



THE MISSION

The UN Secretary-General created the undg and the Development Operations Coordination Office (DOCO) in 1997 to unite the UN system and improve the quality of its development assistance.

The UN Development Group unites the 32 UN funds, programs, agencies, departments, and offices that play a role in development. Our common objective is to deliver more coherent, effective and efficient support to countries seeking to attain internationally agreed development goals, including the Millennium Development Goals.

DOCO staff work with undg members to prepare system-wide issues, policies and guidelines for decisions by the group and the UN Chief Executives Board. DOCO administers the UN Country Coordination Fund, which provides Resident Coordinators with resources to improve their capacity to coordinate.

At this time DOCO in affiliation with other UN agencies presently require the services of resourceful, experienced and dynamic candidates at our DUTY STATIONS; Geneva, Copenhagen, Jerusalem, Beijing, New York, Santiago and Bonn for the following positions listed below:-

TRAINING OFFICER, P-3

Responsibilities

Under the supervision of the Chief, Mobile Medical Training Team (MMTT), the incumbent will participate, as a member, of MMTT missions, and provide training to DSS Chief Security Advisers (CSA), Security Advisers (SA), Field Security Coordination Officers (FSCO); Agency, Fund and Program Field Security Officer/Field Safety Advisers (FSO/FSA); Department of Peacekeeping Operations Chief Security Officers (CSO), Mission Security Officers (MSO) and Safety and Security Service (SSS) Security Officers (SO). In addition, will develop appropriate training related to crisis response, specifically for mass casualty planning and medical evacuations, and present this training to Designated Officials (DO) and Security Management Teams (SMT), and will develop appropriate basic first aid related training for all staff at large, system wide. The incumbent will assess scheduled training to ensure it is conducted in accordance with the annual UNDSS training schedule; provide appropriate medical training to members of the UN Security Management System and staff at large; prepare and disseminate announcements for all MMTT training courses; organize and coordinate all venue, logistics and administrative requirements for all MMTTs; ensure that all agencies, funds, programs and organizations of the UN system are invited to participate, as appropriate; review certification procedures for participants and ensure that appropriate standards are met in completion of all courses; participate in reviewing and preparing dynamic training for all UNDSS Programs of Instruction (POI) using current training materials, practical applications, guide books, and approved training methodologies; organize, plan and maintain inventory of training materials involved in MMTTs, ensure that all appropriate learning materials are employed in all courses presented; perform as an instructor on all MMTT missions; prepare training reports for all courses, in accordance with established procedures, including appropriate recommendations to enhance emergency medical related training; participate in developing and presenting this training in response to emergency crisis situations, attend meetings and conduct training inspections, as required. Provide medical planning advice, guidance and support to Designated Officials, Security Management Teams, agencies, funds, programs and organizations of the UN; act as a resource person and participate as instructor for medical training presented by the agencies, funds, programs and organizations of the UN upon request; develop and conduct training needs assessments and identify areas for change or modification;

participate in the development of coordinated inter-agency medical training strategies and policies for an efficient and effective UN training program. Perform other assignments and training functions, as required.

Competencies

Professionalism: Knowledge of UN medical and security management policy, and field medical procedures and techniques related to emergency trauma, mass casualty and medical emergency response. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Knowledge in crisis medical planning. **Planning and Organizing:** Ability to establish priorities and to plan, organize, coordinate and monitor own work plan. **Communication:** Good drafting ability and communications skills, both oral and written. **Technological Awareness:** keeps abreast of available technology.

QUALIFICATIONS

Education

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

Work Experience

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

Languages

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

Other Skills

Knowledge of UN security policies, procedures and operations is highly desirable. Knowledge of and ability to use Microsoft Office software programs is required.

HUMAN RESOURCES OFFICER, P-3

Responsibilities

This position is located in the Executive Office of the Department of Safety and Security. Under the general supervision of the Senior Human Resources Officer and within limits of delegated authority, the Human Resources Officer is responsible for the recruitment and administration of field security personnel appointed against posts that are jointly funded by organizations participating in the United Nations security management system. The incumbent performs the following duties: **Recruitment and Placement:**

- Identifies upcoming vacancies in coordination with the Division of Regional Operations.
- Prepares vacancy announcements, reviews applications and establishes a short-list of candidates.
- Arranges and participates in interviews to identify the most suitable candidates for rostering.
- Maintains the recruitment and staffing databases, and prepares reports as required.
- Prepares recommendations for the selection of rostered candidates against existing vacancies.
- Makes recommendations on salary level to be offered to selected candidates.
- Plans and organizes the biannual Managed Reassignment Program for the rotation of field security personnel.
- Coordinates actions for the efficient implementation of reassignment decisions.
- Monitors recruitment and placement actions taken by UNDP on behalf of the Department, and recommends corrections or changes related to procedures.
- Supervises and monitors the work of

two Human Resources Assistants in carrying out human resources functions in support of field staff.

Administration of Entitlements:

- Researches and recommends changes to policy relating to benefits and entitlements for staff on the basis of their contractual status (field security staff are hired under UNDP contracts).
- Provides advice on interpretation and application of policies, regulations and rules.
- Provides advice on salary and related benefits, travel, and social security entitlements.
- Reviews HR policies/procedures and recommends changes as required.
- Intervenes, on behalf of field staff, with UNDP Country Offices and UNDP/Copenhagen on matters relating to unresolved personnel issues.

Staff Development and Career Support:

- Identifies and analyzes staff development and career support needs of field staff and designs programs to meet those needs. Prepares monitoring reports on staff development and career support programs.
- Designs and manages external assistance schemes.
- Provides advice on mobility and career development to staff.
- Designs, plans and provides induction orientation and briefing to new staff members.
- Provides performance management advice to staff and management. Assists supervisors and staff in understanding and using the performance appraisal system applicable to field staff.
- Assesses training needs, identifies, designs and delivers training programs to staff at all levels.
- Plans and organizes meetings of the Career Review Group, the Selection Panel and the Promotion Panel dealing with field staff.

Other Duties:

- Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.
- Prepares generic job profiles for field security positions.
- Serves as focal point for the technical clearance of candidates that UN Agencies, Funds and Programs intend to appoint at the professional level to perform security functions.
- Assists in preparing policy papers, position papers and briefing notes on issues related to the management of field security personnel.

Competencies

PROFESSIONALISM: Knowledge of human resources policies, practices and procedures. Ability to identify issues, formulate opinions, make conclusions and recommendations. Shows conscientiousness and efficiency in meeting commitments, observing deadlines and achieving results. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

COMMUNICATION: Proven ability to write in a clear and concise manner and to communicate orally in an effective manner.

TEAMWORK: Strong interpersonal skills and ability to work collaboratively with colleagues to achieve organizational goals.

PLANNING AND ORGANIZING: Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.

CLIENT ORIENTATION: Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Keeps clients informed of progress or setbacks in projects.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in human resources management, administration or related area. Experience in recruitment and the application of UN rules and regulations required.

Languages

Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Other Skills

Knowledge of the Galaxy system and of the human resources elements of the Integrated Management Information System (IMIS) desirable.

ENGINEER, P-4

Responsibilities

(These following duties are generic and may differ depending on the requirements of the mission.) Within delegated authority, the Engineer will be responsible for the following duties: Analyze and advise on the planning, design, construction and maintenance of major systems and facilities such as buildings roads, bridges, airfields, helipads, railways, docks, waste disposal systems, flood control systems, water treatment facilities, and related structures and other engineering activities in the field needed for the logistics support of peacekeeping and other United Nations field missions; Evaluate, review and revise project documents, and analyze design specifications included in project proposals for accuracy, soundness, feasibility and cost; Recommend solutions to unusual engineering problems; Conduct technical studies on engineering topics, developing guidelines for the general planning and maintenance of programs and facilities; Calculate stresses and strain affecting proposed structures, taking into account such factors as estimated load, water pressure, wind resistance, soil characteristics, temperature fluctuations and nature of building materials to be used; Keep abreast significant trends and developments relating to improved methods and equipment, through relevant engineering literature; Lead team efforts in studying critical problems relating to design or construction of systems and facilities; Make recommendations for resolution of problems in specialized areas; Participate in planning missions, serving as technical adviser to Committees or international meetings. Perform other duties as required.

Competencies

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

QUALIFICATIONS

Education

Advance university degree (Master's degree or equivalent) in Civil Engineering, Electrical Engineering, Mechanical Engineering, Architecture, or related appropriate specialty or sub-specialty. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience

At least 7 years of progressively responsible experience with a national administration or a large engineering firm, both in the field and at Headquarters. Engineering experience in international field/peacekeeping or military operations is highly desirable.

Languages

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

Other Skills

FINANCE AND BUDGET OFFICER, P-3

Responsibilities

Under the direct supervision of a Chief of Unit of the Budget and Performance Reporting Service (BPRS), in the Field Budget and Finance Division (FBFD) of the Department of Field Support (DFS), the incumbent will be responsible for the following duties: **BUDGET PREPARATION:** Provide guidance to Headquarters and field managers (including through field visits) with respect to the elaboration of resource requirements for budget proposals and performance reports including on financial rules and regulations, budget policies and procedures, recommendations of legislative and advisory bodies and Results-Based Budgeting (RBB) methodology. Analyse data with respect to the finalization of budget proposals and performance reports for field missions. Analyse and provide input into finalization of program budget/financial implications in light of additional mandates. Prepare budgetary information for relevant legislative and advisory bodies, in particular the Fifth Committee of the General Assembly and the Advisory Committee on Administrative and Budgetary Questions (ACABQ) to support their budgetary review. **BUDGET IMPLEMENTATION:** Monitor allotments, including redeployment of funds when necessary, ensuring appropriate expenditures. Monitor budget implementation and determine/recommend reallocation of funds when necessary. Monitor expenditures to ensure that they remain within authorized levels. Review all requisitions for goods and services to ensure correct objects of expenditure have been charged, ensuring availability of funds. Administer and monitor extrabudgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures. Prepare relevant documentation with respect to budget performance submissions. Review and make appropriate recommendations with respect to the finalization of budget performance reports, analysing variances between approved budgets and actual expenditures. **GENERAL:** Keep up-to-date on documents/reports/guidelines that have a bearing on matters related to program and/or peacekeeping budgets, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures. Provide budgeting and financial support to a group of peacekeeping missions. Perform other related duties, as assigned.

Competencies

Professionalism: Knowledge of financial management and accounting practices; knowledge of budget development and administration of financial resources; knowledge of RBB or similar performance management methodologies. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Ability to identify issues and to use sound judgment; Excellent analytical and conceptual abilities. **Planning and Organizing:** Ability to establish priorities and to plan, coordinate and monitor own work plan. Proven ability to work under pressure and produce output that is accurate, timely and of high quality. Ability to manage conflicting priorities. **Technological awareness:** Ability to keep abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks, and shows willingness to learn new technology. **Communication:** Ability to write in a clear and concise manner and to communicate effectively orally. Ability to prepare reports, formulate positions on issues, articulate options concisely conveying maximum necessary information, and making and defending recommendations. **Teamwork:** Resourcefulness, good interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with financial counterparts.

QUALIFICATIONS

Education

Advanced University Degree (Master's Degree or equivalent) in business administration, finance, economics or related fields area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Professional qualifications (e.g. Chartered Accountant, CPA) desirable.

Work Experience

A minimum of five years of progressively responsible experience in resource planning, budget formulation, budget presentation, monitoring, analysis and interpretation of results is required. Experience in the application of Results-Based Budgeting or similar performance management methodologies in area of work is required. Experience in formulation of new strategies and approaches to financial resource management issues is desirable. Experience in peacekeeping or other type of field operations is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken English is required. Working knowledge of French is desirable. Knowledge of other official UN languages is an asset.

Other Skills

Proficiency in using Microsoft Office software is required.

ENVIRONMENTAL AFFAIRS OFFICER, P-3

Responsibilities

Under the general supervision of the Director, Environment, Housing and Land Management Division (EHLM), and under the supervision of the Team Leader of the Environment for Europe and Sustainable Development Team the incumbent will provide support to the "Environment for Europe" process by drafting substantive documentation, assisting in organizing and servicing the preparation of each conference and the conference itself in close cooperation with the host country; liaising with relevant international organizations and other stakeholders contributing to the "Environment for Europe" process; providing continued strategic guidance and assistance, especially to countries of Eastern Europe, Caucasus and Central Asia and South-East European countries, with regard to the implementation of commitments made by Ministers at the Ministerial Meetings, including the assessment of country needs, exchange of good practices and targeted capacity-building activities; contributing to strengthening environmental assessment and monitoring activities in order to better evaluate progress in the implementation of environmental policies and to improve the basis for political decision-making. In the framework of the regional follow-up to the World Summit on Sustainable Development (WSSD) the incumbent will assist in organizing and servicing the UNECE Regional Implementation Meetings on Sustainable Development; assist with the preparation of substantive documents and follow-up to the decisions of the meetings; prepare and support ECE regional discussions at the sessions of the Commission on Sustainable Development (CSD); contribute to and coordinate the ECE in-pur to the CSD policy cycles; liaise with the CSD secretariat, the other regional commissions and civil society stakeholders on regional contributions to the global sustainable development process. The incumbent will assist in the organization and servicing of intergovernmental meetings, expert group meetings related to the above duties; prepare speeches and other inputs for presentations by senior staff as well as outreach material; provide guidance to consultants and government designated experts and rapporteurs; develop and maintain the respective parts of the Division's website; contribute to the management of the Environment for Europe Trust Fund, to the preparation of bi-annual program and cost plans and to budget related reporting.

Competencies

- **PROFESSIONALISM:** Good knowledge of environmental and sustainable development policies. Proven ability to establish and maintain networks of contacts with government officials, NGOs and other stakeholders.
- **COMMUNICATION:** Strong interpersonal and communication skills. Ability to write in a concise and effective manner.
- **TEAMWORK:** Ability to operate effectively across organizational

boundaries. Ability to work in a multicultural environment, with sensitivity and respect for diversity as demonstrated by the ability to gain the assistance and cooperation of others in a team endeavour. • **PLANNING AND ORGANIZING:** Proven ability to plan and organize work requiring an in-depth understanding of its strategic direction and ability to integrate his/her work into the Division's work program.

QUALIFICATIONS

Education

Advanced university degree in natural sciences, economics, social sciences, engineering or other relevant area, preferably with an environmental profile.

Work Experience

At least five years of relevant professional experience in government and/or international organizations concerned with environmental and sustainable development issues. Experience in planning, organizing and servicing intergovernmental meetings is necessary. Experience of environmental monitoring and assessment activities would be an advantage.

Languages

Fluency in oral and written English with good drafting ability. Fluency in Russian is highly desirable. Working knowledge of French and/or other languages used in the ECE region would be an asset.

Other Skills

ADMINISTRATIVE OFFICER, P-3

Responsibilities

Within delegated authority, the Administrative Officer will be responsible for the following duties: **Budget and Finance:** Maintain financial and administrative control of the departmental budget; Collaborate in the preparation of budget and performance report submissions; Prepare and advise on Trust Fund cost plans and allotment requests; Monitor financial resources to ensure activities are implemented in accordance with the Program Budget and allotments issued; Coordinate preparation of program performance reports in the Integrated Monitoring and Documentation Information System (IMDIS); Define requirements with respect to improving budget reporting systems and cost effective utilization of program resources; Develop procedures and implement same to ensure that accounting and financial management controls are consistent with UN policy and practice; Oversee work related to procurement, billing and receipt of income from various services, operational travel program, procurement monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services; Supervise and/or provide guidance on financial administration and management information issues and practices to colleagues. **Human Resource Management** Administer the departmental external training program; Create General Temporary Assistance (GTA) posts as required ensuring consistency in the application of UN rules and procedures. Provide guidance on travel-related entitlements and policies. **General Administration** Assist in the management of the departmental office space requirements; Oversee the furniture and equipment inventory of the department; Perform other related work as required.

Competencies

Professionalism - Knowledge and understanding of relevant UN administrative, financial and accounting policies, rules and procedures. Conceptual analytical, and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions and recommendations. Knowledge of financial principles and practices. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **Planning and Organising** - Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision. **Client Orientation** - Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients. **Communication** - Proven ability to write in a clear and concise manner and to communicate effectively orally. Ability to prepare

reports and make recommendations. Teamwork - Strong interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS

Education

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

Work Experience

A minimum of five years of progressively responsible experience in administration, finance, accounting, human resources management or related field. At least 3 years of UN experience in finance and budget functions is required; working experience with extra-budgetary resources and trust funds is highly desirable.

Languages

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

Other Skills

Proficiency in IMIS and IMDIS systems is highly desirable.

RESEARCH OFFICER, P-3

Responsibilities

This position is located in the JIU Secretariat. The incumbent reports to the Executive Secretary. As far as review projects are concerned, he/she receives substantive guidance from the Inspector(s) in charge of the project and supervise by a Senior Research Officer. During the reviews the incumbent is expected to work with a large degree of independence. Under the authority of the Executive Secretary, the supervision of a Senior Research Officer and the guidance of the Inspector(s) concerned, the incumbent:

- Participates in the preparation of a structured work plan for evaluation and inspection reviews, taking into account their scope and complexity;
- Analyzes information collected by the assigned Research Assistant and conducts preliminary desk reviews;
- Prepares questionnaires, surveys and interview guides and drafts correspondence related to the reviews;
- Participates in the Inspectors' missions and assists in the interviews conducted by the Inspectors;
- Analyzes data, identifies problems and issues and suggests solutions;
- Participates in drafting the Unit's reports;
- Ensures accuracy of the information contained in the reports;
- Guides and oversees the work of the assigned Research Assistant;
- Performs focal point responsibilities in respect of assigned organizations, including the drafting and updating of management assessments;
- Assesses and screens proposals for the annual Program of Work of the Unit;
- Participates in internal JIU meetings and assists in the preparation of JIU attendance at meetings of legislative organs;
- Performs other duties as assigned by the Executive Secretary.

Competencies

Communication: Ability to speak and write clearly and effectively. Ability to ask pertinent questions, to listen to others, correctly interprets messages received and responds appropriately. Demonstrated openness in sharing information and keeping people informed. **Planning and Organizing:** Ability to develop clear goals and identify priorities. Ability to allocate appropriate amount of resources for completing work, foreseeing risks and planning for contingencies. Efficient use of time. Ability to monitor and adjust plans. **Accountability:** Ability to deliver outputs within prescribed time and quality standards. Honours commitments and takes personal responsibility for shortcomings. **Team work:** Good interpersonal skills and ability to work in a multi-cultural environment with sensitivity and respect for

diversity.

QUALIFICATIONS

Education

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

Work Experience

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

Languages

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

Other Skills

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

LOGISTICS OFFICER, P-3

Responsibilities

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

Under the supervision of the Chief Integrated Support Services (CISS), the Logistics Officer is responsible for the following duties: Prepare logistics and support plans, deployment timelines and budget requirements for planned or new operations; Develop logistical plans for existing operations; Develop logistics contingency plans; Develop plans for downsizing or liquidation; Develop and implement methodologies and tools to enable effective execution of logistic plans; Formulate Standard Operating Procedures; Manage logistics operations, including, material and personnel; Ensure timely, accountable and cost-effective delivery of peacekeeping cargos and personnel; Ensure that supervised staff members are adequately trained and cross-trained; Identify additional training needs to achieve high working standards; Coordinate and provide logistics support to ongoing air, land, river or rail operations; Ensure that logistics requirements take account of gender-specific needs; Coordinate logistics activities with procurement, finance, humanitarian affairs and other substantive units; Develop and implement logistics support policy, procedures and methodologies to the common benefit of all mission units; Prepare reports on personnel and material movements and other operational logistics issues; Participate in technical survey missions for new missions and pre-deployment verification visits to troop contributing countries; Identify, plan and manage special logistics operations; Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained; Prepare logistics preparedness reviews; Coordinate logistics operations with UN agencies, UN military, UN police and other organizations upon request; Guide and supervise the work of new/junior logistics officers or staff; Assume responsibilities of certifying officer upon request; Perform other related tasks as required.

Competencies

Professionalism - Strong personal initiative and willingness to accept responsibilities; comprehensive grasp of logistics operations and practices; ability to deploy to remote locations and to operate independently in austere environment on short notice for limited duration; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. Leadership - Ability to manage and mentor a technical team by demonstrating leadership. Communication - Good communication skills including ability to prepare and

present concise oral and written logistics operations reports, briefings, updates and other documentation; ability to conduct meetings. Management - Demonstrated management skills. Planning and Organizing - Ability to establish priorities and to plan, coordinate and monitor work plans. Judgment/Decision Making - Sound judgment in applying technical expertise to resolve a rank of issues/problems. Client Orientation - Good negotiating skills and ability to influence others to reach agreement. Technological Awareness - Ability to develop and operate common database software, spreadsheet, project management applications and complex text documents. Teamwork - Good interpersonal skills; ability to lead teamwork sessions; demonstrated ability to develop and maintain effective working relationships with logistic counterparts in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS

Education

Advanced university degree (Masters or equivalent) in Business Administration, Engineering or related fields. A first level university degree with a relevant combination of academic qualifications and experience in areas such as transport or logistic operations/management, supply chain management, etc. may be accepted in lieu of the advanced university degree.

Work Experience

At least 5 years of progressively responsible experience in logistics operations. Experience in international peacekeeping or military operations is an asset.

Languages

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

Other Skills

CHIEF NURSE, P-3

Responsibilities

Within limited delegated authority, the incumbent is responsible for ensuring smooth day to day functioning of the walk-in-clinic at the UN Medical Facility and arrange appointments for medical exams of mission personnel. Design and implement outreach programs for mission personnel. Liaise with local hospitals to secure treatment of staff in these facilities preventive and promotive medical programs. Conduct medical orientation for incoming mission staff. Arrange first aid training for mission personnel. Prepare monthly medical reports. Medico Administrative Duties: Assist the Chief Medical Officer in coordinating medical evacuations/repatriations Identify supplies and equipment requirements for the clinic and with approval of the Chief Medical Officer raise requisitions accordingly. Liaise with the Procurement Supply section for this. Provide support to the satellite clinics and ensure regular medical supplies. Supervisory Duties: Supervise the nursing staff at mission headquarters and satellite clinics to ensure smooth functioning of the clinic. Assist the Chief Medical Officer in preparing Performance Appraisal Reports of nursing staff in the clinic. Ensure periodic upgrading of medical skills of nursing staff. Perform other related duties as required.

Competencies

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

QUALIFICATIONS

Education

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

Work Experience

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

Languages

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

Other Skills

MEDICAL OFFICER, P-4

Responsibilities

These positions are located in United Nations (UN) field missions. They usually report to a more senior Medical Officer in the field, and have a functional reporting relationship to the Medical Director, Medical Service Division, OHRM. Accountabilities: Within limited delegated authority, the Medical Officer will be responsible for the following duties: (These duties are generic and may not be carried out by all Medical Officers.): Clinical Duties: Undertake day -to-day clinical duties, e. g. walk-in clinic, emergencies, pre-placement and periodic medical examinations, immunisations, etc. Refer staff to outside specialists as necessary and follow-up with outside specialists. Provide health education and participate in addressing work environment and occupational health issues. Medico Administrative Duties: Liaise with UN-Military Medical Units in the mission and host-nation medical facilities. Follow the United Nations established policies and procedures regarding medical clearances, sick leave and medical evacuations. Deputise for a more senior Medical Officer during his/her absence. Supervisory Administration: Manage day-to-day mission medical support operations by ensuring availability of supplies and proper functioning of medical equipment; Ensure appropriate training programs are implemented in order to maintain and develop the medical capabilities (e. g. Health education, HIV/AIDS prevention, first aid and CPR). General: Work implies frequent interaction with the following: Staff at large; staff within work unit; Staff counsellors; Senior management throughout the Organization; All specialised agencies; Military Physicians; Physicians and representatives of Laboratories, Pharmaceutical Companies, Medical Associations and Societies. Perform other related duties as required

Competencies

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

QUALIFICATIONS

Education

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

Work Experience

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

Languages

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

Other Skills

PROGRAM OFFICER, P-3

Responsibilities

The United Nations Environment Program (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Division of Regional Cooperation (DRC) helps to implement UNEP's global programs in the regions by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies. This position is located in the United Nations Environment Program, in the Division of Regional Cooperation, Regional Office for Africa at the Nairobi duty station. Under the overall direction of the Director, UNEP Regional Office for Africa (ROA), and the day-to-day supervision of the Senior Program Officer, Program Development, Coordination and Implementation, ROA, the incumbent will perform the following: 1. Support the facilitation and coordination of regular discussions and consultations between ROA and relevant staff of UNEP divisions to ensure coordinated and coherent delivery of UNEP participation and support to the four One UN pilots in Africa (Cape Verde, Mozambique, Rwanda and Tanzania), Common Country Agreement/United Nations Development Assistance Fund (CCA/UNDAFs) and other common country programming processes. 2. Liaise and consult with the relevant staff of the UN Country Teams in the four One UN pilots, CCA/UNDAFs in Africa. Compile coordinated UNEP response and provide regular backstopping support as necessary in support of UNEP's engagement in these processes. 3. Assist in the compilation and analyses of priority issues of significance and important lessons emerging from UNEP engagement in the four One UN pilots and CCA/UNDAFs. 4. Support the development and updating of UNEP-wide country program documents in collaboration with relevant staff of UNEP divisions to promote synergies and coordinated delivery of UNEP activities in CCA/UNDAFs and other common country programming processes in Africa. 5. Participate and provide substantive inputs in the review of project concepts, funding proposals and detailed implementation projects developed within the framework of Delivering as One to ensure conformity and compliance with established criteria and requirements of ROA before submission to UNEP's project approval processes. 6. Provide substantive inputs in the preparation of regular policy briefings and updates on progress of UNEP's engagement in the four One UN pilots, CCA/UNDAFs and other country programming processes for UNEP divisions and Senior Management Team. 7. Represent UNEP as appropriate in relevant meetings of the UN Country Teams and in particular in the Environment Thematic Groups in the four One UN pilots, CCA/UNDAFs and other common country programming processes.

Competencies

Professionalism: Proven ability to formulate policies, program/project development, coordination and implementation; Broad knowledge of poverty and environment issues; Demonstrated ability to research and rapidly analyze and integrate diverse information from varied sources; Ability to prepare comprehensive reports with respect to key environment and development issues; Knowledge of the UN system, including the UN common country programming process. **Teamwork:** Strong interpersonal skills with ability to establish and maintain effective work relationships with people of different national and cultural backgrounds; Ability to work independently and to participate effectively in a team-based information sharing environment. **Planning and Organizing:** Excellent coordination skills, with the ability to work under pressure and handle multiple activities and projects concurrently; Ability to develop clear goals for planned activities, foresee risks and allow for contingency plans; Ability to meet tight deadlines and handle conflicting priorities. **Communication:** Ability to express ideas clearly, concisely and persuasively, both orally and in writing; including ability to defend and explain difficult issues and

positions to staff and senior officials; ability to draft/edit a variety of reports on UN policy issues and strategies relevant to own work as required; Demonstrates openness in sharing information and keeping people informed.

QUALIFICATIONS

Education

Advanced university degree in environmental policy/science, development or related field with a strong preference for development, economics or socio-economic aspects of sustainable development. A first level degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

Work Experience

Minimum of 5 years of professional working experience of which some should be at the international level, including relevant experience in the UN country operations in developing regions of the world in particular Africa.

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 highly desirable.

Other Skills

Knowledge of relevant institutional mandates, policies and guidelines is desirable. Exposure and experience at the country level an advantage.

WELFARE OFFICER, P-3

Responsibilities

The Welfare Officer is responsible for the welfare provision for all members of staff within the mission. The incumbent's responsibilities are, but are not limited to: coordinating activities with the Civilian Staff Welfare Officers based in other Sectors, the Military Staff Welfare Officer, Contingent Welfare focal points and police welfare focal point where applicable; increasing staff awareness and information about social and recreational opportunities available to them in the mission through contributing to the induction training of new staff by producing a guide to the local amenities, regularly updating information posted on the internal internet system, facilitating access to housing information, and developing links with local resources as appropriate; collaborating with the Training Unit to implement "Cultural Awareness" training for staff in the mission; improving the recreational and social opportunities for staff by convening representative staff welfare committees; developing regular recreational activities for staff (such as outings, film nights and other social events) and working in partnership with administration to secure a staff recreation space and gym; establishing an information resource centre and organizing a book/DVD library for staff; facilitating increased welfare initiatives in the Team sites through offering support to committees and fostering the development of new committees; participating in developing the expertise, profile, and capacity of the Welfare Unit by identifying funding opportunities; assessing welfare needs within the mission and providing a focal point for welfare initiatives within the mission; acting as a non-clinical counseling resource to any staff member within mission area requiring non-judgmental support and assistance in resolving any personal and/or work-related problem(s) in consultation with the Staff Counselors as necessary; organising memorial services for international civilian staff in cases of death in the mission area; performing any other duties as may be required.

Competencies

Professionalism: Strong related background and working experience in a multi-cultural environment, especially in initiating and encouraging participation in welfare/social activities; Judgment and Decision-making: Discretion and sound judgment in dealing with sensitive issues; Planning and Organization: Demonstrated planning and organizational skills; ability to handle multiple concurrent projects/activities and to implement activities. Leadership: Strong negotiating skills and ability to influence others to reach agreement; ability to motivate mentor and develop staff; the ability to take initiative and work

independently. **Technological Awareness:** Fully proficient computer skills and use of relevant software and other applications; **Communication:** Highly developed communication skills (spoken, written); the ability to manage expectations constructively. **Teamwork:** Excellent interpersonal skills and ability to establish and maintain effective working relations, with sensitivity and respect for diversity in a multi-cultural, multi-ethnic environment.

QUALIFICATIONS

Education

Masters Degree in Sociology, Social Work, Social Science or similar discipline. A relevant combination of education and experience in a closely related area of expertise can be considered in lieu of an advanced university degree.

Work Experience

At least five years experience in planning large scale recreational and welfare events; Excellent organizational, communication and computer skills; Experience in organizing conferences, corporate events or management of leisure facilities is highly desirable; Knowledge of the UN rules, regulations and working experience in a United Nations field mission or other similar operational environment would be an advantage.

Languages

Fluency in English is required. Knowledge of Arabic and French highly desirable.

Other Skills

Cross-Cultural Common Expertise: Awareness and appreciation of client cultural differences; Awareness of their own capacity and limitations; Sensitivity and respect for diversity is a must. International experience in a multicultural, multi ethnic environment is a plus; **Judgment and professionalism:** Discretion, confidentiality, and sound judgment in dealing with sensitive issues a must. Professional, independent, and ethical practice essential; **Communication and interpersonal skills:** Highly developed communication skills as well as good interpersonal skills and a sense of humour. The ability to establish and maintain effective working relationships within a changeable and demanding working environment is required. Autonomy, dynamism, and creativity a must.

REMUNERATION

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

DOC O INTERNSHIP PROGRAM

DOC O also provide opportunities for students enrolled in a graduate program to undertake an internship at the United Nations Headquarters in New York, Geneva, Vienna, Nairobi, Addis Ababa, Beijing, Beirut and Santiago.

The purpose of DOC O Internship Program is:

- To provide a framework by which graduate and post-graduate students from diverse academic backgrounds may be assigned to United Nations Offices where their educational experience can be enhanced through practical work assignments.
- To expose them to the work of the United Nations.
- To gain experience in the work of the Organization with the objective of deepening their knowledge and understanding of the United Nations' goals, principles and activities.
- To provide UN offices with the assistance of highly qualified students specialized in various professional fields.

To qualify for the Internship Program, the following conditions must be met:

1. Applicants must complete or be enrolled in a degree program in a graduate school (second university degree or higher) at the time of application and during the internship; or
2. Applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages must have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.

Please use the following table to check your eligibility for the Internship Program before you send us an application:

Eligibility Self Check Table:	Yes	No
1. You have completed or currently enrolled in a Master or PhD (or similar Program) and will be during the entire internship, or You are pursuing studies in a country where higher education is not divided into undergraduate and graduate stages, and you are currently enrolled in your fifth year (or higher) at a university or equivalent institution towards the completion of a degree.	—	—
2. You are able to obtain the necessary visa and to arrange your travel to the United Nations Headquarters in New York.	—	—
3. You are able to cover the costs of travel, accommodation, as well as living expenses of the internship (approx. US\$5,000).	—	—
4. If selected, you will be able to prove valid medical insurance coverage for your stay in the USA, provide a medical certificate stating that you are in good health and prove your enrollment in graduate studies.	—	—
5. You are able to communicate in English.	—	—

Note: To be eligible for the Internship program, you must answer "Yes" to all 5 questions. If you answer "No" to one or more of the above question(s), you should consider postponing your application until the above requirements are met.

HOW TO APPLY

Interested and qualified applicants should send their detailed Resumes/Cvs to recruiting@un-doco.org on or before 30th October 2014. Only Applicants considered for employment will be contacted.

For the Internship Program, interested and qualified applicants should send their application to intern@un-doco.org. Please put "DOCO Internship" in the subject line. Deadlines for application will vary based on departments' needs and availability.

Dr. Anthony Rawlinson.
Recruitment (DOCO)
UN Development Operations Coordination Office,
One UN Plaza, DC1-1636, New York, NY, 10017.