bank or financial institution is required.

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Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

### **32. Climate Change Coordinator, P5**

**Posting Title: Climate Change Coordinator**

**Job Code/Title: CCCO/66870/Climate Change Coordinator**

**Level/Grade: P5**

**Duty Station: New York/ Geneva/Hong-Kong**

**Posting Period: 28th September , 2016 - 30th November, 2016.**

#### **Responsibilities**

Under the guidance and supervision of the Programme Strategy and Planning Team the incumbent will perform the following duties:

Takes the lead on UNCEDAW programming related to the management of the climate change sub-programme, which includes climate change adaptation, mitigation and REDD+, in coordination with all other UNCEDAW divisions and regional coordinators for the sub-programme, and in response to national needs and cross-border and sub-regional requirements, and in support of relevant activities of the UN system, as applicable; Ensures the coherence of UNCEDAW initiatives across divisions and regional offices related to the sub-programme; Takes the lead in developing UNCEDAW's strategy for extra-budgetary resource mobilization related to the climate change sub-programme and in identifying priorities for the allocation of available resources for UNCEDAW's activities in this area; Ensures coherence between the work of UNCEDAW's divisions and regional environmental coordinators for the sub-programme and that of entities of the UN system within each region, as well as with other relevant regional entities and civil society; Participates in UNCEDAW's project review committee analyses of projects related to the sub-programme to ensure consistency with the decisions and guidance of UNEA and its subsidiary body; monitors implementation and evaluation of activities related to the sub-programme undertaken by divisions and regional offices in UNCEDAW, in consultation with UNCEDAW's Office for Operations, identifying priorities for action, problems and issues to be addressed and proposing corrective actions; Reviews UN initiatives on the sub-programme, in coordination with relevant bodies of the UN system through established inter-agency coordination mechanisms; Acts as resource person in preparation for and assists at substantive CPR debates related to the sub-programme, upon request; Ensures implementation of gender mainstreaming guidelines by assessing the implications for men and women of planned actions on the sub-programme. This includes legislation, policies or programmes, in all areas and at all levels.

#### **Competencies**

- **Professionalism:** Ability to identify key strategic issues, opportunities and risks in the field of environment and development. Ability to generate and communicate links between the sub-programme, the political economy and the socio-economic environment. Demonstrated ability in programme and project management in a complex environment and/or development programmes and projects.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in

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projects; Meets timeline for delivery of products or services to client.

- **Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; Generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; Conveys enthusiasm about future possibilities.
- **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.
- **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.

#### **Education**

Advanced university degree (Master's degree or higher) in an environment or development field. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university

#### **Work Experience**

A minimum of ten years of progressively responsible experience in project or programme management in complex socio-economic settings. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

#### **Languages**

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

### **33. Senior Public Health Officer**

**Posting Title:** Senior Public Health Officer

**Job Code/Title:** SPHO/66870/ Senior Public Health Officer

**Level/Grade:** P5

**Duty Station:** NEW YORK/Labanon/ Gaziantep Turkey

**Posting Period:** 28th September, 2016 - 30th November, 2016.

#### **Background /Responsibilities:**

The Senior Public Health Officer is a senior position in the office that functions under direct supervision of the Division for Sustainable Development Representative and technical guidance of the concerned Units in Division for Sustainable Development HQs. He/She is expected have an expert knowledge on various aspects of Public health care and management of communicable diseases in large population with minimum hygienic conditions. The specific functions include:

1. Direct and coordinate Division for Sustainable Development activities in the health sector

- Map activities and gaps by each agency

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- Conduct negotiations with the Ministry of Health to include Person of Concern (PoCs) in host Government public health services at secondary and tertiary level (already achieved at primary level)
  - Closely follow up with Implementing Partners to oversee the transition of NGO provided health services to public health services
  - Coordinate and participate in assessments: qualitative and quantitative
  - Coordinate and participate in development and implementation of appropriate monitoring and evaluation activities
  - Chair the NGO-Division for Sustainable Development medical committee which decides on assistance to medical cases which pass the thresholds as agreed on in the Division for Sustainable Development Health Guidelines
  - Develop systems to ensure proper and efficient screening for medical resettlement
  - Develop systems to ensure proper and efficient NGO referral of refugees to secondary and tertiary care facilities
  - Improve and standardise health information systems
  - Direct Division for Sustainable Development activities in the mental health sector
  - Update and disseminate information materials on public health based on standard practices and policies among partners
  - Ensure that provisions contained in various Memoranda of Understanding between Division for Sustainable Development and other organisations are applied as appropriate
2. Undertake needs and resources assessments with Governments and partners in order to prioritise needs and activities in provision of services to refugees and other persons of concern to Division for Sustainable Development.
- Review and analysis of relevant project proposals and budgetary submissions presented by Division for Sustainable Development partners within context of Division for Sustainable Development programme cycle
  - Ensure that project plans and proposals submitted to Division for Sustainable Development for funding adhere to internationally accepted standards and are based on a comprehensive primary health care strategy
  - Maintain and update contingency plans for potential epidemics, refugee and returnee movements
3. Monitor and evaluate country-level health and nutrition programmes against standard Division for Sustainable Development and international indicators to ensure that programmes are evidencebased and implemented in a comprehensive and cost-effective manner.
- Active involvement in all aspects of programme monitoring and evaluation with emphasis on checking levels of implementation and impact vis-à-vis resource inputs to measure costeffectiveness and re-orient the programmes as appropriate
  - Monitor technical and financial aspects of health programme with emphasis on:
    - Organisation and use of Division for Sustainable Development's Health Information System
    - Application of standard guidelines and protocols
    - Comprehensiveness of health programme.

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- Apply various mechanisms and tools to ensure proper monitoring including:
  - Regular meetings, in accordance with Division for Sustainable Development programming cycle
  - Site visits
  - Regular flow of information (reporting)
  - Use of Health Sector Monitoring Forms
  - Conventional/non-conventional surveys and evaluation studies
  - Meeting with health implementing partners
  - Providing technical support and guidance to implementing/operational partners where required
  - Data analysis and interpretation Support periodic nutrition surveys
4. Support capacity building initiatives so that refugees and other persons of concern to Division for Sustainable Development, Division for Sustainable Development and its partners acquire the needed knowledge, skills, and sense of responsibility and ownership of programmes.
- Support health and nutrition focal points and coordinators to develop training plan, organise and act as resource persons in workshops and training both in-service (formal) and on the job (coaching)
  - Share with local and international partners on the ground relevant guidelines and information materials on refugee health including reproductive health, HIV/AIDS and nutrition materials
  - Support health focal points and coordinators to promote establishment of Refugee Health and Nutrition Committees to enable their active participation in process of health and nutrition planning, implementation, monitoring and evaluation
5. Advocate, inform, and communicate amongst stakeholders to ensure that refugee health and nutrition issues are on the national and international agenda and that the health and nutritional needs and status of refugees and other persons of concern to Division for Sustainable Development are appropriately documented and disseminated
6. Any other responsibilities/functions deemed necessary or as delegated by the Division for Sustainable Development Representative/Chief of Section in order to meet the level of the services in the organization.
- Academic: Advanced university degree (Post graduate level) in Medical science or Public Health or Epidemiology with focus on Reproductive health and HIV/AIDS related communicable diseases. Experience: Minimum of 6 years progressively responsible functions in HIV/AIDS and Public Health or Reproductive health in tropical countries dealing with development of comprehensive public health care programmes. Of the 6 years, at least 4 years of experience should be in an international humanitarian organization dealing with HIV/Public health in large scale emergencies or displaced/refugee situations. Specific and proven skills and training in the areas of HIV and AIDS and Public health, including reproductive health. Demonstrated ability to organise and conduct training activities, seminars and mass information campaigns for the benefit of Implementing

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Partners and relevant government agencies. Applied knowledge in Division for Sustainable Development programme management, project formulation and monitoring as per Division for Sustainable Development established Programme Cycle. Proven ability to deal with multiple tasks in a courteous and service oriented manner in a demanding working condition that often has short deadlines.

**Skills:** Ability towards analytical and creative thinking for rapid solutions. Good communicator with strong interpersonal and negotiations skills to deal with persons of various cultural and educational backgrounds. Strive to live up to high ethical and professional standards. A team player with service oriented attitudes. High IT affinity is essential with skills in PowerPoint, excel, data analysis and statistical soft-ware. Languages: Excellent knowledge of English (written/oral/comprehension) is essential. Working knowledge of another UN language, preferably Arabic. Advanced drafting skills in English.

- Experience, advance training, balance and combined knowledge in different subjects: HIV and AIDS, Public Health, Reproductive health , Epidemiology and Tropical medicine.

#### **34. Community Mobilization Program Officer**

**Posting Title: Community Mobilization Program Officer**

**Job Code/Title: CMPO/66870/ Community Mobilization Program Officer**

**Level/Grade: P5**

**Duty Station: NEW YORK/FRANCE/VIENNA**

**Posting Period: 28th September, 2016 - 30th November, 2016.**

To assess, define and implement a community based communication strategy in Kaabong & Moroto districts. The main aim of the strategy is to ensure improvement in nutrition, health, and hygiene main practices via community empowerment on household health. The process of definition will involve reviewing existing communication tools (MOH for feeding, hygiene) and methodology between ACF and the program beneficiaries, as well as between ACF and communities within the interventions area, in order to strengthen the knowledge and understanding of the organization, program and mandate acceptance, to promote adoption of improved practices in relation to hygiene (nutrition, health & WASH) and ensure a coherence between programs (integration Nut, WASH, FSL).

This is a field post, close to beneficiaries in order to best learn how to define strategies of promotion and education as well as to ensure a strong collaboration with all departments in the coordination and field teams. It is a merging point for different departments to bring together their expertise and have best impact on communities.

#### **Responsibilities:**

\* To evaluate communication practices used by ACF and define a common communication strategy (integrated) to improve ACF's

acceptance as well as effectiveness, and impact of field programs

\* To evaluate strengths and weaknesses (good & bad practices) of the current sensitization approach about ACF and themes for promotion by ACF team who work closely to communities and identify mechanisms for improvements in relation to the Karamojong culture and context.

\* To collect key information that will promote community acceptance of ACF activities.

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- \* To analyze strategic plans and actions by the Uganda mission in terms of communication with communities.
- \* To propose a strategic revision (tools and methodology) that will define the overall regional approach in the field in terms of communication with beneficiaries and communities in intervention areas (indirect or non-beneficiaries of the program).
- \* To train all teams in Karamoja (WASH, FSL and Nutrition) in relation to the communication policy.
- \* To define a guide presenting the ACF communication policy and integrate the main tools and presentation documents in its implementation. The result will be a simple ACF sensitization package for teams to use in the field.

Objective 2:

- \* To evaluate and improve the present activities in Karamoja region on the promotion of best practices linked to Health, Nutrition and Hygiene and to define a common intervention strategy to be implemented by the community department as well as mainstreamed by all departments.
- \* Identify, with the different actors involved, the main ACF practices and actions linked to health, nutrition and hygiene.
- \* To evaluate strengths and weaknesses (good & bad practices) of the current sensitization approach for health, nutrition and hygiene promotion and identify mechanism for improvements or new approaches in relation to the Karamojong culture and context for best impact of activities.
- \* To collect information and key practices linked to health nutrition and hygiene with the ACF teams and beneficiary communities. A baseline KAP survey is available as baseline information.
- \* To collaborate and to coordinate with other actors involved in health, nutrition and hygiene promotion (sector actors, UN, NGO, government sectors).
- \* To analyze collected information in respect to ACF policies.
- \* To define an intervention strategy (methodology and tools) that will define the approach in the field towards health, nutrition and hygiene promotion at the lowest community level unit (in Karamoja this is the manyatta level).
- \* To train all technical teams on the Health, Nutrition and Hygiene promotion policy, specifically on methodology, to be followed, recommendations in terms of formulation of messages, and communication practices to improve the effectiveness of sessions delivered.
- \* To define a guide for team on the communication approaches and tools for nutrition-health-hygiene promotion activities.

Objective 3:

- \* To implement, follow-up, and evaluate a small scale community based pilot project in 200 manyattas in Kaabong & Moroto district that will be based on policies and strategies outlines in Objective 1 & 2.
- \* To identify locations in Kaabong and Moroto districts for the pilot project (10 villages in each district; 10 manyattas within each village).
- \* To define appropriate HR plan within budget framework and recruit needed team for implementation and monitoring of activities (Community Officers and Community Assistants).
- \* To liaise and ensure community based nature to the project tin involving local leaders and key informants in the planning and implementation. This will result in a strong community network in pilot locations.
- \* To develop delivery and monitoring skills of the team to ensure best impact in communities.

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- \* To train actors who compose the networks in collaboration with the field team.
- \* Adjust activities as needed in order to obtain positive results in behavior change.
- \* To ensure that the community department is structured, trained, managing and monitoring community activities.
- \* To handover activities to the specified Program Manager who will oversee the community activities

Objective 4:

- \* To support and advise specific requests from field teams for production of visual materials in communication, training, or community mobilization.
- \* To train teams in the organization and implementation of communication/mobilization campaigns.
- \* To train community teams on best delivery and follow-up methods.

Objective 5:

- \* To ensure the training of ACF teams in community communication and mobilization.
- \* To train program managers and technical teams on the communication methods and application tools developed according to previous objectives.
- \* To identify resource people in the coordination team and transfer the acquired experience in order to ensure the approach is maintained in the long term after the program manager leaves the mission.
- \* Reporting: document the products for each project for capitalization of the approach.

Objective 6:

- \* To coordinate with all technical departments on the mission as well as partners.
- \* To define a work plan with the different teams and within a cross cutting framework
- \* To work in synergy with the technical departments of the mission, in terms of activities, intervention areas, and targeted population.
- \* To represent ACF in key meetings as identified necessary.
- \* To contribute and participate in formulation of concept papers, proposal, and donor reports in relation do health nutrition hygiene promotion
- \* To follow-up budget and logistics according to planned activities.
- \* To produce regular reports in collaboration with technical coordinators or as requested by CD.

Qualifications:

Education / Specific Degrees / Special Skills:

- Masters' degree in Public Health, Health Promotion Sciences, Community Approach and Communication related topic or other relevant subject. Extensive successful experience in community based approaches will be considered.
- At least 2 years experience in the development field - Strong community approach background - Dynamic with sensitivity to cultural perceptions in order to fulfill the task adequately.
- Capacity to innovate and integrate strategy within a given context - Good adult education techniques and understanding – Strong capacity for strategy definition in collaboration with three technical sectors.
- Strong training capacity
- Effective monitoring and evaluation skills on health-nutrition
- hygiene promotion activities
- Commitment to community based approaches for best outcomes for the targeted population Humanitarian field experience requested:

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### 35. Liaison Officer.P5

**Posting Title:** Liaison Officer

**Job Code/Title:** LO66870/LIAISON OFFICER

**Level/Grade:** P5

**Duty Station:** NEW YORK/HONG KONG

**Posting Period:** 28th September, 2016 - 30th November, 2016.

#### Responsibilities

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

1. Act as liaison to the humanitarian community, particularly elements of United Nations Offices, Programmes, Specialised Agencies and other humanitarian organisations, Regional Organizations, non-governmental organisations, and Member States on issues relevant to activities of Office of Military Affairs and activities under the framework of Civilian-Military Co-operation (CIMIC). The liaison task is primarily related to information exchange to optimize the effectiveness of the military and humanitarian components when operating in the same mission area, in order to best meet mission mandates.

- Attend relevant meetings to disseminate information concerning the activities of the Office of Military Affairs and collect information of interest to the office.
- Formulate and implement a detailed plan to disseminate and collect information, in particular information regarding current operations and future plans of both the military and humanitarian components.
- Facilitate collaboration between the Office of Military Affairs and other components at the strategic level, in particular with the humanitarian community.
- Consult with various elements of the Office of Military Affairs and the humanitarian community to collect information regarding current developments and future plans. This will normally be through the established chains of command, but at times may be direct to the field level. In this regard the incumbent must be prepared to deploy to the field.

2. Design and participate in, training activities relevant to the interface between the Military Division and the humanitarian community and CIMIC activities

- Designs training relevant to military-humanitarian interface
- Participates in training relevant to military-humanitarian interface

3. Draft and edit publications and elements of publications relevant to the interface between the Office of Military Affairs and the humanitarian community. Provide advice to publications being produced by others.

4. Conducts other liaison, training and drafting tasks as directed by Senior Policy and Doctrine Officer and leadership of Office of Military Adviser.

#### Competencies

Professionalism: Ability to provide advice on a wide variety of military subjects; Ability to liaise with Member States, regional organizations and peacekeeping institutes to provide sound advice on contributions to peacekeeping, enhanced effectiveness of peacekeeping operations, protection of civilians and evolving operational requirements, to encourage

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support for strategic and operational courses of action in peacekeeping operations on contributions to peacekeeping, enhanced effectiveness of peacekeeping operations, protection of civilians and evolving operational requirements, to encourage support for strategic and operational courses of action in peacekeeping operations. 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. Tailors language, tone, style and format to match the audience. Additionally 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.

### **Education**

Advanced university degree (Master's or equivalent degree) in public administration, international relations, security studies, defence, military science, political or related area is required. A first-level university degree in combination with two years of qualifying experience may be accepted in lieu of the advanced university degree.

National Command and Staff College degrees obtained from recognized institutions may be considered in lieu of first level degree. National/Defense College degrees from recognized institutions may be considered in lieu of advanced university degree.

### **Work Experience**

A minimum of seven years of progressively responsible in peace and security issues, of which at least five should be at the international level, is required. Experience in liaison at strategic level is highly desirable. Experience of coordination/liaison between the military and the humanitarian community is highly desirable.

### **Languages**

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

### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. Core values and competencies will be assessed throughout the evaluation process.

## **36. WATER & SANITATION DELEGATE, P5**

**Posting Title:** Water and Sanitation Delegate

**Job Code/Title:** WSD/66870/ Water and Sanitation Delegate

**Level/Grade:** P5

**Duty Station:** New York/ Vienna/ Geneva/ France

**Posting Period:** 28th September, 2016 - 30th November, 2016.

### **Background**

The Water & Sanitation Delegate is responsible for working to support the host National Societies water and sanitation activities, either in the emergency or developmental context. The Delegate must ensure safe water, sanitation, health education and community participation is encouraged and delivered using an integrated

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public health approach while supporting every opportunity for Water Sanitation capacity building within the host National Society.

**Responsibilities:**

1. Work closely with the National Society at all levels where practical furthering the public health/Water Sanitation agenda wherever possible, while assisting NS staff and volunteers to effectively implement Water Sanitation Projects and Programmes.
  2. Work closely with the NS during the assessment and project planning process while in close co-operation with Health, OD and DMC components both within the NS and Federation Delegation.
  3. Responsible for the supply chain for the implementation of assigned project
  4. Responsible for project implementation field monitoring and follow-up assigned by his/her line manager
  5. Responsible for the supply chain for the implementation of assigned project
  6. Responsible for the management and ensuring recruitment of suitable and sufficient labour
  7. Responsible for management of field equipment, resources and assigned assets
  8. Responsible for ensuring that programmes integrate software (hygiene promotion activities and community participation) with hardware activities
  9. Plan and carry out together with the National Society staff and volunteers the following tasks to improve health and reduce vulnerability of the beneficiaries by:
    - ensuring adequate safe water is available to all members of the community or target group
    - ensuring water quality is tested regularly where appropriate
    - ensure SPHERE standards are attained and maintained where appropriate
    - ensure international and/or national Water Sanitation standards are maintained
    - ensure adequate sanitation facilities are available to all members of the community or target group to include excreta disposal and where appropriate bathing/laundry facilities
    - ensure other sanitation needs are addressed where appropriate (vector control, waste water management, solid waste management, hazardous waste management)
  10. Ensure knowledge capacity building for labours and NS staff, in Water Sanitation hardware/software and in implementation project planning, and practical skills.
  11. Liaise with and encourage the NS to engage effectively with ICRC, Government bodies at all levels, UN and international humanitarian organisations, NGOs, CBOs, community groups, beneficiaries and the private Water Sanitation sector where appropriate
  12. Produce regular, timely and accurate narrative and data reports for the Federation
  13. Ensure that the Health & Care agenda is holistic, and encompasses fully Water Sanitation as part of public and preventative health
  14. Work as a team member and share views and plans with other Water Sanitation team member and Health Delegates and others departments as required..
  15. Respect and follow the key Federation technical documents (Water Sanitation policy, Strategy 2010, Health & Care policies, GWSI, MDGs, SPHERE, PHAST etc.) and contribute where appropriate to the Global Federation Water Sanitation/Health agenda.
  16. Participate and be involved in relief operations if requested.
- Duties applicable to all staff:
- Actively work towards the achievement of the Secretariat's goals.

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- Abide by and work in accordance with the Red Cross Red Crescent principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

**Required Qualifications**

**Education:**

Basic Delegates Training Course or equivalent knowledge - required

Degree or diploma in Water/Sanitation or Civil engineering - required

Degree or Diploma in Public Health or in a Community/Social Development field - required

Further qualifications in Water/Sanitation or civil engineering - required

**Experience:**

Minimum 2 years working Water Sanitation experience in a less developed country and/or minimum 3 years working Water Sanitation experience in a developed country - required

Experience in water resources exploitation and water supply - required

Experience in sanitation (in plot and off plot) - required

Experience in working in both emergency and developmental contexts and engaging effectively with beneficiaries especially women and children and other vulnerable groups - required

Experience of project implementation and supervision - required

Experience of producing narrative reports- required

Experience of working for a humanitarian organization and/or the Red Cross/Red Crescent Movement - preferred

Experience /knowledge of Hygiene promotion implementation - preferred

Skills: Self-supporting in computers (Windows, spreadsheets, word-processing) - required

Valid international driving license (manual gears) - required

Skills in training and developing staff- preferred

**Languages:**

Languages English spoken and written - required

Language French spoken (working)- preferred

**Competencies:**

Ability to engage effectively with NS staff, volunteers and beneficiaries, being results focused and accountable, being a team builder and team player, a good communicator at all levels, having professional mastery over their technical area, having leadership qualities and encouraging others to take the lead when appropriate, having managerial effectiveness - required

Management leadership; planning; management of resources; monitor-ing; supervision and control; reporting; communication;

networking; management of self; management of others; inspiring others; forming vision; organization building – preferred.

**37. Director Regional coordinator for Women’s Economic Empowerment, D2**

**Posting Title: Director Regional coordinator for Women’s Economic Empowerment**

**Job Code/Title: DRCWEE/66870/ Director Regional coordinator for Men’s Economic Empowerment**

**Level/Grade: D2**

**Duty Station: Hong-Kong/Vienna/France**

**DATE OF ISSUANCE**

DATE OF ISSUANCE: 28th Day of September, 2015

Application Deadline  
Send Resume/CV’s

30th November,2016  
[jobs@cedaw-un.org](mailto:jobs@cedaw-un.org)



**Posting Period: 28th September, 2016 - 30th November, 2016.**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. UN Women's Regional Office Arab States in Cairo supports and carries out work on (i) expanding women's leadership and participation; (ii) enhancing women's economic empowerment; and (iii) ending violence against women. In addition to the above, UN Women also actively participates and contributes to various UN inter-agency processes and collaborates with UN organizations around specific programme areas.

UN Women is currently establishing the Knowledge Gateway for Women's Economic Empowerment. This online portal responds to demand for a multilingual and multi-dimensional one-stop platform that offer information and knowledge sharing solutions for evidence-based cutting-edge research, data, technical resources and good practices that are replicable and scalable. It will also provide mentoring and networking opportunities for women entrepreneurs and gender equality advocates practitioners and policy makers and programme managers from around the world. The ultimate goal of the Knowledge Gateway is to contribute to economic empowerment of women, including the most excluded groups of women. It is expected that this goal will be achieved through enhanced knowledge of what works so that women, practitioners and gender advocates may influence policies and strategies for women's economic empowerment through the knowledge and information available on the Knowledge Gateway.

The Knowledge Gateway will aim to achieve the following: Increased collaboration and networking on women's economic empowerment by connecting users from developing and developed countries. Key user groups include; women and men development practitioners, policy makers, and parliamentarians, civil society groups, sectoral organizations (e.g. farmers organizations, trade-support organizations), workers and employers organizations and specific groups of women (e.g. women entrepreneurs, rural women, young women) among others;

Increased access to, use of, and sharing of information, knowledge and resources on women's economic empowerment by users from developing and developed countries;

The Knowledge Gateway will both support the dissemination of existing knowledge and commission user-friendly knowledge products (e.g. case studies, issues and policies briefs, and fact sheets) on the basis of existing knowledge (e.g. research, published articles, discussion papers);

Greater influence by women and gender equality advocates on policies and strategies to promote women's economic empowerment; The Knowledge Gateway will consist of a number of communities of practice that offer stakeholders with opportunities to share knowledge and experiences horizontally, collaborate on practical and high-priority initiatives, and provide peer support and interaction with experts and leaders across regions;

The Knowledge Gateway will also provide periodic and structured opportunities for learning through online initiatives, such as seminars, webinars and knowledge fairs.

The Knowledge Gateway Project Management Team consists of the Project Manager and the Knowledge Management Specialist, based at UN Women HQ in New York, as well as six regional coordinators based in Bangkok, Cairo, Dakar, Istanbul, Nairobi and Panama. This position will work closely with and under the strategic direction of the Project Management Team.

The regional coordinators will work closely with the UN country teams through UN Women country offices. The regional coordinators will ensure that the Knowledge Gateway remains relevant and provides on cutting-edge research, case studies and lessons learned. The Regional Coordinator will be supervised on a day-to-day basis by the Deputy Regional Director in Cairo and work under the strategic direction of the Knowledge Gateway Project Manager in New York. **Responsibilities ; Women's Economic Empowerment:**

Contribute regional content to the Knowledge Gateway, including through compiling resources, and reviewing and documenting promising practices; Identify knowledge resources needed in the region to prompt dialogue or enhance

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the depth of the Knowledge Gateway products and services;

Facilitate the access, creation, sharing, and application of specialized knowledge in the field of economic empowerment of women; Manage the process of collecting and disseminating lessons learned on women's economic empowerment in the region from the discussions generated on the Knowledge Gateway; Post daily updates on news emerging from the region that relates to women's economic empowerment; Lead a pilot on one or several country-specific pages on the Knowledge Gateway, including by developing a country template, in collaboration with other regional coordinators and the Knowledge Management Specialist at HQ.

**Knowledge Management, Learning and Communication:**

Contribute to the development and maintenance of the Knowledge Gateway community, promoting community collaboration around priorities, building relations with relevant institutions and individuals at the regional level;

Facilitate or act as resource persons for the communities of practice; Filter regional messages, contributions and queries to determine the most relevant information and resources to be shared with the global Knowledge Gateway and with other regions/languages; Address impediments to sharing information and the flow of knowledge, facilitate demand and supply of knowledge; develop a system for knowledge seeking and provision enshrined in accountability frameworks;

Oversee the translation of content from English into Arabic and French and provide occasional translation of discussions on the Knowledge Gateway; Encourage active participation and communication on the Knowledge Gateway, capture knowledge generated and turn it into new knowledge resources;

Ensure coordination and sharing with other knowledge hubs managed by UN Women in the region to maximize the efficient utilization of information and resources; Provide general communication support.

Monitoring and Accountability:

Liaise with UN Women regional and country advisors and specialists on women's economic empowerment on a regular basis to ensure their participation, contributions and commitments to the Knowledge Gateway at the country-level and regional level;

Interact and collaborate with the other regional coordinators and the Knowledge Management Specialist at HQ on a regular basis; Contribute to the development of new online tools, surveys and other pilot projects;

Contribute to the development of an incentive system that would keep staff of UN Women and UN Country Team actively engaged on the Knowledge Gateway;

Support the monitoring and evaluation of the impact of the Knowledge Gateway on women's economic empowerment.

Partnerships and sustainability:

Build partnerships with regional organizations for effective uptake and sustainability of the Knowledge Gateway as a tool for all stakeholders to access knowledge, learn about and collaborate on women's economic empowerment.

Competencies

Core values and Guiding principles:

Integrity: Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.

**Professionalism:**

Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.

Cultural sensitivity and valuing diversity:

Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

Core Competencies:

Ethics and Values:

Demonstrate and safeguard ethics and integrity. Organizational Awareness:

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Demonstrate corporate knowledge and sound judgment. Development and Innovation: Take charge of self-development and take initiative.

Work in teams:

Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds. Communicating and Information Sharing:

Facilitate and encourage open communication and strive for effective communication.

Self-management and Emotional Intelligence: Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others.

Conflict Management:

Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution. Continuous Learning and Knowledge Sharing:

Encourage learning and sharing of knowledge. Appropriate and Transparent Decision Making:

Demonstrate informed and transparent decision making.

Functional Competencies:

Good Team player; Knowledge of the recent policy and advocacy trends in women's economic empowerment;

Interest and commitment to women's economic empowerment; Substantive knowledge of issues on gender equality and women's economic empowerment; In-depth understanding of knowledge management for development; Working ability in Microsoft Word, Excel, e-mail, web-based applications and databases; Promotes knowledge management and a learning environment through leadership and personal example; Outstanding networking, team-building, organizational and communication skills;

Capacity to work with diverse partners including governments, donors, UN country teams and civil society.

Required Skills and Experience **Education:**

Master's degree or equivalent in social sciences or related field

Experience: Minimum of 5 years of relevant experience in the field of communication, social media tools and electronic knowledge networks.

Good understanding of women's economic empowerment issues.

Good understanding of the Arab states region.

## **Salary range for the various Levels;**

**P4- \$176,980.00, P5- \$184,860.00, D1- \$245,184.00, D2- \$260,630.00**

All Interested Applicant should send their application to e-Recruitment Officer: [jobs@cedaw-un.org](mailto:jobs@cedaw-un.org)

Job openings advertised will be removed at midnight (New York time) on the deadline date.

We kindly request your support in giving this announcement the widest possible circulation and your assistance in identifying potentially suitable candidates. Applications from women are strongly encouraged.

With sincere appreciation for your time and efforts.

*Best regards,*

*Dr Sara E. Winslow*

*Contact Person Outreach Unit e-Recruitment Officer*

*Office of Human Resources Management*

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United Nations Committee on the Elimination  
Of Discrimination Against Women  
DC1 25th Floor, Room 3458, One UN Plaza,  
New York, NY 10017.

**APPLICATION:**

All interested applicant should Send their Application / CV to Email: [jobs@cedaw-un.org](mailto:jobs@cedaw-un.org)

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

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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 application should only be sent electronically (via e-mail) to the addressee on the vacancy announcement. Candidate must elaborate in a concise statement (maximum one page) why he/she considers himself/herself qualified for the particular position of interest.

**Summary of Professional skills and expertise**

- Field of expertise (i.e. finance, human resources, audit, procurement • Credentials or professional training relevant to expertise (i.e. CPA) • Computer skills (both hardware and software).

**Employment Scams**

Offers of employment or vacancy announcements with requests for payment of fees. **The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).** The United Nations does not concern itself with information on bank accounts. Any requests for such payment or information should be reported to our fraud watch unit via [fraudwatch@cedaw-un.org](mailto:fraudwatch@cedaw-un.org)

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