



UNITED NATIONS OFFICE COMMISSION ON SUSTAINABLE DEVELOPMENT (UNCSD) VACANCY NEWSLETTER®

Mission Statement

The United Nations Commission on Sustainable Development (CSD) was established by the UN General Assembly in December 1992 to ensure effective follow-up of United Nations Conference on Environment and Development (UNCED), also known as the Earth Summit. The Commission is responsible for reviewing progress in the implementation of Agenda 21 and the Rio Declaration on Environment and Development; as well as providing policy guidance to follow up the Johannesburg Plan of Implementation (JPOI) at the local, national, regional and international levels. The JPOI reaffirmed that the CSD is the high-level forum for sustainable development within the United Nations system.

The CSD meets annually in New York, in two-year cycles, with each cycle focusing on clusters of specific thematic and cross-sectoral issues, outlined in its new multi-year programme of work (2003-2017) (E/CN.17/2003/6) .

The CSD has opened its sessions to broad participation from both governmental and non-governmental actors, and it supports a number of innovative activities, such as the Partnerships Fair, the Learning Centre and a series of panels, roundtables and side events. The High-level segment features dialogue among Ministers, and Ministers also hold a special dialogue session with Major Groups.

As a functional commission of the UN Economic and Social Council (ECOSOC), CSD has 53 member States (about one third of the members are elected on a yearly basis). Each session of the CSD elects a Bureau, comprised of a Chair and four vice-Chairs.

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The following vacant positions currently exist at UNCSD View the attached file for our current job openings

- Research Assistant
- Administrative Assistant
- Regional Coordinator
- Social Affairs Officer
- Chief Of Branch
- Chief Nurse
- Environmental Affairs Officer
- Chief Finance Officer
- Programme Officer
- Chief Medical Officer

1. Research Assistant,

DATE OF ISSUANCE: 06 Nov 2008
ORGANIZATIONAL UNIT: Commission For Social Development
DUTY STATION: Bangkok/Newyork
VACANCY ANNOUNCEMENT NUMBER: 08-ADM-CSD-419286-R-
SALARY \$167,000.00 usd

Appointment against this post is on a local basis. External candidates will be considered only when no suitable internal candidate from the duty station is identified. If an external candidate is selected, his/her appointment will be subject to a passing grade on the relevant entry-level examination at the duty station. The candidate is responsible for any travel expenses incurred in order to take the examination at the duty station.

More Info

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

Responsibilities

Under the general supervision of the Chief, Trade Policy Section and the direct supervision of the Economic Affairs Officers, the Research Assistant will be responsible for the following duties • Sort, consolidate, extract and process data and quantitative as well as qualitative information, and enter into relevant databases of the Section. • Assist in compilation and preparation of project documents, reports and servicing of Trade Policy Section projects and initiatives, e.g. by collecting, selecting, analyzing and compiling materials from multiple sources, e.g. relevant databases, the library and the Internet • Assist in the evaluation and examination of trade data sets of the Section's database on Regional Trade Agreements (RTAs), Asia-Pacific Trade and Investment Agreements Database (APTIAD) for accuracy, clarity and validity. • Prepare a variety of reports, PowerPoint presentations,

tables, lists, graphs, charts and /or diagrams for information on trade policy related agreements (including APTA, WTO negotiations) and review by senior officers/Section Chief. • Develop and manage database of contact points within and outside the region for effective communication. • Provide guidance/training to new/junior staff in the Section as appropriate. • Take notes and draft minutes of Section Meetings when required. • Perform other related work as required.

Competencies

• PROFESSIONALISM: Ability to research, interpret and analyse a wide variety of data. demonstrates professional competence and mastery of subject matter; is motivated by professional rather than personal concerns; Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. • COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; • TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. • 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. • 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.

QUALIFICATIONS

Education

Completion of high school or equivalent diploma is required. University degree in Economics, Statistics or other field related to Social Science is preferable.

Work Experience

At least five years of progressively responsible experience in collecting and researching data across various areas of social and economic development or related areas. Experience in administrative and logistical support for implementation of projects is required.

Languages

English and French are the two official languages at the United Nations Secretariat. For the post advertised, fluency in both spoken and written English is essential; knowledge of another UN official language is an asset.

Other Skills

Experience in using WITS (World Integrated Trade Solution), conducting online searches on trade and investment related issues - through specialized sites and web tools, such as those of the International Trade Center - and maintaining databases of trade and investment related publications. Skills in using MS PowerPoint and graphical packages are strongly desirable.

2. Administrative Assistant,
DATE OF ISSUANCE: 08 Nov 2008
ORGANIZATIONAL UNIT: Commission For Social Development
DUTY STATION: Multiple D/S
VACANCY ANNOUNCEMENT NUMBER: 08-CSD-2345-R-
SALARY \$170,000.00 USD

More Info

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

Responsibilities

Within delegated authority, the Administrative Assistant will be responsible for the following duties: (These duties are generic and may differ depending on the requirements of the field mission.) Human Resources Management: Assist in processing and following up on actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, relocation, job classification reviews, separation, training etc. Enter and maintain administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems; Provide basic information to field mission staff with respect to administrative procedures, processes and practices; Maintain field mission staffing tables; prints and presents reports; Assist staff with the submission of entitlements related claims and reports such as travel claims, expense claims, document retrieval, inventory, etc. Budget and Finance: Record expenditures and allotments using IMIS, record variations, update budget tables; Perform simple calculations, coding and data; Prepare basic statistical tables and financial reports. General Administration: Provide general office support services, schedule appointments, follow-up on action deadlines, draft routine correspondence and assist in the preparation of documentation for distribution to various offices; Process and follow-up on simple administrative arrangements and forms related to the official travel of field mission staff; Maintain files of rules, regulations, administrative instructions and other related documentation; Maintain up-to-date work unit files in both electronic and hardcopy format. Perform other duties as required.

Competencies

Professionalism -. Ability to manage, process and maintain accurate records, interpret/analyze a wide variety of data, and identify/resolve data discrepancies and activity problems. Planning and Organizing - Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner. Commitment to continuous learning - Initiative and willingness to keep abreast of new developments in the accounting and budget area. Technological Awareness - Fully proficient in administration databases as they relate to accounts and personnel administration as well as procurement of supplies and equipment. Proficiency in various MS Office applications (Excel, Word,) and other IT applications. Teamwork - Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with budget/finance, human resource counterparts, and client departments. Communication - Ability to write in a clear and concise manner and to communicate effectively orally.

QUALIFICATIONS

Education

High school or equivalent diploma plus a combination of supplementary certification/diploma or other academic qualifications/training in finance, human resources, and personnel management.

Work Experience

A minimum of four (4) years of progressively responsible experience in finance, accounting, human resources, administrative services, or other related fields.

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.

3. Regional Coordinator,

DATE OF ISSUANCE:	14 Nov 2008
ORGANIZATIONAL UNIT:	Commission For Social Development
DUTY STATION:	
MULTIPLE D/S	
VACANCY ANNOUNCEMENT NUMBER:	08-CSD-3475-R-
SALARY	\$191,000.00 usd

More Info

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

Responsibilities

UNCSD is addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNCSD's Division of Early Warning and Assessment (DEWA) is responsible for analyzing the state of the global environment, providing early warning information and assessing global and regional environmental trends to catalyse and promote international cooperation and action on the environment. Under the overall guidance of the Director, DEWA, and in cooperation with the Director of UNCSD's Regional Office for Africa (ROA), the incumbent will be responsible for: 1. Strategic planning direction and management of the DEWA components of UNCSD's programme in Africa to ensure that (i) they respond to UNCSD's global mandate as well as the regional and national needs and priorities expressed by African countries; and (ii) they make a substantive contribution to achieving the expected accomplishments under the priority areas of UNCSD's Medium Term Strategy. This will include: (a) formulating regional strategies and biennial programmes of work in consultation with other staff in DEWA, staff of ROA, other Divisions of UNCSD and regional stakeholders; (b) developing a network of partnerships with other UN agencies, governments, scientific and technical expert institutions, civil

society and the private sector; (c) developing the regional budget for DEWA activities, and overseeing expenditure of funds/sub-allotments; (d) developing a resource mobilisation strategy, establishing links with major regional and global donors and fund raising to help complement UNCSA financing for programme implementation; (e) effective direction and management of the DEWA Africa programme including supervision of UNCSA staff, consultants and interns, development and oversight of partnership agreements, and the fulfillment of administrative and reporting requirements. 2. Implementation of the DEWA Africa programme at regional, national and sub-national levels within the framework of UNCSA's Bali Strategic Plan for Technology Support and Capacity-building and the One UN process at national level. This will include (a) further development and maintenance of environmental data, information management and networking systems; (b) technical assistance in integrated and thematic environmental assessment (c) establishment of processes for early warning of emerging environmental threats. 3. Coordination and delivery of regional inputs to global environmental assessment and early warning processes. 4. Other duties as requested by the senior management of DEWA and/or UNCSA.

Competencies

Professionalism - Ability to assimilate and analyze complex information and derive policy-relevant findings; understanding of the science underpinning a broad range of environmental issues and of their policy implications; recognized expertise in one or more of the following fields: environmental data and indicators, geographic information and knowledge management systems, environmental assessment, publications and outreach; familiarity with UN Development Group strategies and guidelines an advantage. Client orientation - Ability to identify client needs, develop programme solutions and meet timelines for service and product delivery; ability to establish and maintain productive partnerships with clients; well developed tact and negotiating skills. Communication - Excellent communication (oral, written and presentational) skills, with language, style and format tailored to match the audience; ability to defend and explain difficult issues and positions to staff and senior officials; Teamwork - Ability to work collaboratively and operate effectively across organisational boundaries; ability to motivate and empower team members in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance. Leadership - Ability to identify key strategic issues, opportunities and risks; ability to generate and communicate broad and compelling organizational direction; ability to develop clear goals that are consistent with agreed strategies; demonstrated innovative technical leadership by performing and/or overseeing the planning, development, and management of operations; good judgement and decision-making skills.

QUALIFICATIONS

Education

An advanced university degree in a discipline related to environment and sustainable development. A first university degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

Work Experience

At least 10 years of progressively responsible experience in fields associated with the post, of which 5 years should be at the international level and 2 years in a supervisory capacity. Demonstrated ability to supervise and direct multidisciplinary and multinational teams. Experience of results-based, client oriented project formulation, management and implementation. Proven track record of external resource mobilization. Knowledge of global and regional environmental issues acquired through extensive work with both governmental and expert institutions in Africa. Knowledge of UN and UNCSD would be an advantage.

Languages

English and French are the working languages of the United Nations secretariat. For the advertised post, fluency in oral and written English and French are essential. Knowledge of Arabic is an advantage.

Other Skills

Affinity with a range of Information Technology skills and environmental

4. Social Affairs Officer,

DATE OF ISSUANCE:	17 NOV 2009
ORGANIZATIONAL UNIT:	Commission For Social Development
DUTY STATION:	New York
VACANCY ANNOUNCEMENT NUMBER:	08-CSD-419270-R-NEW YORK
SALARY	\$165,000.00 usd

More Info

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

The post is located in the Office of the Director of the Division for Social Policy and Development in the Department of Economic and Social Affairs. Under the general guidance of the Division Director, the incumbent is responsible for:

- Providing support to the Director in the following areas: 1) management of personnel in the Division, including filling of vacancies and training of staff; 2) preparation of the programme budget and performance report; 3) planning of the work programme of the Division.
- Reviewing, analysing and finalizing the preparation of the strategic framework on the basis of submissions from the different work units in the Division, taking into account recommendations and decisions of specialized intergovernmental bodies.
- Providing substantive support on social issues to intergovernmental bodies (i.e. General Assembly, the Economic and Social Council, the Commission for Social Development); planning, organizing and provide substantive servicing of ad hoc expert group meetings, workshops, panels and round tables on social development issues to include identification and selection of participants, development of background documentation, and analytical briefs based on the outcome of such meetings.
- Reviewing studies, reports, background papers, parliamentary documentation on a wide range of social development and related issues; preparing statements on socio-economic issues, as required.
- Promoting public awareness of the implementation of the Division's mandates; preparing inputs to information campaigns; liaising with stakeholders within and outside the UN system on information development and distribution.
- Representing the Division

at inter and intra-departmental meetings on substantive and administrative matters. • Managing, guiding, developing and training staff under his/her supervision.

Competencies

Professionalism - Comprehensive knowledge of policies and guidelines pertaining to management of personnel and budgetary matters as well as sound knowledge of relevant institutional mandates related to social development; demonstrated problem-solving skills and ability to use sound judgment in applying technical expertise to resolve a wide range of complex issues/problems. Commitment to Continuous Learning - Willingness to keep abreast of new developments in the field. Planning and Organizing - Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent tasks. Ability to work under pressure. 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. Communications - Excellent communication (spoken and written) skills, including the ability to convey complex concepts and recommendations to staff in a clear and concise manner. Strong negotiation skills and ability to influence others to reach agreement.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in social sciences or related humanities 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

A minimum of seven years of progressively responsible experience in the field of social policy and development combined with experience in personnel and budgetary matters. Experience with Galaxy an asset.

Languages

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

5. Chief Of Branch,

DATE OF ISSUANCE:	17 NOV 2009
ORGANIZATIONAL UNIT:	Commission For Social Development
DUTY STATION:	New York
VACANCY ANNOUNCEMENT NUMBER:	08-CSD-5678-R-NEW YORK
SALARY	\$185,000.00 usd

Responsibilities:

The Chief of Branch would perform the following functions: (a) Assists the Director in planning and organizing the work programme of the Division, and oversees its implementation in relation to the Demographic Analysis Branch and

its sections, namely the Fertility and Family Planning Studies Section, the Mortality Section and the Migration Section;

(b) Assists the Director in the substantive servicing of the Commission on Disarmament Affairs, other intergovernmental bodies and intergovernmental negotiations in which the Disarmament Division has secretariat functions; (b) Oversees and coordinates cross-sectional activities of the Demographic Analysis Branch; (c) Provides substantive direction to the work of the Demographic Analysis Branch related to technical cooperation; (d) Oversees and contributes to the preparation of parliamentary documents mandated by intergovernmental bodies, in particular the annual report of the Secretary-General on the special themes of the Commission on Disarmament and Development, preparing drafts and organizing, reviewing and substantively editing inputs from within the Division, regional commissions and specialized agencies; (e) Assists the Director in the review and clearance of all substantive publications of the Demographic Analysis Branch; (f) Oversees the preparation of the United Nations Disarmament Bulletin and the Disarmament Newsletter; (g) Coordinates and maintains liaison with relevant Secretariat units, specialized agencies and other United Nations organizations as well as organizations outside the United Nations system; (h) Performs other tasks as assigned by the Director.

Competencies:

- **Professionalism:** Expert knowledge in the technical field of demography and sound understanding of the intergovernmental processes involved in the implementation of the Programme of Action of the International Conference on Disarmament and Development.
- **Planning and organizing:** Proven ability to plan and organize work, requiring an in-depth understanding of the Division's strategic direction and ability to integrate the work of the Branch into the work programme of the Division.
- **Communications:** Excellent drafting ability and communication skills, both oral and written.
- **Gender mainstreaming:** Ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance and geographic balance in staffing.
- **Teamwork:** Good interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- **Ability to lead and promote cooperation in a team endeavor.**
- **Judgment/Decision-making:** Mature judgment and initiative, imagination and resourcefulness, ability to provide strategic direction and ensure an effective work structure to maximize productivity and achieve goals
- **Managing Performance:** Ability to exercise leadership and proven supervisory skills. Ability to establish priorities and to plan. Ability to coach, mentor and develop staff. Capacity to encourage good performance, to coordinate and monitor the work of others, and to delegate appropriate responsibility, accountability and decision-making authority.

Education:

Advanced university degree (PhD or equivalent preferred) in demography or in sociology, statistics or economics with emphasis on disarmament is required.

Work Experience :

At least 15 years of experience in disarmament research and policy analysis is required. A proven track record of

successfully managing multicultural research teams and providing them with the requisite technical leadership is required. Experience with substantive servicing of intergovernmental bodies and with intergovernmental negotiations is desirable. Experience in multi-year work programming is desirable.

6. Chief Nurse,
DATE OF ISSUANCE: 17 NOV 2009
ORGANIZATIONAL UNIT: Commission For Social
Development
DUTY STATION: New York
VACANCY ANNOUNCEMENT NUMBER: 08-CSD-5678-R-NEW YORK
SALARY \$160,000.00 usd

Responsibilities

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

Competencies

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

QUALIFICATIONS

Education

Registered Nurse who is a graduate of either an accredited Baccalaureate Nursing Programme (University) or an accredited Diploma

Programme (4 years). Certificates in ECG, CPR or Basic Life Support is an asset.

Work Experience

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

Languages

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

7. Environmental Affairs Officer

ORGANIZATIONAL UNIT:	Commission For Social Development
DUTY STATION:	New York
VACANCY ANNOUNCEMENT NUMBER:	08-CSD-5678-R-NEW YORK
SALARY	\$172,000.00 usd

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 sub regional 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 sub regional 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.

8. Chief Finance Officer

ORGANIZATIONAL UNIT:	Commission For Social Development
DUTY STATION:	New York
VACANCY ANNOUNCEMENT NUMBER:	08-CSD-8998-R-NEW YORK
SALARY	\$174,000.00 usd

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 UNCSD 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 UNCSD 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.

9. Programme Officer

ORGANIZATIONAL UNIT:
DUTY STATION:

Commission For Social Development
New York

VACANCY ANNOUNCEMENT NUMBER:

08-CSD-8908-R-NEW YORK

SALARY

\$177,000.00 usd

More Info

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

Responsibilities

Under the overall supervision of the Special Assistant to the Deputy High Commissioner for Human Rights, the incumbent assists the Special Assistant in the management and administration of projects carried out by the Executive Office; Manages the XB projects carried out by the Executive Office; Is responsible for Executive Office contribution to the Annual Report and Annual Appeal; Coordinates the clearance and Executive Office authorization of the OHCHR branches travel plans; Initiates an electronic system for the authorization and tracking of travel requests, in coordination with administration services and IT team; Acts as Focal point for administrative matters for the Executive Office; Is responsible for correspondence dealing with invitations addressed to the High Commissioner and the Deputy High Commissioner and advises on possible participation; Drafts official correspondence for the High Commissioner and Deputy High Commissioner on a variety of subject matters; Represents the Executive Office in internal Task Forces and Working Groups; Assists in the clearance of reports to the General Assembly, Commission on Human Rights, and Sub-Commission on the Promotion and Protection of Human Rights.

Competencies

Professionalism: Experience in project management, good problem-solving skills; ability to apply good judgment in the context of assignments given. Planning and Organizing; Ability to plan own work and manage conflicting priorities - meeting deadlines. Communication; Excellent communication (spoken and written) skills, including ability to draft/edit a variety of correspondence, reports and other communications and to articulate ideas in a clear, concise style, ability to draft and coordinate the preparation of papers for internal and external use. Teamwork: Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender-balance.

QUALIFICATIONS

Education

University Degree (preferably in political science, international relations, public administration or other related disciplines).

Work Experience

At least 5 years of progressively responsible experience at national and international levels in the area of international relations and/or public administration, including in management.

Languages

Fluency in English or French and working knowledge of the other.

10. Chief Medical Officer

ORGANIZATIONAL UNIT:

Commission For Social Development

DUTY STATION: New York
VACANCY ANNOUNCEMENT NUMBER: 08-CSD-7919-R-NEW YORK
SALARY \$175,000.00 usd

Responsibilities

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

Application Method.

ALL INTERESTED APPLICANTS SHOULD SEND THEIR RESUME TO THE DIRECTOR, HUMAN RESOURCES. Via email: jobs@uncsd-site.org
Early application is advised.

Important - Kindly reflect the following information in your application:

- 1) Indicate Ref. No. VA 08/CSD/0XX/LOCATION in the subject heading of your e-mail message.
- 2) Include your motivation note/letter attached to the email.
- 3) Name any attached documents properly

WARNING TO APPLICANTS:

United Nations Commission For Sustainable Development does not charge any Job application, interview meeting or Job processing Fee. Only candidates whose skills and experience are under serious consideration shall be contacted.

