



*Creating Markets, Creating Opportunities*

The International Finance Corporation (IFC) is an international financial institution that offers investment, advisory, and asset-management services to encourage private-sector development in less developed countries. The IFC is a member of the World Bank Group and is headquartered in Washington, D.C. in the United States.

Since 2009, the IFC has focused on a set of development goals that its projects are expected to target. Its goals are to increase sustainable agriculture opportunities, improve healthcare and education, increase access to financing for microfinance and business clients, advance infrastructure, help small businesses grow revenues, and invest in climate health.

IFC in affiliation with other UN entities presently require the services of resourceful, experienced and dynamic candidates at various UN DUTY STATIONS in Geneva, Copenhagen, Jerusalem, Beijing, New York, Santiago and Hong Kong for the following positions listed below:-

## **Job Opening**

**Posting Title: Programme Management Officer, P4**

**Job Code Title: PROGRAMME MANAGEMENT OFFICER**

**Duty Station: Multiple**

### Responsibilities

- Participates in the development, implementation and evaluation of assigned programmes/projects, etc. and provision of quality technical support to global, regional and country programmes/projects; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Researches, analyzes and presents information gathered from diverse sources.
- Assists in analysis of issues and trends, stakeholder mapping, in alignment with relevant areas of the Strategic Plan, etc.
- Undertakes survey initiatives; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.

- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

## **Competencies**

**PROFESSIONALISM:** Knowledge and understanding of theories, concepts and approaches relevant to focusing on urban crisis prevention and response, including issues of migration and displacement. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

**PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

## **Education**

Advanced university degree (Master's degree or equivalent) in urban and regional planning, business administration, management, economics or a related field is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

## **Work Experience**

A minimum of five (5) years of progressively responsible experience in project or programme management, administration or related area is required. Experience in working on issues of urban crisis prevention and response, including issues of migration and displacement is required. Experience in concrete programme or project experience related to migration or displacement in particular in developing countries is desirable.

## **Languages**

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

**Posting Title: Economic Affairs Officer, P4**

**Job Code Title: ECONOMIC AFFAIRS OFFICER**

**Duty Station: Multiple**

Responsibilities

Under the overall supervision of the Chief of the Division, the Economic Affairs Officer will be responsible for the following duties:

**Economic or sector analysis:**

- Monitors economic developments in the non-renewable natural resources area and identifies recurrent and emerging issues of concern to the United Nations.
- Designs and conducts studies of selected issues in economic, sustainable development and natural resources and draft resulting reports.
- Interprets and applies results of quantitative and qualitative methods to analysis of economic prospects and policies.
- Develops draft policy recommendations pertaining to natural resources management.
- Formulates proposals for development strategies, policies and measures for presentation to intergovernmental bodies and others.
- Attends international, regional, and national meetings to hold discussions with representatives of other institutions.
- Organizes expert group meetings, seminars, etc. on development issues.
- Prepares speeches and other inputs for presentations by senior staff.

**Intergovernmental support**

- Provides substantive support on economic issues related to natural resources to intergovernmental bodies (such as the General Assembly, the United Nations Conference on Trade and Development (UNCTAD), the Economic and Social Council, the Trade and Development Board, the regional commissions and the subsidiary bodies of each).
- Represents organizational unit at international, regional and national meetings.

**Technical cooperation:**

- Designs and monitors technical cooperation projects.
- Undertakes missions to member states, either alone or as a participant in a diverse team, as part of the Organization's technical cooperation activities.
- Prepares global, regional, national or sector analyses that provide a basis for advising national governments on economic development related to natural resources issues.
- Conducts training seminars and workshops for government officials and others.
- Formulates technical modalities for the evaluation of individual technical cooperation projects.

**General**

- Supports junior staff, reviewing their work and providing feedback.
- Participates in intra- and inter-Departmental undertakings of broader concern to represent the views or interests of the organizational unit.
- Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work unit's service.;
- Undertakes on-the-job and other training activities, both internally and externally.

**Competencies**

- **Professionalism:** Ability to apply economic theories and concepts in different sectors of economics, natural resources and sustainable development. Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of data provided by different sources. Ability to identify and develop sources for data collection. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.

### **Education**

Advanced university degree (Master’s degree or equivalent) in economics is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of seven years of progressively responsible experience in economic research and analysis, policy formulation, application of economic principles in development programmes or related area is required.

Specific working experience in development programmes related to natural resources is desirable

At least three years of specific working experience in quantitative and qualitative economic analysis in issues related to natural resources is desirable.

At least three years of specific working experience in public sector or multilateral development organizations (public policies formulation, implementation or monitoring and evaluation) in areas related to non-renewal natural resources is desirable.

At least three years of working experience in team management and in designing and managing projects of international cooperation is desirable. Working experience in Latin America and the Caribbean is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For this position, fluency in Spanish and English is required.

**Posting Title: Procurement Officer, P4**

**Job Code Title: PROCUREMENT OFFICER**

**Duty Station: Multiple**

### **Responsibilities**

Within delegated authority and depending on location, the Procurement Officer may be responsible for the following duties:

- Plans, develops and manages all procurement and contractual aspects of projects of significant complexity related to worldwide procurement of diverse services (e.g. professional services, recruitment & training services including online training platforms, subscription services, conference services etc.), taking into account local economic and other conditions.
- Advises requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle.
- Prepares/oversees preparation and distribution of invitations to tender and manages/conducts all aspects of bid/proposal evaluations.
- Formulates strategies and designs innovative solutions to resolve issues/conflicts for complex procurement projects.
- Establishes and maintains work program and schedule for ongoing contracts and newly-planned ones.
- Participates in negotiations with senior supplier representatives; signs procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the Contracts Committee for review and subsequent approval by the authorized official.
- Conducts market research to keep abreast of market developments; researches and analyzes statistical data and market reports on the world commodity situation, production patterns and availability of good and services.
- Acquires and cleans data from primary or secondary sources and maintain databases/data systems.
- Identifies new technologies, and products/services, evaluates and recommends potential supply sources and participates in the incorporation of research results into the procurement program.

- Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations.
- Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc.
- Provides guidance to, and may supervise, new/junior staff.

## **Competencies**

- **Professionalism:** Knowledge of internationally recognized procurement standards and of all phases of international procurement techniques and operations used in contracting for a diverse range of goods and services. Knowledge of contract law and expertise in handling complex contract issues. Knowledge of quantitative methods to measure supplier capacity systems and ability to identify sources of supply, market trends and pricing. Ability to shape and influence agreements with requisitioning units and vendors. Ability to apply technical expertise to resolve a range of issues/problems. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

## **Education**

Advanced university degree (Master’s degree or equivalent degree) in business administration, public administration, commerce, engineering, law or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Professional certification such as Chartered Institute of Purchasing and Supply certification (CIPS Level 4) or another equivalent is desirable.

## **Work Experience**

A minimum of five years of progressively responsible experience in procurement, contract management, contract administration or logistics and supply chain management or related area is required

A minimum of two consecutive years of experience in conducting international tender exercises to award contracts for procurement of complex goods and services during the last five years is required.

Experience in public sector procurement processes and procedures is desirable.

Experience in the use of procurement information systems such as SAP is desirable.

Experience in the procurement process and procedures supporting the implementation of the programmes and operations of the United Nations field missions, the United Nations Common System or other comparable international organization is desirable.

Experience in procuring complex services such as professional services, recruitment & training services including online training platforms, subscription services, conference services is desirable.

Experience in sourcing, cleaning and preparing data, selection and developing visualization/metrics that enable easy communication/interpretation by the users is desirable.

## **Languages**

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

**Posting Title: Administrative Officer, P5**  
**Job Code Title: ADMINISTRATIVE OFFICER**  
**Duty Station: Multiple**

### **Responsibilities**

#### **HUMAN RESOURCES**

1. Initiate and effectively coordinate all actions relative to the administration of human resources activities, including but not limited to: recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training, etc., ensuring consistency in the application of UN Staff Rules and Regulations.
2. Designs, plans and implements a strategy for performance and results-based management in accordance with UN Rules and Regulations. Provides a strategy performance management advice to staff and management.
3. Assesses training needs, identifies, designs and delivers training and coaching programs to staff at all levels throughout the Organization.
4. Represent the Department/Unit at Departmental Panels and appointment bodies.
5. Review post incumbency reports for purposes of vacancy management and staffing table control.

#### **BUDGET AND FINANCES**

1. Approve and manage Umoja related financial functions and processes acting as a certifying officer for finance, implementing partner agreements, Human Resources, travel and low value procurement transactions. Provide guidance to functional units on financial accountability within programme responsibilities and on the effective use of programme resources.
2. Supervises and/or provides guidance on financial administration and management information issues and practices to colleagues. Provide guidance and leadership to junior finance staff.
3. Develop, implement, and maintain internal controls to monitor and ensure that financial resources are utilized to implement activities in accordance with work plans and cost plans. Monitor obligations and expenditures in line with approved cost plans.
4. Prepare and revise project budgets in line with work plans and financial rules and regulations and ensure that costs are reasonably estimated.
5. Review and clear financial reports to donors and liaise with headquarters for approval.
6. Review financial reports and audit reports from implementing partners, identify the existence of illegible expenses and if necessary, request the reimbursement of the funds to the implementing partner.
7. Manage petty cash in accordance with established procedures, maintain accurate and complete petty cash records and receipts, and ensure that replenishments are done in a timely manner.
8. Certify payroll for consultants and follow up with the United Nations Office Nairobi (UNON) on monthly payments.
9. Verify inter-office vouchers (IOVs) prepared by UNDP to confirm accuracy of accounts and to allow for reconciliation with UNON's accounting system.
10. Ensure proper management of office assets, including maintenance of inventory, physical verification of assets and disposal of assets.

#### **GENERAL ADMINISTRATION**

1. Maintain a central filing system; ensuring consistent use and appropriate archiving of official administrative, finance, and human resource documents. Maintain confidential personnel files, ensuring that information is complete and updated.
2. Represent UNEP at meetings on administrative issues (e.g. OMT) such as national salary scales, common services, premises, etc. when requested by Finance Management Officer
3. Assume the responsibilities of the Finance Management Officer in her/his absence.
4. Performs other duties as required.

### **Competencies**

**PROFESSIONALISM:** Knowledge of administrative, budgetary, financial and human resources policies and procedures; Ability to apply various UN administrative rules and regulations in work situations; Conceptual analytical and evaluative skills to conduct independent research and analysis; Ability to identify issues, formulate opinions, make conclusions and recommendations; Shows pride in work and in achievements. Demonstrates

professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

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

### **Education**

An advanced university degree (Master's or equivalent) in accounting, finance, administration, audit or related area is required. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of five (5) years of progressively responsible experience in accounting, finance, human resources, administration, or related fields is required. Work experience with the Enterprise Resource Planning (ERP) is desirable.

Work experience in auditing is desirable.

Work experience with an international organization or another comparable large organization and its administrative and financial rules and regulation is desirable.

### **Languages**

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

**Posting Title: Human Resources Officer, P4**

**Job Code Title: HUMAN RESOURCES OFFICER**

**Duty Station: Multiple**

### **Responsibilities**

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

General

- Provides advice and support to managers, client departments and staff on human resources related matters using Umoja ERP tool.
- Prepares special reports and participates and/or leads special human resources project.
- Keeps abreast of developments in various areas of human resources.

Administration of entitlements

- Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulation and rules.
- Administers and provides advice on salary and related benefits, travel, and social security entitlements.
- Determines and recommends benefits and entitlements, such as dependency, education grant, rental subsidy, and language allowances for staff on the basis of contractual status.
- Reviews policies and procedures and recommends changes as required.
- Reviews and recommends level of remuneration for consultants.

Staff development and career support

- Provides advice on mobility and career development to staff, particularly young professionals and staff in the General Service and related categories.
- Designs, plans, monitors, and provides induction orientation programme and briefing to new staff members.

- Provides performance management advice to staff and management. Assists supervisors and staff with understanding and using the ePerformance appraisal system.
- Assesses training needs, identifies, designs and delivers training programmes to HR Partners as well as leads special projects.

#### **Other duties**

- Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements and reviews cases involving outside financial obligations of staff.
- Conducts and coordinates salary surveys assessing the labor market at Headquarters and in the field and establishes salaries and related allowances of locally-recruited staff and provide support for audit and respond to queries.
- Prepares terms of reference for classification analysis of jobs in Professional and General Service and related categories.
- Provides guidance to programme managers on the application of classification policies and procedures and by undertaking whole office review.
- Assists in preparing policy papers, position papers, reports related to administration of staff entitlements and benefits and briefing notes on issues related to area of work.

#### **Competencies**

Professionalism: Knowledge of human resources management, in particular with regard to administration of entitlements and benefits; analytical skills; Demonstrated ability to interpret Staff Rules and apply them in operational environment; Knowledge of the United Nations common system or similar international organization's staff rules and regulations, human resources policies, procedures and practices and ability to provide competent advice to internal team members as well as group of clients. Shows pride in work and in achievements.

Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Technological Awareness: Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

#### **Education**

Advanced university degree (Master's degree or equivalent degree) in public or business administration, human resources management or related area. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced degree.

#### **Work Experience**

A minimum of five years of progressively responsible experience in administration, management, human resources or related area is required.

Experience in administration of complex staff entitlements and benefits, such as education grant and dependency allowance, in the United Nations Common System or any comparable international organization is required.

Experience with Enterprise Resource Planning (ERP) system, Umoja or equivalent, in the area of human resources is required.

Experience with on-boarding HR platforms, such as Inspira or equivalent is desirable.

Experience with supervising junior staff is desirable.

#### **Languages**

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

**Posting Title: Auditor, P4**  
**Job Code Title: AUDITOR**  
**Duty Station: Multiple**

### **Responsibilities**

The Auditor will be responsible for the following duties:

- Lead audits/special reviews pertaining to large and complex information and communications technology (ICT) environments
- Assess client business processes, information systems and internal controls, and perform advanced data analytics using technology-based audit techniques
- Identify and allocate tasks, coordinate/monitor work, control audit/assignment resources, consolidate results, etc.
- Prepare risk-based audits/reviews and plans/programmes, in accordance with OIOS standards
- Supervise and coach staff throughout the audit/review to ensure conformity with OIOS standards in all the phases of the audit process
- Empower and challenge more junior staff to actively participate in the management of the audit/review
- Create data visualizations for internal or external use to support report writing and presentations
- Collect, organize, manage, and disseminate information with attention to detail and accuracy
- Conduct data collection and analysis using data-analysis tools
- Document, evaluate, and test systems and controls to determine their adequacy and effectiveness, ensuring: (i) compliance with policies and procedures; (ii) accomplishment of management's objectives; (iii) reliability and integrity of information; (iv) economical use of resources; and (v) safeguarding of assets
- Prepare working papers for review by the Senior Auditor/Section Chief
- Develop and discuss findings, agree on recommendations and timelines for corrective action with responsible officer of operations audited, and monitor the implementation status of agreed recommendations
- Draft audit/assignment reports for Organization-wide consumption, including senior management and the General Assembly
- Prepare presentations using available technology tools (e.g., PowerPoint)
- Make presentations of audit results to senior management of IAD and senior management of the operation audited
- Monitor the status of audit recommendations
- Appraise adequacy of follow-up action taken on audit findings and recommendations
- Maintain and update audit programs
- Monitor information standards and guidelines, including test paradigms
- Keep abreast of emerging technologies in ICT and develop audit plans and tests to evaluate the related risks pertaining to the application of such technologies
- Participate in the preparation of the audit work plan
- Identify training needs, develop training programmes and materials, and conduct workshops with respect to auditing approaches and techniques
- Evaluate staff performance; perform management review of work performed by assistant auditors, prior to the review by the Senior Auditor/Section Chief
- Perform other related duties as determined by the Senior Auditor/Section Chief

### **Competencies**

**Professionalism:** Exercises due professional care by considering the: extent of work needed to achieve the audit plan; relative complexity, materiality, or significance of matters to which assurance procedures are applied; adequacy and effectiveness of risk management, control, and governance processes, probability of significant errors, irregularities, or non-compliance; and cost of assurance in relation to potential benefits. Ability to identify issues, formulate opinions and present conclusions and recommendations. Demonstrates professional competence and has the knowledge of auditing standards and practices, risk assessment, and applicable financial rules and procedures. Is alert to significant risks that might affect objectives, operations, or resources. Has knowledge of specialized IT audit applications, such as IDEA, ACL, and TeamMate. Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication;

tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

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

### **Education**

Advanced university degree (Master's degree or equivalent degree) in business administration, finance, accounting, information systems, or a related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted, in lieu of the advanced university degree. Certification as a Certified Information Systems Auditor (CISA), Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Fraud Examiner, or Certified Information Systems Security Professional (CISSP) is desirable.

### **Work Experience**

A minimum of seven years of progressively responsible professional experience in audit, finance, accounting, administration, statistics, computer science, or related area is required.

Experience in ICT auditing, including hands-on experience in auditing ERP systems, ICT operations, cloud computing, and cybersecurity is required.

Experience in data analytics, developing queries/scripts, and using various data analytics software and visualization tools, such as SQL, Python, and Power BI, is required.

Experience in using vulnerability assessment tools, such as Nessus and Nmap, is desirable.

### **Languages**

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

**Posting Title: Logistics Officer, P4**

**Job Code Title: LOGISTICS OFFICER**

**Duty Station: Multiple**

### **Responsibilities**

Within delegated authority and under the guidance of the Chief, MSC, the Logistics Officer, will be responsible for the following duties:

- Coordinate all Mission-level logistics operations activities within Mission area with Service Delivery Management, Supply Chain Management and Operations and Resource Management.
- Develops, prepares, coordinates, and monitors overall logistic support plans including logistics forecasting, supply schedules, priorities or requirements, and resolution of urgent operational needs.
- In accordance with the priorities laid down by Chief MSC / CORM, coordinate prioritization and tasking of all air, land and maritime transport assets for the movement by air, water or surface of personnel and cargo in consultation with MAOC and JMCC
- Maintain a strong liaison with FHQ Operations Support branch, provide them technical advice on support operations matters, when required; review and provide recommendations to Chief MSC on the "Service Support" part of the draft OPOs, OPLANs, FRAGOs or WARNOs from the Military and Police components, ensuring they are in line with the existing guidelines and policies and are within the Mission Support capabilities and capacities before the documents are officially released.
- Assists the Chief MSC in the development of policy and procedures for logistics support in the Mission.
- Ensures that logistics requirements take account of gender-specific needs also in planning and preparation of policy documents, guidance, and SOPs
- Advises senior management on logistics management, structures, and staffing levels to ensure that they are always adequate to meet the requirements of the logistics strategy.
- Participate when required, for any Mission level reviews, studies, work groups, or planning teams etc.

- Organizes and chairs logistics meetings, and maintains liaison with Force and Police HQs and Movement Control Section at Mission Level, to have a clear understanding and coordination of troops/police deployments, rotations, and repatriations

- Develops a training program for logistics staff in coordination with the military component and the various administration sections.

Brief the Chief MSC daily on the status of logistics support and project implementation updates.

- Manages civilian and military Mission Support Centre staff reporting to him; Evaluates staff performance, interviews/evaluates candidates for job openings.

- Carries out regular liaison with the Planning and Information & Reporting Units of MSC, to share and coordinate the inflow of information and fill in the gaps in information received from other sources. Works in close coordination with the Operational Support Managers (OSMs) to provide operational and technical guidance in the performance of their duties and coordinate any required Mission Level coordination of their requirements not available in their AoRs.

- Carry out logistics support coordination with MSD Sections to establish Mission's priorities and resources allocation within the framework of the overall Mission Support Plan and guidance provided from Mission senior management.

- Performs other related duties as required.

Competencies

**Professionalism:** Knowledge of logistics operations and practices. Ability to develop logistics plans, policies, procedures and new programs. Ability to provide technical and procedural advice in a broad range of logistics areas. Ability to develop, maintain and supervise accountability systems for materials, services and contracts management. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Planning & Organizing:** develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently

**Client Orientation:** considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client

**Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

## **Education**

Advanced university degree (Master's degree or equivalent) in logistics, transportation management, supply-chain management, Business administration, or related field. A first-level university degree with a relevant combination of two additional years of experience in areas such as transportation or logistics operations/management, supply chain management, etc. may be accepted in lieu of the advanced university degree.

## **Work Experience**

Minimum of seven years of progressively responsible professional experience planning, coordinating and managing multi-functional supply chain and support logistics operations in the field and international environment or related area is required.

Experience in project management of geographically dispersed complex projects is required.

Experience in providing logistics and supply chain support services in a complex, volatile, conflict or post-conflict environment is required.

Experience in international military or UN peacekeeping operations is desirable.

Experience of Mission Strategic Planning and participation in drafting Mission Support contributions to Integrated Strategic Framework, Mission Concept, MSD Annual Support Plan and Military/Police CONOPS is desirable.

### **Languages**

English is the working language of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required.

**Posting Title: Information Management Officer, P4**

**Job Code Title: INFORMATION MANAGEMENT OFFICER**

**Duty Station: Multiple**

### **Responsibilities**

Within delegated authority, the Information Management Officer will be responsible for the following duties:

- **Coordination:**

Establish and maintain an information management working group in accordance with IASC guidance to facilitate humanitarian information exchange and the promotion of data and information standards; engage with counterparts in government to ensure that information activities are coordinated and consistent with national standards and practices; provide training and expertise on the use and development of information management tools and platforms to OCHA staff and humanitarian partners; advocate for the use of data standards and common platforms, and for the open exchange of information.

- **Content Management**

Manage content on relevant web platforms, provide overall quality control for the platform and ensure content is current, comprehensive and follows relevant metadata standards; work with external counterparts on related web platforms such as agency and cluster websites and OCHA managed platforms to facilitate cross-site search and interoperability.

- **Data Analysis**

Design, develop and manage databases, spreadsheets and other data tools; understand, document, and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability; consolidate operational information on a regular schedule to support analysis.

Organize, design and carry out the evaluation and analysis of location specific datasets through meaningful statistical techniques; participate in the development and revision of data standards and advise on the application of these standards into local systems and processes; participate in the development, implementation and management of new indicators, together with its accompanying data, to be included in a Common Humanitarian Dataset; understand, document and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability.

Support assessment and needs analysis activities, including humanitarian needs overviews, secondary data reviews, preliminary scenario definitions and multi-cluster initial rapid assessments; provide advice on assessment design to ensure data quality; manage platforms and tools that support data collection and analysis such as KoBo Toolbox and Open Data Kit (ODK).

Develop and maintain spatial baseline and operational datasets in accordance with relevant standards and guidance; maintain a repository of spatial data and ensure that the data are documented and accessible to all humanitarian partners through local and/or online services.

- **Data Visualization**

Produce and update information products such as reports, charts and infographics by turning data into graphical products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials.

Produce and update high-quality map products and online services.

- Performs other related duties, as required.

### **Competencies**

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to the management of information in complex emergencies, disaster preparedness, disaster response and early recovery; Ability to identify issues, analyze humanitarian trends and participate in the resolution of issues/problems; Ability to conduct data collection using various methods; Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in

the use of various research sources, including electronic sources on the internet, intranet and other databases; Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities; Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- **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.

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

### **Education**

Advanced university degree (Master’s degree or equivalent) in information management, information systems, social science or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

- A minimum of five years of progressively responsible experience in humanitarian information management, information systems, web management, data management, geographic information systems & mapping, data visualization, or other related area is required
- Experience managing information and working in complex emergencies is required
- Relevant experience within the UN system or an international organisation is desirable.
- Experience in the region is desirable.

### **Languages**

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

**Posting Title: Finance Officer, P4**

**Job Code Title: FINANCE OFFICER**

**Duty Station: Multiple**

### **Responsibilities**

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

- Managing the achievement of RSCE key performance indicators (KPIs) and all Service Level Agreement (SLAs) components for RSCE projects/programmes/operations related to the Accounts Unit
- Ensure that the outputs produced by the team are maintaining high quality standards; that reports are clear, objective, and based on comprehensive data. Plan, organize, manage, guide, train, supervise the work of the team assigned. Plan and oversee the management of the activities undertaken by the team.

- Review and undertake the closing of monthly accounts, followed by preparation of financial statements for submission to client missions and Headquarters. Ensure that accounting records from IPSAS compliant Trial Balances derived, are maintained.
- Scrutinizes source documents for completeness, accuracy and validity of reported figures and underlying transactions.
- Assists in development of the Service Line's annual budget development programme, particularly with respect to the establishment of major resourcing priorities, prepare cost estimates and budget proposals, in terms of the Service Line's resourcing requirements such non-staff requirements, including programmatic aspects; review, analyze and revise data with respect to the finalization of the budget proposals as well as Result Based Budgeting inputs.
- Participates in the preparation, review and finalization of budget performance reports in compliance with the Legislative requirements and recommendations and Controller's instructions; reviews and ensure valid variances between approved budgets and actual expenditures.
- Participates in developing inputs to the UN's legislative processes for consideration of the Centre's financing requirements by FOFD, Controller's Office, the Advisory Committee on Administrative and Budgetary Questions (ACABQ) and the Fifth Committee of the General Assembly.
- Reviews and approves supporting vouchers for accounting transactions such as payroll, payment of staff entitlements, final payments, travel claims, vendor invoices, agencies and any other allowances for payments in conformity and adherence to applicable United Nations policies e.g., staff rules, financial regulations and rules, ST/AI issuances or practices, IPSAS policy framework etc.
- Provides advice, financial interpretations, adaptations, and corrective actions in response to audits and other queries to ensure adherence to the UN Financial Regulations and Rules, Staff Rules, Administrative Instructions, Bulletins and Circulars under the guidance of the Service Delivery Manager.
- Ensures the integrity of financial and management systems and the controls that underpin them. Report findings and make recommendations to Chief Financial Services.
- Acts as Approving Officer under Financial Rule 105.4 in adherence with the UN Regulations and Rules.
- Ensures that the established IPSAS compliance monitoring and Internal Control Framework (ICF) is fully implemented, and any deviations documented and reported.
- Reviews and verifies completeness of documentation supporting invoices and payment requests.

#### Others

- Assists with the development of a communication strategy with a provision of input related to their service for RSCE dedicated intranet page on Finance issues as required.
- Performs other duties as may be assigned.

#### Competencies

- **PROFESSIONALISM:** Knowledge of financial, budgetary and grant management principles and practices. Ability to independently conduct research and analysis, formulate options and present conclusions and recommendations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **PLANNING & ORGANIZING :** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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

#### Education

Advanced university degree (Master's degree or equivalent degree) in business administration, finance, or related field is required. A first-level university degree in combination with two additional years of qualifying experience

may be accepted in lieu of the advanced university degree. Certification as a Certified Public Accountant (CPA), Chartered accountant (CA) or equivalent is desirable.

### **Work Experience**

A minimum of five years of progressively responsible experience in finance, administration, budget, business administration or related area is required. An additional 2 years qualifying experience may be accepted in lieu of the advanced university degree.

Experience with United Nations systems and processes is highly desirable.

Experience with application of International Public Accounting Standards (IPSAS) is highly desirable

Experience in a service centre operation or similar setup is highly desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of French or Spanish is desirable.

**Posting Title: Training Officer, P4**

**Job Code Title: TRAINING OFFICER**

**Duty Station: Multiple**

### **Responsibilities**

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

- Implements the design, development, delivery and evaluation of training, learning and development programmes. These programmes encompass a range of activities including, inter alia, peacekeeping training courses, technical and substantive training, leadership and management training and organizing development courses. Coordinates and develops learning support mechanisms and activities for peacekeeping staff.
- Identifies need for new or modified training policies and practices, works to identify training requirements and develops strategies to meet them. Provides inputs into the preparation and monitoring of training budgets. Processes training proposals and requests and follows up with training focal points to ensure that training guidelines are adhered to. Monitors and evaluates the effectiveness of training, learning and development activities and develops appropriate reports.
- Coordinates and provides advisory services on information technology and management practices for peacekeeping training actors at UNHQ, Member States and in the Field, including needs and business process analysis; information technology and management systems and e-learning delivery platforms; and records preservation and disposition.
- Liaises with UNHQ, Integrated Mission Training Centres and Service Centre's system analysts and developers towards the analysis and resolution of issues relating to the deployment, implementation, maintenance and use of electronic training and learning management systems and its reporting tools and other learning management systems used in peacekeeping training.
- Researches, analyses, maintains and evaluates new applications of information technology to learning and training, training records management, and knowledge management, including virtual Communities of Practice, and makes recommendations for their deployment. Participates in the conversion of training modules into e-learning formats and facilitates training on them and roll-out among peacekeeping actors.
- Collaborates with civilian, military and police training officers to ensure that an integrated approach to training and development is maintained and integrated training is developed and delivered to meet cross-cutting needs. Collaborates with training focal points of other peacekeeping functions and UN agencies to ensure that cross-cutting issues are incorporated into the design and development of programmes.
- Coordinates the provision of administrative logistical support for the Services and Unit; this may include completion of requirements in recruiting consultants and training service providers, documentation of unit activities, drafting and issuance of correspondence within UNHQ or with UN organisation, Member States, NGOs or peacekeeping institutions worldwide.
- Performs any other duties as required.

### **Competencies**

**Professionalism:** Knowledge of information technology and management of records, in particular, as it relates to development, use, management and deployment of training systems. Knowledge of electronic data maintenance, including appraisal, conservation and migration management; records preservation and description. Ability to conduct research and provide recommendations on information technology and management trends. Ability to

demonstrate conceptual, analytical and evaluative skills and conduct independent research and analysis, identifying and assessing issues, formulating options and making conclusions and recommendations. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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 limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

### **Education**

An advanced university degree (Master's or Doctorate degree, or equivalent) in training, learning and development, information technology or information science is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of five years of progressively responsible experience in workforce learning and development, adult learning and information technology is required.

A minimum of four years' experience in the design and practical delivery of formal training sessions and programmes including information technology training is required.

Experience in peacekeeping Training Management system is desirable.

Experience working in multicultural and/or international work environment is required.

Experience working in a field mission or post-conflict environment outside of your home country is required.

### **Languages**

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

**Posting Title: Engineer P4**

**Job Code Title: ENGINEER**

**Duty Station: Multiple**

### **Responsibilities**

Under the supervision of the Chief, Engineering Unit, the Engineer will be responsible for the following duties :

(a) Client relationships – Development and implementation of capital improvement and maintenance plans.

- Gathers of data, analyzes and anticipates evolving needs of the Unit's clients;
- Conducts inspections of the technical infrastructure of the Palais des Nations and its annex buildings;
- Monitors technological developments and keeps abreast of changes in standards and regulations;
- Submits master capital improvement plans based on aforementioned components (clients' needs, technical infrastructure inspections, technological developments, and standards and regulations);
- Prepares budgetary projections that serve as a basis for requested capital improvements;
- Establishes performance indicators for outsourced services;
- Drafts specifications for capital projects and maintenance services;
- Analyzes tenders and drafts procurement recommendations;
- Monitors technical and financial aspects of facilities;
- Monitors the performance of external contractors;
- Assists in preparing maintenance plans.

(b) Promotion of continuous improvement of the Unit's performance.

- Ensures technology transfer from external companies to the Unit's technical staff;

- Participates in the development and implementation of the Unit's technical and organizational work standards;
  - Participates in the development of training plans for Unit staff;
  - Provides technical support to the Unit supervisors;
  - Coordinates his/her work with that of other Unit staff members and the Unit's activities with relevant external parties (Buildings Unit, Information and Communication Technology Service, clients);
  - Provides staff members of the Unit with specialized training, as required.
- (c) Assists with tracking equipment data and building maintenance history records:
- Coordinates with all Engineering subunits to gather information regarding existing preventative maintenance programs;
  - Drafts preventative maintenance programs, tasks and scheduling for existing equipment as well as for any new installations;
  - Participates in implementing the new preventative maintenance plans in future preventative maintenance software;
  - Works with other CSS staff members to incorporate any new preventative maintenance programs, tasks and scheduling in future preventative maintenance software in relation with BIM.
- (d) Contributes to the Strategic Heritage Plan (SHP) on all technical aspects as required:
- Communicates with SHP and FMS operational expert to provide technical information on existing equipment, maintenance and operations;
  - Provides SHP and FMS operational expert with necessary information on maintenance contracts in order to extend or implement new maintenance contracts;
  - Ensures information transfer from SHP and FMS operational expert to the FMS team in regard to future installations and equipment;
  - Coordinates FMS works to ensure harmonization between FMS project and future SHP project;
  - Participates with FMS operational expert in analyzing technical design concepts and its impact on future FMS maintenance and operations;
  - Replaces FMS operational expert in his/her absence.
- (e) Performs other related duties as required.

### Competencies

**PROFESSIONALISM:** Knowledge of Heating, Ventilation and Air conditioning control systems (HVAC). Demonstrated application of sound engineering principles and technical problem solving. Ability to participate in engineering projects, including preparation of cost estimates, research of data and preparing graphs. Knowledge of host country standards and construction codes. Ability to identify and analyse engineering data of significant depth and complexity. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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

### Education

Advanced University degree (Master's degree or equivalent degree) in mechanical engineering. A first-level university degree in mechanical engineering in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree. A certificate or specialized course in Heating, Ventilation, Air conditioning (HVAC) is desirable.

### Work Experience

A minimum of five years of progressively responsible experience in mechanical engineering related to building engineering and/or Heating, Ventilation, Air conditioning (HVAC) is required.

Experience in project management within a multidisciplinary team is required.  
Experience in maintenance and/or renovation projects of electrical and/or mechanical installations is desirable.  
Experience in Computerized Maintenance Management Systems (CMMS) is desirable.  
Experience in the United Nations Common System is desirable.

### **Languages**

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

**Posting Title: Environmental Affairs Officer, P4**

**Job Code Title: ENVIRONMENTAL AFFAIRS OFFICER**

**Duty Station: MULTIPLE**

### **Responsibilities:**

Within delegated authority, the Environmental Affairs Officer will be responsible for coordinating and monitoring actions on environmental issues in field missions, chiefly overseeing and advising for revision as necessary the missions' Environmental Management System (EMS) and coordinates with partners. The duties listed below are part and parcel of the EMS and coordination tasks:

#### Policy and Guidance

- Participate in the drafting and/or review of the DPKO/DFS environmental policy and objectives (including directives, Annual Mission Environmental Statements, Standard Operating Procedures, etc.);
- Review environmental assessments and surveys of operations in the missions, including Environmental Impact Assessments (EIA);
- Review missions' Environmental Baseline Study (EBS);
- Review missions' Environmental Action Plan (EAP);
- Produce the template for field missions of the Environmental Emergency Preparedness Plan with relevant offices;
- Assist in policy development including the review of all DPKO and DFS Policies, and providing inputs to mainstream environment in all guidance documents;
- Prepare various written outputs, e.g. input to publications, briefing notes and talking points for senior management.

#### Environmental Action Plan – Implementation

- Coordinate and monitor the implementation of the missions' EAP, including data collection and reporting;
- Maintain a record of environmental issues and actions thereon at the missions, including, for example, a list of potentially hazardous installations within the missions (e.g. petrol station, warehouse storing flammables) in cooperation with fire marshals or other staff at the mission designated to deal with emergencies;
- Investigate complaints or reports of pollution, contamination, health hazards and other environment-related incidents;
- Submit periodic reports on environmental issues of the missions, to the Senior Environmental Affairs Officer including policy compliance status reports as required for the DPKO/DFS Environmental Policy;
- Recommend to the Senior Environmental Affairs Officer and management to undertake such measures as may be required to prevent or mitigate environmental problems;
- Advise relevant officers or offices on environmental issues arising from the assessments, studies and plans, including environmental information relevant to the operations of the mission;

#### Awareness and Training

- Undertake outreach activities, promote awareness on environmental issues;
- Liaise with DPKO/DFS DPET Integrated Training Services to develop a strategy of environmental briefing to all mission personnel including police and military contingents during their induction training;

- Facilitate the network of Missions Environmental Focal Points by sharing best practices and lessons learned from missions and/or organizations, and by managing the online Peace Ops Environment Community website;

#### Coordination and Partner Relations

- Provide support in liaising on environmental issues with Permanent Missions and member states and relevant United Nations bodies and agencies;
- Support the coordination and management of the DPKO/DFS-UNEP partnership under the Rapid Environment and Climate Technical Assistance Facility (REACT);
- Participates in or lead field missions, including provision of guidance to external consultants and other parties and drafting mission summaries;
- Prepare DFS responses and inputs (and representing DFS as necessary) for interagency working groups on environmental/sustainability management such as the Environment Management Group (EMG) and the Senior-level Steering Group on Environmental Sustainability Management of the UN Secretariat;
- Perform any other tasks required to support the DPKO/DFS Environmental Policy for UN Field Missions and the environmental objectives.

#### Competencies

**Professionalism** - High degree of personal initiative and willingness to accept wide responsibilities; ability to provide technical and procedural advice in a broad range of environmental areas to different types of audience; ability to develop, maintain and supervise accountability systems for materials and services; ability to teach and conduct research; strives to incorporate the gender perspective in programmatic and operational work; Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

**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

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

#### Education

Advanced university degree (Master's degree or equivalent degree) in environmental management, science, engineering, law or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### Work Experience

At least 5 years of progressively responsible experience in the environmental management field with a national government/administration or international organization is required. Experience in coordinating environmental management in an international organization is desirable. Experience with representation in an environment-related interagency network is desirable. Experience in project planning, evaluation or oversight of environmental compliance is desirable.

#### Languages

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

**Posting Title: Chief Nurse, P-4**

**Job Code Title: CHIEF NURSE**

**Duty Station: MULTIPLE**

**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.

**Education**

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

**Work Experience**

At least 5 years of experience in general nursing/intensive care with some experience in health administration.

Experience of UN peacekeeping 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.

**Posting Title: Project Manager Engineer, P4**

**Job Code Title: ENGINEER**

**Duty Station: MULTIPLE**

**Responsibilities**

Under the direct supervision of the Chief, Design and Construction, SHP, the Project Manager Engineer will be responsible (as part of the Strategic Heritage Plan team) for the following tasks:

1. Manages the programme planning process, the design process, the work execution process and the related cost and quality control activities for renovation works with respect to timeline schedules, milestones, key deliverables, logistics, and budget.
2. Evaluates projects and proposals for realistic quantities and costing.
3. Develops proposals, terms of reference, and scope of services for contracting of required consultancy services.
4. Recommends solutions to complex planning and renovation challenges.
5. Assists in the establishment of stakeholders working groups to act in an advisory capacity at key milestones of the renovation and restoration process.
6. Evaluates proposed solutions, taking into account such factors as user requirements, aesthetics, architectural integrity, sustainability, local regulations, logistics, available space and existing conditions.

7. Participates in the overall efforts of the team by studying the critical issues related to strategic planning, design and renovation works.
8. Makes sound recommendations for the resolution of problems in specialised areas.
9. Acts as a liaison between users and operators to ensure that proposed engineering solutions meet the operational and programmatic requirements of the Organization.
10. Works collaboratively with the Programme Management Consultants and other UN substantive offices and stakeholders in assessing existing conditions and providing solutions.
11. Performs other related duties as required.

### **Competencies**

**PROFESSIONALISM:** In-depth knowledge of buildings and engineering, renovation and constructions projects. Excellent knowledge of project cost control activities and computer-aided design programs AutoCAD, Cafm (Archibus) and Revit design software. Proven ability to supervise technical teams. Excellent drafting skills. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**PLANNING & ORGANISING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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

### **Education**

Advanced university degree (Master's degree or equivalent degree) in engineering or related fields. A first-level university degree with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of seven years of progressively responsible experience in managing construction and renovation projects of large office facilities, of which preferably 2 years within the United Nations or other international organizations. Experience as a requisitioner in procurement of services is required. Experience in facilities management, project management, construction costs is an asset.

### **Languages**

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

**Posting Title: Pharmacist, P4**

**Job Code Title: PHARMACIST**

**Duty Station: MULTIPLE**

### **Responsibilities**

Within the delegated authority the Pharmacist reports to the Chief/Senior Medical Officer (C/SMO) and is responsible for the following duties:

- Monthly updates the Mission list of drugs and consumables, based on ge on regular basis through consumption reports
- Records and reports all medicines supplied on periodic basis detailing medicine's name and strength, dosage, quantity supplied.

- Day-to-day advice on pharmaceutical issues including evaluating different antibiotics impact on the local microbiological situation, and secures that mission personnel do not unnecessarily influence the ecological balance through the use of antibiotics;
- Advises the medical staff about available restricted and non-restricted antibiotics in response to the recommended treatments for the hospital patients (IN&Out);
- Periodically updates doctors and nursing staff on the drugs formulary list and antibiotics drugs recommended by WHO guidelines to provide basic and emergency treatments
- Day-to-day check on pharmaceutical issues, drugs, medical supplies, medical consumables, vaccines, condoms (male and female) and blood in the mission (Item description /stock number, unit form, total quantity available, expiry date, and bin location of each item is physically checked and clearly verified).
- Ensure that minimum and maximum stock levels are established either according to the packing form or the unit form in respect to each expendable item;
- Daily physical check of pharmaceutical products to ensure that shelves are cleaned off the expired drugs and can handle consumption of short-expiry items
- Updates list of medical assets in the Galileo system or any other recording tool thereof;
- Updates the C/SMO on the medical assets status and KPI's compliance on periodic basis.
- Advises the medical doctors on the specification of drugs to be requisitioned, and for offers a prudent scale of issue for the planning of re-supply;
- Identifies /determines efficiency and punctuality in the pharmacy requisitions in regards to drugs, laboratory reagents, medical consumables and other miscellaneous supplies;
- Coordinates with Procurement and Supply Sections for follow-up of approved requisitions, technical evaluations, and purchase orders related to the medical warehouse/Pharmacy Unit;
- Orders, receives, stores, and distributes pharmaceutical medications to adequately meet needs of clinics in an efficient manner;
- Updates the list of expendable and non-expendable items in the Galileo system for regular submission to the CMO.
- Follows the Centralized Item Master Catalogue of the Codification Expendable Project;
- Convergence of multiple unit of measure into one Unit in Galileo System upon DFS-PCIU regulation recommendations;
- KPs performance applications are implemented upon Galileo SAU perspective and in compliance with the PCIU regulations and measures. Synchronization of data between the Physical actual stock and the theoretical stock data is established and restructured completely in Galileo system;
- Responsible for preparation of the list of expired drugs and consumables for write-off and disposal according to UN policies on waste management
- Performs other duties as requested.

### **Competencies**

**Professionalism:** Knowledge and hands on experience in pharmaceuticals and ability to apply them in an organizational setting. High degree of personal initiative and willingness with highest integrity to accept wide responsibilities and work independently under established procedures; Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

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

**Education**

Advanced university degree (Master's degree or equivalent) in Pharmaceutical Sciences is required. A first-level university degree with a combination of two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience**

At least 5 years of progressively responsible experience in pharmacy and skills on pharmaceutical logistical matters is required. Hands-on experience, particularly in support of Peacekeeping Operations or a related field mission is highly desirable. Experience in using Microsoft Office and Excel spreadsheets to maintain proper statistics and keep patient data is desirable.

**Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required.

**Posting Title: Research Officer, P4**

**Job Code Title: RESEARCH OFFICER**

**Duty Station: MULTIPLE**

**Responsibilities:**

The incumbent reports to the Executive Secretary. As far as review projects are concerned, he/she receives substantive guidance from the Inspector(s) in charge of the project and supervised by a Senior Research Officer. During the reviews the incumbent is expected to work with a large degree of independence. Under the authority of the Executive Secretary, the supervision of a Senior Research Officer and the guidance of the Inspector(s) concerned, the incumbent: - Participates in the preparation of a structured work plan for evaluation and inspection reviews, taking into account their scope and complexity; - Analyzes information collected by the assigned Research Assistant and conducts preliminary desk reviews; - Prepares questionnaires, surveys and interview guides and drafts correspondence related to the reviews; - Participates in the Inspectors' missions and assists in the interviews conducted by the Inspectors; - Analyzes data, identifies problems and issues and suggests solutions; - Participates in drafting the Unit's reports; - Ensures accuracy of the information contained in the reports; - Guides and oversees the work of the assigned Research Assistant;- Performs focal point responsibilities in respect of assigned organizations, including the drafting and updating of management assessments; - Assesses and screens proposals for the annual Program of Work of the Unit; - Participates in internal JIU meetings and assists in the preparation of JIU attendance at meetings of legislative organs; - Performs other duties as assigned by the Executive Secretary.

**Competencies**

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

**Education**

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

**Work Experience**

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

**Languages**

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

**Posting Title: Medical Officer, P4**

**Job Code Title: MEDICAL OFFICER**

**Duty Station: MULTIPLE**

**Responsibilities:**

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

**Clinical Duties:**

- Undertakes day-to-day clinical duties, e.g. walk-in clinic, emergencies,
- Undertake day-to-day occupational health duties: pre-placement and periodic medical examinations prepare UN staff for travelling providing immunizations, malaria prophylaxis, travel kits, etc.
- Refers staff to outside specialists as necessary.
- Follows-up with outside specialists.
- Provides health education and health promotion programs.
- Participates in addressing work environment and occupational health issues.

**Medico Administrative Duties:**

- Liaises with UN-Military Medical Units in the mission and host-nation medical facilities.
- Follows the United Nations established policies and procedures regarding medical clearances, sick leave and medical evacuations/repatriations.
- Participates in drafting and implementation of business continuity and crisis preparedness plans for the duty station/mission.
- Deputizes for a more senior Medical Officer during his/her absence.

**Supervisory Administration:**

- Manages day-to-day mission medical support operations by ensuring availability of medical supplies and proper functioning of medical equipment.
- Ensures appropriate training programs are implemented in order to maintain and develop the medical capabilities (e.g. health education, HIV/AIDS prevention, first aid and CPR).

**General:**

- Performs other related duties as required.

**Competencies**

- **Professionalism:** Knowledge of clinical, occupational and tropical/travel medicine. Formal training in CPR and, preferably in BCLS and ACLS or equivalent emergency medical care. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **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.

### **Education**

Doctorate (MD) or equivalent degree in medicine. ACLS/BCLS certification and /or certification in tropical and travel medicine is an asset. Masters degree in Public Health (MPH or equivalent) is an added advantage.

### **Work Experience**

A minimum of five years of progressively responsible experience in the medical field as a medical doctor.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English and knowledge of French is an asset.

## **HOW TO APPLY**

This is an online recruitment process, applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide information pertaining to their qualifications, including their education, and work experience.

Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job. Candidates under serious consideration for selection will be subjected to a reference-checking process to verify the information provided in the application. The positions listed are available in the following duty stations: - Geneva, Copenhagen, Jerusalem, Beijing, New York, Santiago and Hong Kong.

Interested and qualified applicants should send their detailed Resumes/Cvs to [recruitment@un-ifc.org](mailto:recruitment@un-ifc.org) on or before 15th of February, 2022. Candidates selected will be contacted by the UNIFC or our affiliated UN agencies involved in the sustainable development goals. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).

## **REMUNERATION**

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