



UNITED NATIONS POPLULATION DIVISION COMMISSION (UNPDC)

Mission Statement

The Population Division is responsible for monitoring and appraisal of the broad range of areas in the field of population. To carry out this responsibility it:

- provides support and servicing of such intergovernmental bodies as the Commission on Population and Development, as well as related work of the General Assembly and the Economic and Social Council, through the preparation of high-quality documentation, analytical work and facilitation of consensus-building and policy development. It supports the implementation of the recommendations in the Programme of Action adopted by the International Conference on Population and Development, including monitoring progress towards the achievement of the goals set out in the Programme of Action, as well as identifying, analyzing and investigating policy issues and salient global trends in the field of population and development.
- facilitates access by Governments to information on population trends and their interrelationships with social and economic development as an input to government policy and programme formulation. The official United Nations demographic estimates and projections are prepared for all countries and areas of the world, as well as urban and rural areas and major cities, and serve as the standard and consistent set of population figures for use throughout the United Nations system. International migration, infant, child and maternal mortality and increased adult mortality in some regions, as well as the demographic impact of AIDS, are critical emerging issues that are also addressed. Other priority areas for analysis are fertility levels, trends and their determinants, including contraceptive use as well as national population policies and the relationships among population dynamics and development issues.
- contributes to the capacity building of Member States to formulate national population and related policies and programmes for the effective implementation of the recommendations of the Programme of Action; and improves the institutional capabilities of Governments for the collection, analysis and distribution of national population information.
- enhances coordination and cooperation among the organizations of the United Nations system through the Administrative Consultative Committee Subcommittee on Demographic Estimates and Projections and between the United Nations system and other international, regional and national organizations active in the field of population.
- distributes electronic population information in response to requests and to support coordination among the United Nations entities in the field of population.

CURRENT VACANCIES

UNPDC is an organization with around 350 full time staff members (professional and administrative), based in Geneva. Members of professional staff are supported by approximately 57 Research Assistants per year who are recruited for a limited period of time, depending on the exigencies of any given project at any given time. UNPDC also has field offices in New York, Beijing, Addis Ababa, Paris and Vienna.

1. **Post: Deputy Director, Administration**
Salary: \$141,700.00
Location: New York

Responsibilities:

Under the direct supervision and guidance of the Director of Administration, the Deputy Director will be responsible for the following functions: Deputizes for the Director of Administration during his/her absence from the mission area and serves as the alternate Certifying Official. Assists the Director in the day to day management of the mission supply chain from identification of demands through acquisition and delivery of required goods and services; synchronizes the mission's programme planning, resource estimation and allocation, acquisition and recruitment, and delivery and reception processes; and coordinate the complimentary activities of the direct

reporting units, to include the Mission Logistics Base, the Administrative Services and the Integrated Support Services. Ensures that mission support plans fully reflect the results based budget (RBB) framework for the Support Component; supervises the Mission Support Plans and Policy Unit and monitors its day to activities to receive, catalogue, analyze, and coordinate action to satisfy the demands raised by clients, and assess quality of services delivered to clients and client satisfaction; Monitors efficacy of the mission's internal controls and body of administrative issuances about practices and procedures based on review and analysis of observations and recommendations received from internal and external auditors and other oversight bodies and information obtained through the DPKO best practices mechanism, and proposes changes to operating practices and procedures as may be required to improve effectiveness and efficiency Maintains close working relationships with counterpart senior managers in the other components, participates on behalf of the Director on high-level multi-disciplinary work groups and task forces, to include Crisis Response Team (CRT) and the Operations Management Team (OMT); principal focal point within the Support Component for coordination of and planning for common services arrangements with members of the UN System; when required, represents the Director to the heads of components and heads of UN programmes, funds and agencies and their implementing partners; Supervises the Integrated Mission Training Section (IMTS); ensures that the mission is served with effective vocational training and professional development programmes for national and international staff, and an organizational and institutional training programme for military personnel and police officers. Perform other duties as assigned by the Director of Administration.

Competencies:

Communications - Excellent communication (spoken and written) skills, including the ability to present and defend difficult positions to senior officials. Planning & Organizing - Ability to effectively develop unit work program, direct others in the execution of the total program and ensure timely delivery of results. Teamwork - Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Client Orientation - Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients. Leadership - Strong managerial/leadership skills; recognized as having successfully managed large teams, in specialized areas, several of which involved significant staffing issues; demonstrated flexibility in leadership by performing and/or overseeing the analysis of complex human resources, financial, logistical or administrative management policy and program issues; proven record of building and managing teams and creating an enabling work environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge/skills. Tact and negotiating skills; good judgment and decision-making skills.

Education Qualifications:

Advanced University Degree preferably in political or social science, international studies, public administration, economics, technical area (e.g. engineering, earth sciences, etc.) or other relevant field; A relevant combination of university degree, professional training and experience would be considered in lieu of the advanced degree.

Work Experience:

Between 8-10 years of progressively responsible professional experience, including human resources management, finance, administration, law or related fields, qualifications must be sufficient to meet Department of Management's requirements for certification; experience in handling complex organizational matters at the international level.

2. Post: Senior Administrative officer

Salary: \$123,000.00

Location: New York

Responsibilities: Within delegated authority, the Senior Administrative Officer is responsible for assisting and supporting the DOA/ CAO in the planning, organizing, implementing, managing and overseeing the activities of the Administrative component, as follows: Act as principal adviser on all management matters pertaining to human resources, budgeting, financial and general administration; Ensure development, preparation, coordination and monitoring of work plans, strategies and programmes for the administrative activities of the Mission and take the lead in securing the required human and financial resources; In cooperation with other offices of the Mission, plan and forecast the personnel, financial and logistical requirements of all Mission components; Exercise budgetary and administrative control; Report on all administrative, logistical and financial matters; Draft guidelines, reports and correspondence on a wide range of issues for the DOA/CAO and ensure that all relevant UN rules and regulations are adhered to; Draft responses to correspondence required from the Office of the DOA/ CAO on administrative/policy documents; Provide advice and assist the DOA/ CAO on areas of problem solving

and dealing with ad-hoc issues that arise and undertake tasks and special projects as requested by the DOA/ CAO, such as Security/Evacuation Plan, Welfare Activities, etc; Undertake evaluation of support provided by the Administration to the various parts of the Mission; Monitor implementation of Audit/Board of Inquiry recommendations; Assist the DOA/ CAO in the supervision of Security operations in the Mission and Air Safety matters; Liaise with the Offices of the Special Representative of the Secretary-General (SRSG), Deputy SRSG and Force Commander as well as Chiefs of Services and Sections on administrative issues/activities; Liaise with local authorities, UN / Agencies / Funds and Programmes or other parties on behalf of the DOA/ CAO; Represent the Mission Administration at regular meetings with other UN Agencies; Maintain direct liaison with the Resident and External Auditors; Review all audit observations submitted and draft appropriate response in consultation with the DOA/ CAO; Represent the DOA/ CAO in various standing Boards and Committees, such as Property Survey Board (PSB), Claims Review Board (CRB), and may act as alternate Chairperson of the Local Committee on Contracts; Perform other related work as required. Incumbent may be deployed to a regional field office.

Competencies:

Professionalism - Demonstrated ability to provide technical advice in a broad range of human resources, financial and administrative areas; Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operation; Leadership - Demonstrated ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; Commitment to the goal of achieving gender balance in staffing; Strong managerial/supervisory skills, tact and negotiating skills, good judgment and decision-making skills; Vision- Ability to identify key strategic issues, opportunity and risks; Planning and organizing - Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision; Communication - Proven ability to write in clear and concise manner and to orally communicate effectively; Ability to prepare reports and defend recommendations; Technological Awareness - Solid computer skills including proficiency in word processing, spreadsheets and relevant software packages; Teamwork - Demonstrated interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural ethnic environment with sensitivity and respect for diversity.

Education Qualifications:

Advanced university degree (Master's degree or equivalent) in Business or Public Administration, Human Resources Management, Finance, Accounting, Law, or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience: At least 7 years progressively responsible experience in human resources, financial management and administrative policies and procedures

3. Post: Programme Budget Officer

Salary: \$112,800.00

Location: New York

Responsibilities:

The Programme Budget Officer will be responsible for the following duties: Biennial Programme plan: Review, analyze and finalise the preparation of the biennial programme plan and its revisions on the basis of departmental submissions, 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 biennial programme plan and its revisions and secure approval from the General Assembly; ensure legislative mandates are accurately translated into programme budgets. Budget preparation: Review, analyze and finalize cost estimates and budget proposals, in terms of staff and non-staff requirements from Departments/offices at headquarters and in the field, including programmatic aspects; ensure compliance with the biennial programme plan and other legislative mandates; review, analyze and finalize programme budget/financial implications arising from decision/statements of the Security Council and the General Assembly and its subsidiary bodies; provide substantive support to relevant inter-governmental and expert bodies in their budget review; assist in securing approval from the General Assembly. Budget administration: Issue allotments, authorize sub-allotments, including redeployment of funds when necessary, ensuring appropriate expenditures; manage and monitor budget implementation and recommend reallocation of funds as necessary; monitor expenditures to ensure that they remain within authorized levels; administer and monitor extra budgetary resources, including review of agreements and cost plans, ensuring compliance with financial regulations and rules and established policies and procedures; administer and monitor arrangements for cost-sharing of jointly financed activities; review and finalize budget performance reports, analysing variances between approved budgets and actual expenditures; provide substantive support to relevant inter-governmental and expert bodies. Other: Provide advice and guidance, as required, to headquarters and field staff on budgetary and financial policies and procedures, including results-

based budgeting; participate in inter-departmental meetings and/or technical survey missions on matters related to resource requirements, programming and budgetary issues; keep up-to-date on documents/reports/guidelines/issues that have a bearing on matters related to programme and/or special political or peacekeeping 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 support with respect to representation of the Secretary-General in meetings of legislative organs; represent PPBD/OPPBA in inter and intra-departmental meetings; perform other related assignments, as required.

Competencies:

Professionalism - Demonstrated effectiveness in developing budgetary policies, procedures and new programs; expert knowledge and command of budget development and financial administration of resources; ability to formulate new strategies and technical approaches to budgetary matters; proven ability to work under pressure and produce output that is accurate, timely and of high quality; ability to effectively organize multiple priority assignments. Successful completion of work in a section of the programme budget or peacekeeping budgets or demonstrated leadership of a team of staff working on a number of budgets. Technological awareness - Ability to use information technology effectively as a tool and resource; proficiency in complex computerized financial systems such as IMIS. Commitment to continuous learning - Willingness to learn to keep abreast of new developments in the area. Communications - Proven and sustained communication (verbal and written) skills, including ability to prepare reports and conduct presentations on key issues by clearly formulating positions on issues, articulating options concisely conveying the maximum necessary information, making and defending recommendations. Teamwork - Proven interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Leadership - Proven technical leadership; ability to establish and maintain effective working relations both as a team member and team leader.

Education Qualifications:

Advanced university degree (Master's degree or equivalent) in Finance, Business, Public Administration or related discipline. A first level university degree with a combination of relevant academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience:

Progressively responsible experience in budgeting, finance or a directly related field in a commercial, public, governmental or international organization.

4. Post: Facilities Management Officer

Salary: \$119,000.00

Location: Vienna

Responsibilities:

The Facilities Management Officer will be responsible for the following duties: Technical and administrative work in overseeing of technical and general maintenance activities in United Nations facilities and operations for functions relating to, but not limited to, ground maintenance, accommodation, sanitation, catering, vector services, cleaning and garbage collection; Planning, directing and coordinating activities of either UN staff and/or contract staff including out sourcing type of contracts, including the attendant administrative work and supervision of personnel; Conduct space allocation and management; Prepare and follow-up work orders (building maintenance and minor engineering works); Manage budget allotments and monitor consumption of maintenance supplies; Liaise regularly with security and safety, environmental, health and logistics services. Perform other duties as required.

Competencies:

Professionalism: Demonstrated professional competence and in-depth knowledge of the functioning and conducting of maintenance and operation of field facilities; proven understanding of technical, supervisory and administrative roles relating to these functions; 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 good negotiating skills. Managing Performance: Ability to establish, plan and encourage performance and coordinate and monitor work of others; Ability to delegate appropriate responsibility, accountability, decision-making authority and to regularly discuss performance and provide feedback and coaching to staff. Planning and Organizing: Development of clear goals that are consistent with agreed strategies; identification of priority activities and assignments; good analytical skills. Client Orientation: Establishment and maintenance of productive partnerships with clients by gaining their trust and respect; identification of clients' needs and matching them to appropriate solutions. Technological Awareness: Staying abreast of available

technology that relates to maintenance and operations of field facilities, and actively seeking to apply technology to appropriate tasks. Communication: Good communication skills (oral, written and presentational); proven ability to defend and explain difficult issues and positions to staff, including senior officials.

Education Qualifications:

Advanced university degree (Master's or equivalent) preferably in Civil Engineering, Business Management, Contract Administration, or related area. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience:

At least 5 years of progressively responsible experience in technical, administrative and supervisory areas in the maintenance, management and operation of field facilities. Wide experience in building management.

5. Post: Senior Environmental Affairs Officer

Salary: \$141,000.00

Location: Vienna

Responsibilities: Under the direct supervision of the Chief, Environment Section and the general supervision of the Chief, Environment and Sustainable Development Division, the incumbent develops and implements programmes and projects to promote regional and subregional environmental cooperation in the Asia-Pacific region that support global and other internationally-agreed environmental initiatives and programmes, and promotes the integration of environmental concerns into national planning processes to achieve sustainable development. The duties include: (1) Undertake periodic reviews and analytical studies including analysis and assessment of global, regional and subregional environmental cooperation; (2) Conduct normative and analytical studies concerning the innovative socio-economic policies to promote environmentally sustainable economic growth in the region; (3) Provide support to intergovernmental processes dealing with environment issues in the region; (4) Assist in the organization, document preparation, management and servicing of expert group meetings, training activities, consulting services, and studies; (5) Assist in the preparation of project documents and in implementation and monitoring of the progress of technical cooperation programmes/projects; (6) Contribute to the strategic planning, formulation and implementation of the programme of work and priorities towards the protection of environment and sustainable development; (7) Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work unit's services, as assigned by the Chief of Section.

Competencies: Professionalism: Sound analytical and research skills combined with substantive experience in project management and implementation; Familiarity with scientific/technical backgrounds of multilateral environmental conventions on air and water pollution, climate change, and waste management; Ability to apply sound theory and concepts to work; Ability to determine suitability, validity and accuracy of data provided by others and make assessments of research documentation and studies. Planning and organizing: Good planning and organizing skills to effectively develop own work and ensure timely delivery of results. Communications: Very good written and oral skills. Technology awareness: Proficient in computer systems including word processing, database management systems, knowledge of statistical and spreadsheet packages. Teamwork and respect for diversity: Good interpersonal skills; Strong communication skills, both written and oral; Ability to establish and maintain effective working relations with people of different national and cultural background; Ability to identify and address relevant gender perspectives in substantive work. Client orientation: Ability to establish and maintain working relationships with colleagues, other staff and outside clients. Creativity: Ability to think outside the box and propose new ideas and activities that would support the overall implementation of the work programme.

Education Qualifications: Advanced university degree in environment or related fields. Candidate with first level university degree with a minimum of eight years of progressively responsible professional experience in the relevant fields would be acceptable

Work Experience: A minimum of five years of professional experience including two years of international experience in the field of environmental policies, sustainable development and technical cooperation.

6. Post: General Services Assistant

Salary: \$103,000.00

Location: Vienna

Responsibilities:

Under the overall authority of the Chief of General Services, the General Services Assistant is responsible for the following duties: Represent General Service Section activities within assigned region. This will include but not be limited to the following: Verify consignments and produce Receipt and Inspection Reports for local purchases and direct disbursement purchases within region. Monitor Receipt and Inspection of food deliveries to regional military and FPU components. Maintain regional mail operations involving collection and delivery of mail to and from assigned destination. Handle and certify regional diplomatic pouch. Provide support, as focal point, for regional asset verification activity of the Property Control and Inventory Unit (PCIU). Provide periodic regional inventory surveys in preparation for PCIU Verification Visits. Provide regional liaison between General Services and Customer Units. Other tasks, as required by the Chief, General Services Section and Regional Administrator..

Competencies:

Professionalism: Proven conceptual analytic and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions and recommendations. Planning and organizing: Ability to establish priorities and to plan. Coordinate and monitor own work plan and those under his / her supervision. Accountability: Ability to produce outputs within accepted standards of quality and time with minimal supervision. Client Orientation: Ability to identify clients needs and suggest appropriate solutions. Ability to establish and maintain productive partnerships with clients. Teamwork - Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Education Qualifications:

High School or equivalent diploma is required. Certification/diploma or other supplemental academic qualifications or training in Administrative/Logistics Management is desirable.

Work Experience:

At least 4 years of progressively responsible experience in administrative or logistics related activities. Prior experience in peacekeeping missions is desirable.

7. Post: Environmental Engineer

Salary: \$122,400.00

Location: Paris

Responsibilities:

The Environmental Engineer will be responsible for the following duties: Introduction and implementation of the Department of Peacekeeping Operations (DPKO) Environmental Guidelines to the mission; Analyze and advise on planning, design, construction and maintenance of environmental systems and services and other environmental engineering activities needed to support the logistics of the mission; Prepare environmental engineering budget of the mission, including raising of requisitions to purchase equipment; Identify contractors and environmental consultancy services; Evaluate, review and revise project documents and analyze design specifications included in project proposals for accuracy, soundness, feasibility and cost; Recommend solutions to environmental engineering problems; Develop mission policy and environmental guidelines for general planning and maintenance of environmental programs; Keep abreast of environmental issues through relevant literature with a view to keeping up with improved methods and equipment; Lead efforts of team studying critical problems relating to design or construction of environmental systems and equipment; Make recommendations for resolution of problems in environmental specialized areas; Contribute to the management of the Environmental Unit, which involves: (a) providing leadership to environmental officers and local staff, setting objectives and targets with them, monitoring and appraising their performance, identifying their training needs and facilitating teamwork and high productivity; (b) managing all non-human resources of the environmental programme in the most effective and efficient way; (c) developing strategies and workplans to ensure the effective integration of environmental works. The incumbent will also keep in close contact with Governments, delegations, senior officials of the UN, UN system organizations, United Nations Environment Programme (UNEP) and non-governmental organizations (NGOs). S/he will also facilitate contacts between the Integrated Support Services (ISS) and the aforementioned organizations, and extensively travel to all areas across the mission area. Perform other duties as required.

Competencies:

Professionalism: High degree of personal initiative and willingness to accept wide responsibilities; demonstrated effectiveness in developing logistics plans, policies, procedures and new programmes; demonstrated ability to serve as a technically responsible specialist in the environmental engineering field, with close relation to peacekeeping operations in a post conflict situation and in a developing country; ability to deploy to remote locations on short notice; ability to teach and conduct research; 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. Planning and Organizing: Proven ability to plan, organize and carry out investigations to develop better or new designs to reduce cost and expedite implementation of new projects; ability to work under tight deadlines and handle concurrent projects/activities. Communications: Proven ability to write in a clear and concise manner and to present issues/positions to justify engineering decisions. Technological awareness: Ability to design and operate common database and engineering software, and use spreadsheet and project management applications. Teamwork: Good interpersonal skills; demonstrated ability to develop and maintain effective work relationships with counterparts and with different national and cultural backgrounds. Judgment/Decision-making: Ability to exercise independent judgment and make decisions on difficult and complex problems; leadership skill in overseeing work and training of more junior staff in mission engineering-related activities.

Education Qualifications:

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

Work Experience:

At least 7 years of progressively responsible experience in a national administration or a large engineering firm, both in the field and at headquarters. Environmental engineering experience in international peacekeeping, field or military operations is highly desirable. In addition, extensive experience in scientific and engineering aspects of environmental engineering at national and international level including teaching experience at graduate and postgraduate level.

8. Post: Resident Auditor

Salary: \$139,000.00

Location: New York

Responsibilities:

The Resident Auditors will be responsible for the following duties -Lead audits/special reviews with respect to large and complex operations. Identify and allocate tasks, coordinate/monitor work, control audit/assignment resources, consolidate results, etc. Prepare risk-based audits/reviews. Plan/programme in accordance with OIOS' standards. Supervise and coach staff throughout the audit/review with the view to ensuring conformity with OIOS' standards in all phases of the audit process. Empower and challenge more junior staff to actively participate in the management of the audit/review. Document, evaluate and test systems and controls to determine their adequacy and effectiveness, ensuring (i) compliance with policies and procedures, (ii) accomplishment of management's objectives, (iii) reliability and integrity of information, (iv) economical use of resources, and (v) safeguarding of assets. Prepare working papers for review by Chief Resident Auditor or the Chief of Peacekeeping Audit Service. Develop and discuss findings, agree on recommendations and timeliness for corrective action with responsible officer of operations audited, and monitor the implementation status of agreed recommendations. Draft audit/assignment reports for Organization-wide consumption, including senior management and the General Assembly. Prepare presentations, using available technology tools (e.g., PowerPoint). Make presentations of audit results to senior management of Internal Audit Division and senior management of the operation audited. Monitor the status of audit recommendations. Appraise adequacy of follow-up action taken on audit findings and recommendations. Maintain and update audit programs. Identify training needs, develop training programs and materials, and conduct workshops with respect to auditing approaches and techniques. Evaluate staff performance; perform management review of work performed by assistant auditors, prior to Chief Resident Auditor's review. Perform other related duties as determined by the Chief Resident Auditor or the Chief of Peacekeeping Audit Service.

Competencies:

Professionalism - Demonstrated in-depth technical knowledge and hands-on experience in the field of auditing. Technological Awareness - very good working knowledge of technology tools such as PowerPoint, Excel and Word. Communication - Proven and sustained communication (verbal and written) skills, including ability to write persuasively in a clear and concise manner, and to communicate effectively orally. Teamwork - Resourcefulness, proven interpersonal skills and the ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity. Leadership - Ability to lead teams in achieving audit/assignment objectives within budget.

Education Qualifications:

Advanced university degree (Masters Degree or equivalent) preferably in finance, business administration, accounting or other related area. First level university degree with a combination of relevant academic qualifications and related experience in accounting, auditing, finance or related area may be accepted in lieu of the advance university degree. Professional certification in accounting or auditing (CA, CIA, or CPA) is desirable.

Work Experience:

At least 7 years of progressively responsible experience in the audit area (including supervisory and management functions) or related areas such as finance, accounting, business administration, statistics, computer science.

9. Post: Chief Finance Officer**Salary: \$148,000.00****Location: Paris**

Responsibilities: Under the general guidance and direction of the Chief Administrative Officer (CAO) and/or direct supervision of the Chief Administrative Services (CAS), the incumbent is responsible for exercising delegated authority from the Assistant Secretary-General/Controller for approving the Mission's payments and maintaining the Mission's accounts; exercising overall supervision of the work of the Finance Section staff; ensuring full implementation of all UNPDC Financial Rules, Regulations and Instructions. Specifically, the incumbent will: Manage overall financial administration of the Mission's accounts as follows: Approve, record financial obligations and payments; review and submit monthly accounts/financial statements; analyze and monitor status of obligations and expenditures; Exercise overall supervision of the section's staff by providing advice where deviations from routine occur; Arranging deployment of finance staff, and preparing staff performance reports; Plan, integrate and coordinate the work of supervisors responsible for the various units of the finance section and monitor achievement of objectives; Provide authoritative advice, financial interpretations, adaptations and corrective actions in response to audits and other queries to ensure adherence to the UNSRDC financial Regulations and Rules, Staff Rules, Administrative Instructions, Bulletins and Circulars; Direct the installation and implementation of new financial systems and other information technology systems in the mission. Evaluate their efficiency, performance and enhancement of the systems; Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained; Coordinate audit responses with all Units of the Section and ensure full implementation of the accepted recommendations; Arrange end of month and year-end closure of accounts, reports and bank reconciliations; Review payments, advances and inter-office charges on the basis of proper supporting vouchers and other documents which indicate that the goods and services have been received; Act as Approving Officer for mission expenditures ensuring that payments are disbursed in accordance with certified documents establishing the obligation; Ensure that the administration has sufficient funding in its bank accounts and cash imprest to meet its obligations at all time; Be the custodian of cash receipt vouchers, cheques and other payment systems established documentation; Perform any other relevant duties as and when required.

Competencies: Professionalism: Proven conceptual, analytical, and evaluative skills. The ability to conduct independent research and analysis, identify issues, formulate options, arrive at conclusions, and make sound recommendations. A complete, in-depth grasp of financial principles and practices with sound knowledge and command of budget development, and financial administration of resources recently introduced in DPKO; Planning and Organizing: Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision; Technological Awareness: Sound computer skills, including proficiency in word processing and complex computerized financial systems such as IMIS, SUN and MERCURY Systems; Communications: Proven ability to write in a clear and concise manner and effective oral communication skills. Demonstrated ability to develop and maintain effective work relationships with financial counterparts; Teamwork: Strong interpersonal skills and the ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment, with sensitivity and respect for diversity.

Education Qualifications: Advanced University degree (Masters or equivalent) in accounting, business administration or finance. First level university degree with a combination of relevant academic qualifications and extensive experience in accounting, budget or finance may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of 9 years of progressively responsible experience in budgeting and financial management, preferably in an international organization. Experience in peacekeeping or other field operations some of which must be in the area of budget or finance is highly desirable.

10. Post: Geographic Information Officer

Salary: \$127,000.00

Location: Geneva

Responsibilities:

Under the direct supervision of the Chief of the Joint Geographic Information Unit (civilian and military), the Geographic Information Officer will be responsible for the following duties: Engage in the timely preparation, maintenance and provision of geographic information and maps in support of the mission's operations; Coordinate with other offices of the mission as well as field offices of other UN agencies including the Humanitarian Information Centres (HICs), Non-Governmental Organizations (NGOs) and the host nation on sharing of geographic data; Undertake the timely exchange of geographic information between the mission and the DPKO Cartographic Section; Oversee the gathering, processing and evaluation of geographic data as well as the production of maps; Conduct geographic/terrain analysis studies and prediction of the effects of terrain, weather and situation on the mission's operations; Implement quality control (QC) procedures on all products generated and disseminated by the Unit including data and maps; Develop the mission's geo-database system as well as the mission's intranet map server(s) and its associated services; Conduct geographic information training and education programmes for mission staff; Manage a task team or a field office outside the mission headquarters; Serve as the Chief of the Joint Geographic Information Unit in a small mission; Perform other duties as required.

Competencies:

Professionalism: Advanced technical qualifications and broad knowledge of geographic information and its related matters; recognized expert in the field; ability to integrate knowledge with broader strategic, policy and operational objectives; conceptual and strategic analytical capacity to understand geographic information applications for field operations such as UN peacekeeping operations and mapping in general; 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. Client Orientation: Demonstrated ability to assess user requirements, develop plans and prioritize them to best meet the requirements. Planning and Organizing: Ability to effectively assess/develop UN field mission's geographic information programme; establish priorities, direct others in the execution of the programme and ensure timely delivery of results. Technological Awareness: In-depth knowledge of the latest technological developments in geographic information, image processing, Global Positioning System (GPS) and web applications.

Education Qualifications:

Advanced university degree (Master's degree or equivalent) in Cartography, Geography, Geographic Information Systems (GIS) and/or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience:

At least 5 years of progressively responsible experience in geographic information (ex. geographic information system integration, geographic/terrain analysis, image processing, mapping, GPS, geo-spatial related information technology, etc.) or related fields required. Management experience in a technical environment and field experience are essential. Work experience with UN field operations would be an asset. At least 2 years of experience in a multinational working environment would also be an asset. Knowledge of geographic information system design and development, geo-database design and management, software programming languages and web technology is desirable. Direct experience with geographic information applications including IPB (Intelligence Preparation of the Battlefield) knowledge and experience in military, especially in Terrain Analysis Team, would be an advantage. Knowledge and practical experience of the following GIS software is required: ArcGIS (ArcInfo, ArcEditor, ArcView and its extensions); ERDAS Imagine and Leica Photogrammetry Suite (LPS).

11. Post: Chief Telecommunications Officer

Salary: \$172,000.00

Location: Paris

Responsibilities:

Within delegated authority, the Chief Telecommunications Officer will be responsible for the following duties: (These duties are not all inclusive nor are all duties carried out by all.) Plans and directs major

Telecommunications projects of significant importance to the Mission, or major components of these complex systems which typically impact critical operations and safety. Provides expert advice on the management, operation and maintenance of complex communications systems to transport voice, data and image, including assessments for efficient bandwidth usage and growth. Identifies the need for new systems (or modifications to existing systems) or responds to requests from customers; develops plans for feasibility assessment, design, development and implementation, including project plans, schedules, time and cost estimates; provides plans for set-up and operation of communication infrastructure from "scratch" at local and wide area levels. Develops Communications Budgets and ensure proper expenditure according to UN Financial Rules. Develops technical specifications/cost proposals for procurement/contractual services, oversee the technical evaluation of bids and proposals received and monitor the procurement process/manage the contract service. Manages telecommunications assets with respect to deployment, usage and redeployment. Tracks and monitor communications projects progress against plan, requirements, and quality measures, standard processes; liaise with customers on all aspects and during all phases of development and implementation. Provides professional leadership and work direction to the communications team, and/or mentor and supervise the work of new/junior officers, contract staff, etc. Develops, implements and monitors communication standards and guidelines. Develops and recommend strategies to address specific telecommunications, connectivity and related training needs of Headquarters or the missions. Provides emergency communications capabilities in support of staff security, including providing a focal point for inter-agency emergency field security communications liaison. Ensures proper accountability of all commercial communications expenditures and cost recovery from users, when applicable. Ensures effective coordination with other UN Agencies in order to maximize possibilities of inter-agency collaboration in the field of telecommunications. Performs other related duties as required.

Competencies:

Technology -In-depth knowledge of and extensive experience in communications systems design and development, management and implementation of complex communications systems. Professionalism - Experience at senior levels in developing, operating, maintaining, and overseeing large communications systems. Communications - Excellent communication skills, including the ability to convey complex technical concepts and recommendations to non-technical staff at senior levels, both orally and in writing, in a clear, concise style. Judgement/Decision-making - Discretion and sound judgement in applying technical expertise to resolve complex and/or sensitive issues, which are typically broad in scope; strong negotiating skills and ability to influence others to reach agreement. Planning and Organising - Demonstrated planning and organisational skills and ability to coordinate the work of others, work to meet tight deadlines and handle multiple concurrent projects/activities. Teamwork -Excellent interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Leadership and Supervisory skills and ability to coach, mentor and develop staff; ability to plan, secure resources and manage communication operations.

Education Qualifications:

Advanced University Degree in electrical/electronic/telecommunications engineering or other related field. A University degree with a relevant combination of qualifications and experience may be taken into consideration in lieu of the advanced degree.

Work Experience:

Minimum of 5 years of progressively responsible professional experience in communications systems design, computer technology, transmission or switching systems, including experience in developing and overseeing large centralised and globally distributed institutional systems, including at least 3 years' experience at the international level. Experience in both public and private sector organizations preferred. le.

12. Post: Senior Humanitarian Affairs Officer

Salary: \$114,000.00

Location: Vienna

Responsibilities: Within limits of delegated authority, the Senior Humanitarian Affairs Officer will be responsible for the following duties: Serve as a senior policy officer; advise on overall policy direction on specific issues; and, more generally, review and provide advice on a diverse range of policy issues related to safeguarding humanitarian principles and ensuring the effective delivery of humanitarian assistance and the linkages with other related areas (e.g. human rights). Prepares policy position papers for review. Monitor, analyze and report on humanitarian developments, disaster relief/management programmes or emergency situations in assigned country/area. Lead and/or participate in large, complex projects, to include disaster assessment or other missions, coordinate international humanitarian/emergency assistance for complex emergency/disaster situations; ensure necessary support (e.g. staff, funding, specialized equipment, supplies, etc.), prepare situation reports to the international community, apprising of situation to date and specifying unmet requirements of stricken countries.

Initiate and coordinate activities related to technical cooperation and technical assistance projects in disaster response and disaster response preparedness; formulate project proposals and relevant project documents; provide technical support to field work; review and clear project reports for submission to governments. Analyze and assist in introducing new technologies for disaster warning/management. Organize and prepare studies on humanitarian, emergency relief and related issues; organize follow-up work, including interagency technical review meetings to support policy development work and decision-making on important issues; and ensure the implementation of recommendations emanating from relevant studies. Assist or lead, as appropriate, studies, background papers, policy guidelines, correspondence, presentations, background papers, policy guidelines, parliamentary documents, etc.; with respect to the latter, take the lead in providing support and information to relevant councils or other entities on specific issues. Partner with other humanitarian agencies to plan and evaluate complex humanitarian and emergency assistance programmes; help ensure that latest findings, lessons learned, policy guidelines, etc. are incorporated into these activities, including gender-related considerations. Establish and maintain contacts with government officials, UN agencies, non-governmental organizations, diplomatic missions, media, etc.; ensure appropriate mechanisms to facilitate collaboration and exchange of information both in and outside the UNPDC system, including on early warning and contingency planning, etc. Serve as the primary focal point on specific topics or policy-related issues; keep abreast of latest developments, liaise with other humanitarian organizations, donors, etc., ensure appropriate monitoring and reporting mechanisms; provide information and advice on a range of related issues. Organize and participate in work groups, meetings, conferences, consultations with other agencies and partners humanitarian and emergency relief-related matters. May participate in planning and preparation of unit budget and work program. Provide leadership and work direction to assigned work team, and/or mentor and supervise the work of new/junior officers. Perform other duties as required.

Competencies: Professionalism - Comprehensive knowledge of and exposure to a wide range of humanitarian assistance, emergency relief and related human rights issues; conceptual and strategic analytical capacity, to include ability to analyze and articulate the humanitarian dimension of complex issues that require a coordinated UNPDC response; demonstrated problem-solving skills and ability to use sound judgment in applying technical expertise to resolve a wide range of complex issues/problems; very good knowledge of region or country of assignment, including the political, economic and social dimensions; strong negotiating skills and ability to influence others to reach agreement; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery); very good knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and sound knowledge of the institutions of the UNPDC system, demonstrated ability to complete in-depth studies and to formulate conclusions/recommendations, ability to relate humanitarian affairs issues and perspectives, including gender issues, to political, economic, social and human rights programmes in affected country/region. Communications - Excellent communication (spoken and written) skills, includes the ability to convey complex concepts and recommendations to staff at senior levels, both orally and in writing, in a clear, concise style. Planning & Organizing - Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects/activities. Technology Awareness - Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internal databases, Internet, etc. Teamwork - Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Education Qualifications: Advanced degree preferably in political or social science, international studies, public administration, economics, or in a technical (e.g. engineering, earth sciences, etc.) or other relevant field; or the equivalent combination of education and experience in a related area.

Work Experience: Minimum of eight years of progressively responsible professional experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation and development, or other related area, including at least three years of experience at the international level and must include at least four years of field experience in complex emergencies, including humanitarian emergency efforts.

13. Post: Research Assistant

Salary: \$108,000.00

Location: New York

Responsibilities: The Research Assistant will provide reliable research services to the Economic Development Unit; prepare well organized, accurate reports and data; and provide specialized support services such as organization of meetings.

Competencies: Candidate must have the following skills and competencies: Communication skills; planning and organizing; technological awareness; commitment to continuous learning; initiative; and teamwork.

Education Qualifications: Completion of post-secondary education supplemented by technical studies or university courses in the area of economics

Work Experience: At least five years of relevant research experience. A first degree in a relevant area of study may compensate for two years of experience. An advanced degree may compensate for an additional year of experience.

GENERAL REQUIREMENTS/SELECTION

Application should be sent not later than 2 weeks from this publication.
Please send your resume/CV and cover letter to jobs@unpdc.corp.st
Emily Stokes,
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United Nations Population Development Commission,
Two UN Plaza, 21st Floor,
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