The following vacant positions currently exist at the United Nations Office for the coordination of Humanitarian Affairs (OCHA) Geneva office.

HIV/AIDS Advisor, P-4  
Contracts Management Officer, P-4  
Transport Officer, P-4  
Public Information Officer, P-4  
Staff Counsellor, P-4  
Senior Coordination Officer, P-5  
Programme Planning Officer, P-4  
Senior Management and Programme Analyst, P-5  
Senior Programme Officer, P-5  
Chief Budget Officer, P-4  
Information Management Officer, P-4  
Senior Humanitarian Affairs Officer, P-5  
Welfare Officer, P-4  
Chief Medical Officer, P-4  
Administrative Officer, P-4

DEADLINE FOR APPLICATIONS: 20-08-10

ORGANIZATIONAL UNIT: United Nations Office for the coordination of Humanitarian Affairs (OCHA)

DUTY STATION: Geneva

VACANCY ANNOUNCEMENT NUMBER: 09-SOC-OCHA-416317-R-MULTIPLE D/S

Remuneration

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

Responsibilities.

The HIV/AIDS Adviser will be responsible for the development of a comprehensive mission-wide HIV prevention programme for mission personnel and integrating HIV/AIDS concerns into relevant mission mandates. The HIV/AIDS Adviser will be responsible for, but not limited to, the performance of the following functions: Develop, coordinate, implement and
monitor a comprehensive mission-wide HIV/AIDS awareness and prevention strategy, including induction, sensitization and peer education training for all peacekeeping personnel; The strategy shall be developed in close co-operation with Department of Peacekeeping Operations; Establish contacts and networks to promote collaboration and facilitate implementation of HIV/AIDS strategy; Collaborate with the Medical Unit to set up and maintain voluntary confidential counselling and testing facilities for peacekeeping personnel; Advise the OCHA on all HIV/AIDS-related issues; Support and advise the Force Commander and contingent commanding officers on implementation of programmes among uniformed peacekeepers; Mainstream HIV/AIDS concerns into core mission mandates, such as disarmament, demobilization and reintegration (DDR) and the training of national police forces, and collaborate with other units, in particular gender and code of conduct and discipline; Participate in the UN HIV technical working group/Theme Group and develop outreach projects for local vulnerable groups in areas where peacekeepers are deployed, including working with the local media on awareness campaigns; Act as the mission focal point for HIV/AIDS with local and international agencies, organizations and diplomatic missions; Assist in securing funds for HIV/AIDS programmes implemented by the mission, coordinated with DPKO and in cooperation with UN Theme Group Members; Draft progress and evaluation reports for the HIV/AIDS programme strategy and develop and maintain a monitoring and evaluation strategy for the mission’s HIV programmes; Prepare and facilitate statistical inputs into the preparation and production of key reports on the HIV/AIDS epidemic, its impact and responses to it in the mission area; Manage resources, budgets, prioritize allocations, and identify resource specific technical/management problems to ensure timely programme delivery; Oversee the HIV unit and develop the skills of team members; Undertake any additional assignments as requested by the OCHA.

Competencies
Professionalism - demonstrates professional competence, knowledge and understanding of the HIV/AIDS and its impact and relevance to peacekeeping and conflict environments and social ramifications; knowledge of HIV/AIDS and development issues, of the multilateral system and donor organizations and strong networking skills; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges and remains calm in stressful situations; 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 - with minimal supervision, ability to develop clear goals and define priorities and to plan and coordinate accordingly; ability to monitor and adjust plans and actions as necessary. Communication - Excellent communication skills (written and oral), ability to adapt training content and style to different cultural settings and to address delicate issues in a sensitive
manner. Ability to draft clearly and concisely. Teamwork - Excellent interpersonal skills, ability to develop and maintain effective work relationships with people from different national and cultural backgrounds with sensitivity and respect for diversity.

QUALIFICATIONS

Education
Advanced university degree (Master’s degree or equivalent) in Social or Health Sciences and/or Development 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. Certification, additional course work in and/or knowledge of HIV/AIDS epidemic would be an asset.

Work Experience
At least 7 years of progressively responsible experience focusing on implementation of national and/or international HIV/AIDS prevention programmes, at the operational level. Extensive experience (minimum 5 years) as an HIV/AIDS awareness trainer and peer educator is required, including in different cultural environments, with proven ability to develop and implement training and awareness strategies and programmes. Demonstrated experience as an HIV counsellor and as a trainer of HIV counsellors is required, as well as voluntary confidential counselling and testing (VCCT) training. Experience working in conflict environments and with uniformed personnel (police and military) 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

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Contracts Management Officer, P-4
DEADLINE FOR APPLICATIONS: 20-08-10
ORGANIZATIONAL UNIT: United Nations Office for the coordination of Humanitarian Affairs (OCHA)
DUTY STATION: Geneva
VACANCY ANNOUNCEMENT NUMBER: 08-LOG-OCHA-416977-R-GENEVA
Remuneration
Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

Responsibilities

Under the overall supervision of the Chief Administrative Officer, the incumbent will be responsible to: Manage the work of the Contracts Management Unit to ensure the effective implementation of supply contracts, with an aim to achieve probity and proper performance of obligations by both parties; Develop and implement operational plans, Standard Operating Procedures (SOPs), initiatives and projects relating to contract compliance and management; Liaise with senior management and provide recommendations to ensure that contracts are properly developed, awarded and managed; Ensure the unit's inputs to Mission’s budget and acquisition planning; Support the procurement process including providing input to SOWs, Local Contracts Committee (LCC) presentations, development of technical evaluation criteria, assistance with evaluation of vendor proposals and guidance during contract formulation, drafting and negotiation; Support the contract implementation including the development of a quality assurance plan to provide a systematic, structured method to evaluate services and products; Assist in contract close out including identifying, memorializing and disseminating best practices and lessons learned and performing contractor assessment from CMU perspective; Coordinate and supervise all efforts by the Mission to enforce the contract in consultation with the Supply Section, Contract Administration Unit at UN HQs, as appropriate, and liaising with other Departments, including handling of claims and disputes, demanding specific performance, claiming against warranties, and other contractual remedies; Coordinate and supervise all efforts towards the resolution within the terms and conditions of the contract of conflicts/problems arising in cases of poor performance or non-compliance with contractual obligations; Coordinate relevant audit responses; Ensure that the CMU maintains complete and accurate electronic and hardcopy records to ensure proper accountability; Develop and ensure the implementation of the CMU’s work program; Define the roles and responsibilities of UN personnel within the Unit; Establish performance indicators for Unit’s staff; Manage and supervise team-building and career development of Unit’s staff; Perform other related work as required.

Competencies
Professionalism - Demonstrated knowledge in the field of contract and project management, including knowledge of quality assurance, supply/distribution contracts; practical knowledge of management of service contracts in a field/decentralized operation; demonstrated fiscal awareness
and responsibility and very good knowledge of UN financial rules; ability
to develop, maintain and supervise management control systems; 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 effectively lead, supervise, mentor,
motivate, develop, evaluate staff in a multi-cultural, multi-ethnic
environment with demonstrated gender sensitivity and respect for diversity.
Judgement/Decision Making - Proven ability to grasp complex concepts;
logical and analytical approach to solving problems. Planning and
Organizing - Demonstrated skills and ability to coordinate the work of
others, work to tight deadlines and handle multiple concurrent
project/activities. Communication - Proven communication (verbal, written
and presentational) skills, including ability to prepare a range of reports
and communications and conduct presentations by clearly formulating
positions on issues, articulating options concisely conveying maximum
necessary information, making and defending recommendations. Accountability
- Demonstrated mature and positive attitude toward duties, willingness to
accept responsibilities, composure under stress and ability to make timely
and sound decisions. Managing Performance - 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; actively supports the development and career
aspirations of staff and appraises performance fairly. Technological
Awareness - Fully proficient computer skills and use of relevant software
and other applications.

QUALIFICATIONS

Education
Advanced University degree (Master’s degree or equivalent) in business
administration, public administration, engineering, law or a relevant
combination of professional certification, membership of chartered
institutes and extensive experience in logistics operations, procurement or
supply chain management. 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 professional experience in
supply chain, project/contract management, logistics support and/or
procurement of global service contract(s). Experience in managing support
services of international peacekeeping or military operations is highly
desirable. Extensive knowledge of the UN rules, regulations and working
practices pertaining to field missions is an advantage.
Languages
Fluency in spoken and written English or French; knowledge of a second official UN language is an advantage and sometimes a requirement.

Transport Officer, P-4
DEADLINE FOR APPLICATIONS: Open
ORGANIZATIONAL UNIT: United Nations Office for the coordination of Humanitarian Affairs (OCHA)
DUTY STATION: Geneva
VACANCY ANNOUNCEMENT NUMBER: 09-LOG-OCHA-415622-R-Geneva

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

Responsibilities
Within delegated authority, the Transport Officer will be responsible for the following duties: Be responsible for the provision of the motor transport capability within a large or complex mission; Provision and maintenance of the vehicle fleet a number of geographically separated sites; Develop the Vehicle Establishment programme and manages in accordance with the decisions of the Vehicle Establishment Committee and current DPKO policies and directives the acquisition, receipt, distribution, maintenance, utilisation and disposal of the vehicle fleet; Certify the ground transportation budget and therefore has overall responsibility for the efficient use and accurate accounting of all resources controlled and all expenditures made by Transport Section; Ensure that the relevant accounting and audit requirements are respected and defends the budgetary performance of the Section, which requires extensive knowledge of the UN rules, regulations and working practices pertaining to field missions; Be responsible for the personnel management of a Transport Section of up to 300 personnel; Maintain the staffing table and acts as the line manager to the unit managers; Evaluate employee performance, the allocation and rotation of appropriate work assignments and development training and career plans; Coordinate the individual yearly work plans for unit managers and produces detailed performance assessments and evaluations for all staff as required; Coordinate training courses, workshops and other related training activities with UN Headquarters; Be responsible for the road safety programme; Ensure that UN vehicles are used in accordance with UN Rules and Regulations and that vehicle usage data is correctly recorded;
Develop and maintain active road accident prevention programs; Coordinate with the CISS/CTS, for developing an effective and efficient plan for the re-supply of all Sectors, Team Sites and Police stations, including examining the costs and benefits of outsourcing transport functions and the feasibility in operational terms of executing these functions given the unstable political situation in prevailing in many field missions; Liaise with other UN Departments, NGOs, contingents and intergovernmental agencies in providing transport support to the political and operational activities of the mission; Participate in various mission administrative bodies such as the Local Committee on Contracts, the Vehicle Establishment Committee, the Tenders Committee the Local Property Survey Board; Perform other duties as required.

Competencies
Professionalism – Demonstrates ability to manage diverse transport operations; ability to review alternative options and select most effective and cost efficient mode of transport; ability to provide leadership; strong negotiating skills and ability to influence others to reach consensus; excellent knowledge of institutional mandates, policies and guidelines pertaining to transport operations and related matters; demonstrates ability to complete in-depth analyses and to formulate conclusions/recommendations; 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. Commitment to Continuous Learning – Willingness to keep abreast of new developments in the field of transport management and logistics, in order to produce the most cost-effective transport options for complex political situations.
Communication – Excellent communication skills, including the ability to; produce detailed reports and presentations for a diverse customer base including other UN departments, NGOs, contingents and intergovernmental agencies; handle a large volume of correspondence. Planning and Organizing – Ability to coordinate the work of others, work under pressure of tight and conflicting deadlines and handle multiple concurrent projects/activities. Teamwork – Excellent interpersonal skills, including ability to operate effectively across organisational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Technological Awareness – Knowledge of standard UN applications, transport management and operations systems and developments in logistics and transport technology. Managing Performance – Ability to manage, supervise, coach, and develop a team; ability to manage a wide range of equipment, manage budgets and demonstrate via cost-benefit analysis the most cost-effective method of providing transport capability.

QUALIFICATIONS
Education
Advanced university degree (Masters or equivalent) in mechanical engineering, transportation, logistics, administration, management 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. A valid national driving license is required.

Work Experience
At least 7 years of progressively responsible experience in motor vehicle transport operations management. United Nations field experience is highly desirable. Member of an internationally recognized professional transportation association is an advantage.

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
Ability to operate independently in austere environment for protracted periods and willing to transfer to other missions as required.

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Public Information Officer, P-4
DEADLINE FOR APPLICATIONS: 20-08-10
ORGANIZATIONAL UNIT: United Nations Office for the coordination of Humanitarian Affairs (OCHA)
DUTY STATION: Geneva
VACANCY ANNOUNCEMENT NUMBER: 09-PUB-OCHA-419760-R-GENEVA

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

Responsibilities
Under the direct supervision of the Chief of the Cluster and within the
limits of delegated authority, the Chief of Yearbook Unit will be required to: work with the Senior Editor to edit chapters prepared by other writers, in accordance with style and standards of the Yearbook of the United Nations; ensure accuracy, clarity, cohesion and conformity with Yearbook style and usage; train and guide other writers/editors in the Unit’s research and editorial methods and procedures; write complex or politically sensitive chapters on political, human rights, economic and social, legal and administrative and institutional matters for the Yearbook. The incumbent is responsible for the day-to-day management of the Yearbook Unit; prepares inputs for the work programme of the Cluster, determining priorities and allocating resources for the timely completion of outputs; monitors and facilitates implementation and achievements of on-going programmes; carries out administrative tasks necessary for the functioning of the Unit, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance (PAS), interviews of candidates for job openings and evaluation of candidates.

Competencies
Professionalism: In-depth knowledge of political, economic and social trends. Thorough knowledge of the UN system, structure and functioning. Ability to write, edit and quickly spot errors and inconsistencies in a text. Ability to rapidly analyze and integrate diverse information from varied sources. Ability to produce a variety of written communications products in a clear, concise style. Proficiency with the official document system of the United Nations, including Reports of the Secretary-General, Sessional Reports, Reports of the Main Committees, Meeting Records, Resolutions/Decisions and voting information. Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology. Teamwork: Works collaboratively with colleagues to achieve organizational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. Leadership: Empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates
knowledge of strategies and commitment to the goal of gender balance in staffing. Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them.

QUALIFICATIONS

Education
Advanced University degree (Master’s degree or equivalent) in history, communications, journalism, international affairs or related field. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience
A minimum of 7 years of progressively responsible experience in writing, editing and print and electronic publishing of reference works or a related area. A minimum of 2 years of such experience at the international level, preferably with the United Nations, is required. Experience in project and team management and in administration in a multicultural environment is desirable.

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

Staff Counsellor, P-4

DEADLINE FOR APPLICATIONS: 20-08-10
ORGANIZATIONAL UNIT: United Nations Office for the coordination of Humanitarian Affairs (OCHA)
DUTY STATION: Geneva
VACANCY ANNOUNCEMENT NUMBER: 07-HRE-OCHA-413646-R-GENEVA

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

The Staff Counsellor will be responsible for, but not limited to, the performance of the following duties: Provide adequate Counseling Services within the mission area (e.g. overall assessment of the psychosocial needs of the staff members, development of the services, etc.); Perform individual assessments in the case of individual staff members experiencing difficulty coping and/or presenting mental health-related symptoms or syndromes; Advise the Senior Staff Counselor and other Personnel Officers, as necessary, on individual cases where an identified problem is likely to have professional, vocational and/or counseling effect (e.g. work-related problem due to a psychological problem, conflict resolution, need-oriented medication, etc); Advise Chiefs of Section, as necessary, or upon request, with the aim at improving the working atmosphere in their Section and resolving problems of a work-related or personal nature that adversely affect job performance and productivity; Perform critical incident stress defusing and/or debriefings (e.g. individual and/or group) whenever and wherever there is a need for it; Assure in conjunction with the Medical Services, a continuum of services (referral, short-term supportive intervention) to individual staff members who have HIV/AIDS or to those staff members suffering from other serious diseases or illnesses; Establish a link and liaise with the members of the Staff Welfare Committee and members in order to develop programmes designed to improve the quality of life of staff members within the mission area; Provide training sessions on 'crisis and stress management' and 'conflict resolution' as needed; Monitor environmental factors that could lead to stress, with particular focus on stress related to critical incidents including emergency and crisis situations, with respect to civilian staff members of the mission; develop, organize and implement a stress management programme for such staff.

Competencies

Professionalism - Broad knowledge of all facets in the field of counseling and the ability to provide a confidential environment in which others can talk and act without fear or repercussions within a climate of established trust; 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. Communications - Excellent communication skills (oral, written, and presentations). Judgment and Decision-Making - Ability to exercise independent judgment and make decisions on difficult and complex problems. Respect for Diversity - Demonstrated ability to develop and maintain effective work relationships with counterparts and with different national and cultural backgrounds.

QUALIFICATIONS
Education
Advanced university degree (Master's degree or equivalent) in Psychology, Psychiatry or Psycho-educational studies. Additional training or certification is also required in a broad range of related fields, such as alcohol/substance abuse, stress management, critical incident stress, cross-cultural communication, conflict resolution, etc. 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 professional experience in counselling at the international level is required. Experience in Employees Assistance Programme or Organizational Intervention would be an asset.

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.

_________________________________________
Senior Coordination Officer, P-5
DEADLINE FOR APPLICATIONS: 20-08-10
ORGANIZATIONAL UNIT: United Nations Office for the coordination of Humanitarian Affairs (OCHA)
DUTY STATION: Geneva
VACANCY ANNOUNCEMENT NUMBER: 09-PGM-OCHA-420976-R-GENEVA

_________________________________________

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

Responsibilities
The Senior Coordination Officer will be responsible for the following duties: Development and management of effective mechanisms, support and information systems for the assessment of humanitarian needs and the coordination of emergency humanitarian assistance in the Mission; Advise on the development and management of effective coordination and support systems for the UN and other humanitarian agencies and on international aid policy and coordination strategies; Upon request, provide coordination
inputs for background briefs, policy notes, talking points and other materials in support of the political activities of the Mission, including preparation for Security Council Briefings; Liaise with UN and other multilateral partners involved in humanitarian response and rehabilitation efforts; Provide support to donors work; Identify issues for policy discussion and prepare for and coordinate meetings of various donor groups with appropriate follow-up to ensure implementation of effective strategies; Identify issues for policy discussion and prepare for and coordinate meetings by the UN Heads of Agencies with appropriate follow-up to ensure implementation of effective strategies; Conduct annual staff performance consultations and assessments; As required, participate in senior staff meetings, recruitment panels, internal boards of enquiry, and other management duties associated with the post; Any other duties as assigned;

Competencies

Professionalism – ability to identify problems, good analytical, research, and negotiating skills; 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 – 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. Judgment/Decision-making – Mature judgment and initiative; imagination, resourcefulness, energy and tact; proven ability to provide strategic direction and ensure an effective work structure to maximize productivity and achieve goals. Communications – good oral skills and excellent drafting ability in English, proven ability to communicate complex concepts. Planning and Organizing – Ability to manage and plan own work and meet deadlines. Technology awareness – good computer skills, including proficiency in word processing. Client Orientation - Ability to identify the needs of clients and match them to appropriate solutions; ability to establish and maintain productive partnerships. Teamwork – good interpersonal skills; ability to establish and maintain effective working relationships with people of different national and cultural backgrounds with sensitivity and respect for diversity.

QUALIFICATIONS

Education
Advanced University Degree (Master’s Degree or equivalent) in administration, international relations, 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 to 10 years of progressively responsible experience in national and international levels in advisory and coordination positions, experience with donor coordination mechanisms and systems, and familiarity with UN agencies, their mandates, practices, and procedures of work. Significant diplomacy and ability to coordinate with other agencies; clear understanding of the regional political situation.

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 is an advantage.

Programme Planning Officer, P-4
DEADLINE FOR APPLICATIONS: 20`-08-10
ORGANIZATIONAL UNIT: United Nations Office for the coordination of Humanitarian Affairs(OCHA)
DUTY STATION: Geneva
VACANCY ANNOUNCEMENT NUMBER: 08-PGM- OCHA-417120-GENEVA

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

Responsibilities.

The Programme Planning Officer will be responsible for the following duties: Develop and enhance tools, techniques, guidelines and training materials for programme assessment, monitoring and reporting to advance results-based programming; Provide substantive guidance and facilitate the Mission’s inter-agency monitoring and evaluation processes including those linked to UN and national strategic frameworks; Support the Mission’s planning cell as required; Provide substantive guidance and facilitate the development of high-quality results matrixes and monitoring and evaluation matrixes for all Mission inter-agency monitoring and evaluation processes; Identify appropriate outcomes, outputs, indicators, targets and benchmarks to be used to monitor and evaluate Mission's inter-agency frameworks, activities and work plans; Develop reporting
formats, frequency and distribution timelines for all monitoring and evaluation matrices; Provide guidance on, and introduce methodologies for collecting, collating and disseminating information and data related to the Integrated Mission Planning; Consolidate periodic reports on progress in achieving the outcomes in Mission integrated planning, Government National and Regional Plan and other relevant strategic frameworks; Help to prepare high-quality charts, maps, PowerPoint presentations, short reports, articles, etc. on national priorities; Provide substantive guidance on using monitoring and evaluating tools for measuring progress towards nationally-set targets; Ensure that UN monitoring and evaluation processes are linked to national development plans and strategies; Provide substantive guidance on the development of national social monitoring systems; Identify constraints to implementation of national plans and strategies and work closely with partners to identify possible solutions; Serve as secretariat to the Mission’s inter-agency coordination groups focused on strategic planning and monitoring and evaluation functions; Facilitate the development of specific joint programmes linked to the integrated planning; Identify constraints to implementation of joint programmes and suggest ways these can be overcome, drawing upon advise from, and consultations with stakeholders; Provide substantive inputs into and facilitate the development of the OCHA’s annual work plan, helping to set realistic targets and benchmarks and ensuring up-to-date information on progress is made available to the Mission and the UN Agencies; Record policy planning-related decisions and, based on these, prepare position papers, plans and reports of the OCHA’s Office; Carry out programmatic and administrative tasks necessary for the functioning of the OCHA’s Office including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, preparation of inputs into audits, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance (PAS), interviews of candidates for job openings and evaluation of candidates; Foster teamwork and communication among staff in the OCHA’s Office; represent the OCHA’s Office, as required, at inter-agency meetings, seminars, etc. on monitoring and evaluation-related issues.

Competencies
Professionalism - Extensive knowledge of and experience in multi-disciplinary activities of the UN; proven ability to produce reports and papers; ability to review and edit the work of others; 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 and organize work, requiring an in-depth understanding of the strategic direction of the OCHA’s Office and ability to integrate the work of the Office with the Mission’s work programme. Communication - Excellent drafting ability and communication skills, both oral and written; ability to advocate issues
with respect to key decisions and positions to staff, senior officials and members of intergovernmental bodies; proven ability to communicate complex concepts orally. Technological Awareness - Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internal databases, Internet, etc. Familiarity with Internet Applications. Teamwork - Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment. Judgment/Decision-making - Sound judgment and initiative, imagination and resourcefulness, energy and tact; ability to ensure an effective work structure to maximize productivity and achieve goals; proven record of building and managing teams and creating an enabling environment, including the ability to effectively supervise, mentor, develop and evaluate staff and design training/skills; good judgment and decision-making skills.

QUALIFICATIONS

Education
Advanced university degree (Masters degree or equivalent) in Economics, Development, Finance, International Affairs, Law Administration, Management, Social Studies or related field. 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 programme management, planning formulation, development, evaluation, coordination or policy analysis gained from relevant national public institution or international organization. Knowledge of the United Nations administration is an advantage.

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.

Senior Management and Programme Analyst, P-5
DEADLINE FOR APPLICATIONS: 20-08-10
ORGANIZATIONAL UNIT: United Nations Office for the coordination of Humanitarian Affairs (OCHA)
Remuneration
Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

Responsibilities
Within delegated authority, the Senior Management and Programme Analyst will be responsible for the following duties:

- Takes the lead to develop, implement and evaluate assigned projects related to the implementation of management reform initiatives under the purview of the Under-Secretary-General of Management, with a special focus on management policy planning, change management and the continuous improvement of management practices; directs review of relevant documents and reports; identifies priorities, problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and initiates follow-up actions.
- Monitors the progress of reform initiatives, directs research and programme evaluation and presents information gathered from diverse sources.
- Prepares strategic analyses, coordinates policy development; reviews the assessments of issues and trends, preparation of evaluations or research activities and studies.
- Drafts policy statements, speeches and papers on management-related issues and supervises preparation of various written outputs, e.g. background papers, analysis, substantial sections of reports and studies, inputs to publications, etc.
- Develops a communication strategy and integrates communications and outreach activities in the programme of work of the Department; designs outreach tools to facilitate dialogue with different audiences, oversees the implementation of internal and external communication projects of the Department, including coordinating the substantive maintenance of the Department’s intranet and internet site.
- Develops strategic partnerships, serves as an effective spokesperson and establishes collaboration and partnerships with key officials at all levels inside and outside the organization.

Competencies
- Professionalism: Demonstrated ability to conduct analysis and research, identify key strategic issues, opportunities and risks, reach conclusions on possible causes and solutions. Ability to generate and communicate broad and compelling organizational direction, draft policy documents and advance
policy planning and implementation. Ability to conceive and implement communication strategies based on an assessment of different communications environments and engagement of a broad range of stakeholders. Ability to communicate clearly links between the Organization’s strategy and the work unit’s goals. Ability to perform and/or oversee the planning, development, and management of projects and reform initiatives. • Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. • Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. • Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches. • Leadership: Is creative and proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work, demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing. • Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; makes tough decisions when necessary.

QUALIFICATIONS

Education
Advanced university degree (Master’s degree or equivalent) in administration, management, international relations, communications, or a related field. A first-level university degree in combination with a relevant combination of academic qualification and experience may be
accepted in lieu of the advanced university degree.

Work Experience
A minimum of ten years of progressively responsible experience in advisory position, project or programme management, administration or related area. Experience with policy formulation and with organizational reform, or change management or lessons learned processes is required. Experience in the development and implementation of communication strategies, including the substantive development and maintenance of websites, is also required.

Languages
English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in written and spoken English is required; knowledge of French is highly desirable.

Senior Programme Officer, P-5
DEADLINE FOR APPLICATIONS: 20-08-10
ORGANIZATIONAL UNIT: United Nations Office for the coordination of Humanitarian Affairs (OCHA)
DUTY STATION: Geneva
VACANCY ANNOUNCEMENT NUMBER: 09-PGM-OCHA-419970-R-GENEVA

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

Responsibilities
Under the overall supervision of the Chief of Branch, the incumbent will:
1. Lead the formulation and implementation of the Branch’s substantive work programme, including managing the following activities; a) Establishing an international framework on integrated policymaking for sustainable development; b) Establishing international mechanisms to provide long-term financing for the world’s critical ecosystem services; c) Developing international standards for internalizing environmental and
climate-change costs in macroeconomic policies; d) Fostering and maintaining partnerships with other UNEP branches and divisions, national, regional, and other global institutions including other organizations of the United Nations System, regional economic commissions, regional development banks, expert institutions and businesses. 2. Oversee the programmatic/administrative tasks necessary for the functioning of the substantive programmes including preparation of inputs for result-based budgeting; reporting on budget/programme performance; managing, guiding, training and evaluating the supervised staffs’ performance. 3. Mobilize resources to implement the substantive programmes and ensure that the outputs produced from the substantive work programmes maintain high-quality standards. 4. Advise Branch Chief, Division Director, Deputy Division Director, and Senior Management and develop strategies and policies by: a) Determining priorities, and allocating resources for completing the defined outputs; b) Coordinating and overseeing the preparation of reports for presentation to inter-governmental bodies. 5. Any other related functions.

Competencies

PROFESSIONALISM: Ability to develop policies, strategies, practices and technologies, which contribute to making trade and environment policies mutually supportive. Ability to produce reports and papers on technical issues and to review and edit the work of others. Ability to apply UN rules, regulations, policies and guidelines in work situations; knowledge and understanding of UN programme planning and management, and administrative and management policies and procedures, as well as some knowledge of the organization's intergovernmental processes are desirable; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; remains calm in stressful situations. COMMUNICATION: Demonstrated communication and presentation skills; interpersonal and diplomatic skills necessary to provide clear input to international discussions and negotiations on complex, economically important and often controversial policy issues with governments, local authorities and industries; ability to establish contacts and networks with institutions and organisations active in the field of environmental economics. MANAGING PERFORMANCE: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly. LEADERSHIP: Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand
needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Gender Mainstreaming: Provide leadership and take responsibility for ensuring appropriate attention to both gender balance and geographic representation in staffing and to incorporating gender perspectives into the substantive work.

QUALIFICATIONS

Education
An advanced university degree in economics with preference to environmental economics or international economics. A first university degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

Work Experience
Ten years of professional working experience involving policy analysis, some of which should be at the international level. Experience in areas of environmental economics and development policy is essential. A track record of relevant publications is required.

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 other United Nations languages an asset.

Other Skills
Excellent computer skills (Microsoft Office, email, internet) are required.

_________________________________________
Chief Budget Officer, P-4
DEADLINE FOR APPLICATIONS: 20-08-10
ORGANIZATIONAL UNIT: United Nations Office for the coordination of Humanitarian Affairs (OCHA)
DUTY STATION: Geneva, Switzerland
VACANCY ANNOUNCEMENT NUMBER: 09-FIN-OCHA-419693-R-GENEVA
Remuneration
Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

Responsibilities

Under the general supervision of the Chief Administrative Officer (CAO), the incumbent will be responsible for overall coordination of all aspects of the mission’s budget formulation and allotment management. Specifically, the incumbent will undertake the following duties:
Coordinate, analyze and revise proposals/inputs submitted by the various cost centers or section chiefs and other substantive offices for preparation and formulation of cost estimates for submission to UN Headquarters; Prepare responses to issues raised by Finance Management and Support Service (FMSS), the Peacekeeping Finance Division (PFD) and the Advisory Committee on Administrative and Budgetary Questions (ACABQ) relating to submitted cost estimates and the implementation of approved budget; Ensure effective and efficient management, monitoring, and control of the budgetary allotments and effecting redeployment of funds as and when required in accordance with UN Financial Rules and Regulations; Manage allotments and authorize sub-allotments ensuring appropriate expenditures; Prepare monthly reports on the status of allotments, monitor obligations/expenditures, and review un-liquidated obligations; Prepare staffing complement, price index, and other statistical data for submission to UN Headquarters; Approve all verified requisition in conjunction with the allotment authority from the Controller; Finalize performance reports, review and verify all expenditures incurred against the allotment and analyze the variance between approved budget and actual expenditure; Monitor expenditures to ensure that they remain within authorized levels; Administer and monitor extra-budgetary resources, including reviewing agreements and cost plans, ensuring compliance with regulations, rules and established policies and procedures; Oversee the review and finalization of budget performance reports, monitor variances between approved budgets and actual expenditures; Provide advice and guidance on budgetary policies and procedures, including results-based budgeting; Ensure that proposed obligations and expenditures are in accordance with budgets and established regulations and rules; Supervise and trains junior staff members and evaluate their work; Coordinate audit inspections and address audit observations and recommendations pertaining to all aspects of the Mission’s programme budget; Liaise with Section chiefs and counterparts at UN Headquarters to ensure effective and efficient management of resources in accordance with the approved mandate; Administer, manage, and monitor the budget of the Trust Fund; Perform any other related 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; 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 - 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; tact and negotiating skills, good judgment and decision-making skills; demonstrated innovative technical leadership by performing and/or overseeing the analysis of complex financial policy and programme issues; ability to gain the assistance and cooperation of others in a team endeavour. Managing Performance - Ability to establish priorities and to plan and encourage performance, and coordinate and monitor work of others, delegate appropriate responsibility, accountability and decision-making authority. 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.

QUALIFICATIONS

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

Work Experience
At least 7 years of progressively responsible experience in financial management and budgeting systems, preferably in an international organization. Thorough knowledge of United Nations Financial Rules and Regulations and budgeting practices.

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.

Remuneration

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

Responsibilities

The incumbent will be responsible for the following duties: Develop, implement and manage a comprehensive records management programme in the mission; Provide advisory services on recordkeeping practices including needs and business process analysis; Organization and maintenance of UN information assets; Records preservation and disposition and information management policies and procedures, with an emphasis on technological application; Implement new applications of information technology to archives and records management and make recommendations for their deployment; Provide user support; Develop guidelines, SOPs, training materials and user manuals; Trains staff in use of the recordkeeping system assigned; Manage records disposition functions by applying approved retention policy to information assets, assuring that registration and
physical aspects of records transfers meet established standards; Ensure that the mission’s storage facilities meet environmental standards; Implement new technologies in information management to ensure that tools developed for efficient access to information are accessible to staff throughout the Organization; Guide, train, and supervise staff in a range of records and information functions; Carry out budget, finance, procurement, human resource responsibilities within delegated authority; Perform other related duties, as required.

Competencies

Professionalism - Knowledge of information management with specialization and experience in records management; 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. Domains of professional knowledge include the following: the nature of records and recordkeeping, including records in electronic media; maintenance and disposition of records, including appraisal, conservation and migration management; records preservation and description; knowledge of research practices and trends. Demonstrable conceptual, analytical and evaluative skills and ability to conduct independent research and analysis, identifying and assessing issues, formulating options and making conclusions and recommendations. Planning and Organising - Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision. Technological Awareness - In-depth knowledge and experience of relevant technology and its application to archives and recordkeeping. Commitment to Continuous Learning - Willingness to keep abreast of new developments in the field. Communication - Demonstrable ability to write in a clear and concise manner and to communicate effectively orally. Ability to prepare reports, formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; demonstrated ability to develop and maintain effective work relationships with client groups. Teamwork - Demonstrated interpersonal skills and ability to establish and maintain effective working relations.

QUALIFICATIONS

Education
Advanced university degree (Master's degree or equivalent) preferably in Information Systems, Mathematics, Statistics, or relevant field. A first level university degree with a combination of relevant academic qualifications and experience in Information Systems, Mathematics, Statistics, or relevant field, may be accepted in lieu of the advanced university degree.
Work Experience
At least 7 years progressively responsible professional and managerial experience in telecommunications and computer technology, including experience in developing and overseeing large centralised and globally distributed institutional systems; experience at the international level in the public/private sector, functioning at the management level.

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

Senior Humanitarian Affairs Officer, P-5
DEADLINE FOR APPLICATIONS: 20-08-10
ORGANIZATIONAL UNIT: United Nations Office for the coordination of Humanitarian Affairs (OCHA)
DUTY STATION: Geneva, Switzerland
VACANCY ANNOUNCEMENT NUMBER: 09-HRA-OCHA -416919-R-Geneva

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

Responsibilities
Within limits of delegated authority, the Senior Humanitarian Affairs Officer will be responsible for the following duties: Provide authoritative technical and policy advice to senior management in the field and other agencies in the UN system, Member State officials, international and regional organizations on programmes, projects and issues of significant impact on humanitarian, emergency relief and disaster response/management efforts; Monitor the performance of the institution's humanitarian mandate; influence the development and evolution of the UN approach to humanitarian affairs; Design and implement significant policy and programme changes to address country, regional, global humanitarian affairs issues, including gender considerations, as the case may be; Develop/ensure implementation of coherent humanitarian/disaster response strategies and procedures. Conceptualize, formulate and manage major projects; Lead and direct a multi-agency team in carrying out disaster assessment or other missions;
Initiate, mobilize and coordinate international humanitarian/emergency assistance for exceptionally complex situations or major disasters; 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; Manage the production of appeals for international assistance; Ensure the proper use and spending of donor contributions channeled through OCHA; Lead capacity building initiatives; Identify bottlenecks and gaps and develop proposals to improve response systems and mechanisms, to include technical assistance in the design of specific coordination and other systems/mechanisms; Organize and participate as trainer/resource person in national and international training seminars; Serve as primary liaison with non-UN entities, including senior host government officials, donor representatives, NGO officials, the media, etc., in emergency situations. Establish overall work plan and budget; Lead and direct a team of staff; may oversee activities for a discrete work section or equivalent; Plan and allocate work assignments; Coach, mentor and evaluate staff; Participate in recruitment, selection and training of new staff and in the development of training programs; Organize and/or chair inter-agency and other international meetings, conferences, task forces; Present views and policies of the unit/institution; Initiate, supervise and finalize position papers and related submissions; Prepare diverse reports, papers, policy guidelines, parliamentary documents, statements, presentations, etc. for senior management. Perform other duties as required.

Competencies
Professionalism - Advanced technical qualifications, including authoritative knowledge and wide exposure to the full range of humanitarian and emergency relief assistance and related human rights issues; ability to advise senior management and other senior officials on approaches and techniques to address highly complex/sensitive issues; recognized expert in the field with demonstrated capacity for intellectual leadership; conceptual and strategic analytical capacity and ability to thoroughly analyze and evaluate critical matters pertaining to a broad spectrum of humanitarian and emergency relief issues/problems; demonstrated original and creative thinking, independent judgment and discretion in advising on and handling major policy, project and other issues/problems; strong negotiating skills and ability to influence others to reach agreement on difficult issues; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery); excellent knowledge of institutional mandates, policies and guidelines related to humanitarian affairs and seasoned knowledge of the institutions of the UN system; 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 – Demonstrated ability to provide leadership and take responsibility for
involving gender perspectives into substantive work; commitment to the
goal of achieving gender balance in staffing. Commitment to Continuous
Learning - Willingness to keep abreast of new developments in the field.
Communications - Excellent communication (spoken and written) skills,
including the ability to present and defend difficult positions to senior
officials. Planning and Organizing - Ability to effectively develop unit
work program, direct others in the execution of the total program and
ensure timely delivery of results. 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.

QUALIFICATIONS

Education
Advanced university degree (Master's degree or equivalent) in political or
social science, international studies, public administration, economics,
technical area (e.g. engineering, earth sciences, etc.) or other 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 to 7 years of progressively responsible professional experience,
including management experience, in humanitarian affairs, emergency
preparedness, crisis/emergency relief management, rehabilitation and
development, or other related area, including at least 5 years of
experience at the international level. Experience in complex emergencies,
including humanitarian emergency efforts is essential.

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.
Welfare Officer, P-4  
DEADLINE FOR APPLICATIONS: 20-08-10  
ORGANIZATIONAL UNIT: United Nations Office for the coordination of Humanitarian Affairs (OCHA)  
DUTY STATION: Geneva, Switzerland  
VACANCY ANNOUNCEMENT NUMBER: 09-ADM-OCHA-421266-R-GENEVA

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

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 center 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 7 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 spoken and written English or French; knowledge of a second UN language is an advantage and sometimes a requirement. Fluency in local language is an advantage.

Chief Medical Officer, P-4
DEADLINE FOR APPLICATIONS: 20-08-10
DUTY STATION: Geneva, Switzerland
VACANCY ANNOUNCEMENT NUMBER: 09-MED-OCHA-416799-R-Geneva

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

Responsibilities
The Chief Medical Officer has a functional reporting relationship to the Medical Director, Medical Service Division (OHRM/DM). Within delegated authority, the Chief Medical Officer will be responsible for the following duties: Undertake day-to-day clinical duties, e.g. walk-in clinic, emergencies, pre-placement and periodic medical examinations, immunizations, etc; Refer staff to outside specialists as necessary; Follow-up with outside specialists; Provide health education; Participate in addressing work environment and occupational health issues; 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; 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); Perform other related duties as required; Work implies frequent interaction with the following: Staff at large, Staff within work unit, Staff counsellors, Senior management throughout the Organization, all specialized agencies, Military Physicians, Physicians and representatives of Laboratories, Pharmaceutical Companies, Medical Associations and Societies.

Competencies
Professionalism - Demonstrated in-depth knowledge and hands on experience in all aspects of clinical medicine; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. Leadership - Ability to identify key strategic issues and clearly communicate links between the Organization’s strategy and the work unit’s goals; good judgment and decision-making skills; ability to establish and maintain effective working relations both as a team member and team leader; demonstrated ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance in staffing. Managing Performance - Strong managerial/supervisory skills; ability to establish priorities and to plan and encourage performance, and co-ordinate and monitor work of others; delegate appropriate responsibility accountability and decision-making authority. Teamwork – Ability to operate effectively across organizational boundaries; ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Communication – Strong communication (spoken, written and presentational) skills, including ability to defend and explain difficult issues and positions to staff including senior officials. Technological awareness - Solid computer skills and good knowledge of relevant medical databases.

QUALIFICATIONS

Education
Advanced university degree (Master’s degree or equivalent) in Medicine. Residency in one of the medical specialties, preferably internal medicine/Infectious Diseases or related fields. Training and experience in tropical medicine is highly desirable. A first level university degree with a relevant combination of academic qualifications and experience may be
accepted in lieu of the advanced university degree.

Work Experience
At least 7 years of progressively responsible experience in clinical medicine, after residency with some managerial experience. Previous UN medical system/international medical experience or military medical experience with priority in international tasks.

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 essent

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Administrative Officer, P-4
DEADLINE FOR APPLICATIONS: : 20-08-10
DUTY STATION: Geneva, Switzerland
VACANCY ANNOUNCEMENT NUMBER: 09-ADM-OCHA-420162-R-GENEVA

______________________________________________________________________________
Remuneration

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

Responsibilities.

The incumbent will be responsible for the following duties: The incumbent acts as the Team Leader of General Administration Team. He or she will manage the staff and activities of the Team, which includes registry operation, bid openings, file and record management, data entry for management of various reporting system and other administrative tasks; administer the Division's requirements for communication equipment and service, office equipment, service and supplies and office space. The incumbent provides assistance in the management of financial resources of the Division. He or she will conduct analysis of financial resource requirements, collect data and draft proposals for the Division's budgetary requirements under regular budget and support account for peacekeeping operations; monitor and control budgetary allocations through regular reviews; provide effective monitoring reports and data; identify deviations from plans and propose corrective measures; produce budget performance
reports and process IMDIS data entry; and establish and maintain a set of sound policies, procedures, standards and tools which are consistent with UN policy and practice in order to ensure proper accounting, financial management and control. The incumbent provides assistance in the management of human resources of the Division. He or she will provide assistance in classification of posts, construction of vacancy announcements, selection of candidates, review of contractual status and future contractual arrangements of staff; review and provide assistance in processing staff travel requirements; monitor implementation of performance appraisal system and financial disclosure programme; provide assistance in appointment of consultants, interns and other experts; and develop reports on a wide range of human resource management issues. He or she will also provide advice to others on human resources administration, financial administration and management information issues and practices.

Competencies

Professionalism - Knowledge of programming, budgeting and financial management. Knowledge of procurement policy and procedural issues. Knowledge of the UN system, organization and inter-relationships. Knowledge of UN human resources policies, procedures, practices, regulations and rules. Knowledge of UN financial rules and regulations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Planning and organizing - Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. Client Orientation - Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client. Communication – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

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

Work Experience
At least 7 years of progressively responsible experience in administration, human resources, finance or related field. Experience in the United Nations system is required. Experience in and knowledge of the United Nations procurement activities are desirable.

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

Other Skills
Proficiency in the utilization of Microsoft Office (Word, Excel and PowerPoint) and IMIS or similar financial and human resource management system is required.

Salary and Benefits
As part of the UN secretariat, OCHA offers attractive remuneration packages and benefits. Starting salaries are based upon academic and professional qualifications, as well as the level of the post. We thank all applicants for their interest in employment opportunities with OCHA. Only candidates whose skills and experience are under serious consideration shall be contacted. Applicants are strongly encouraged to apply early due to the high volume of mails received.
How to apply

Interested and qualified applicants should submit a one-page cover letter and updated curriculum vitae (CV) together with complete contact details of three professional references. CVs should be in English. Please send your application to jobs@unocha-site.org with the Post code / position as the subject of your email. Candidates who are seriously being considered for a post will be contacted for an interview.

The Recruitment Section
Human Resources Management Unit
United Nations Office for the Coordination of Humanitarian Affairs
8-14 Palais de Nations, 1211,
Geneva 10, Switzerland.
Email: jobs@unocha-site.org