



TEMPORARY JOB OPENING ANNOUNCEMENT

P4
TJO Grade Level¹
Programme Officer

Functional Title

UNHABITAT III SECRETARIAT

Department/Office/Division/ Service/Section

Programme Management Economic and Social Development

Job Network and Job Family (See list on page 3-4)*

30/12/2014

Deadline

(DD/MM/YYYY)

Duty Station: **New York**Estimated Start Date: **01/01/2015**Duration of need: **364 days**Open to External Candidates? YES ☒ NO ☐

DUTIES AND RESPONSIBILITIES

Org. Setting and Reporting

The United Nations Human Settlements Programme, UN-HABITAT, is the agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The post is located in the UNHabitat III Secretariat at the New York duty station. The incumbent will report directly to the Habitat III Secretariat Coordinator

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Habitat III Secretariat Coordinator, the incumbent will be responsible for following duties: (These duties are generic, and may not be performed by all Programme Officers.)

- Develop, implement and evaluate assigned programmes/projects; monitor and analyze programme/project development and implementation; review relevant documents and reports; identify problems and issues to be addressed and initiates corrective actions; liaise with relevant parties; ensure follow-up actions.
- Perform 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.
- Research, analyze and present information gathered from diverse sources.
- Coordinate policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies,
- Generate survey initiatives; design data collection tools; reviews, analyzes and interpret responses, identify problems/issues and prepare conclusions.
- Organize and prepare written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provide substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Initiate and coordinate outreach activities; conduct training workshops, seminars; make presentation on assigned topics/activities.
- Lead and/or participate in large, complex tasks, including provision of guidance to external consultants, government officials and other parties and drafting summaries, etc.
- Coordinate activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Perform other duties as may be assigned.

¹ For eligibility and other conditions, please see the Notes at the end of this form.

COMPETENCIES

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to financial and project management, in particular general trust funds and regular budget resources. Ability to identify issues, analyze 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.
- **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.
- **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.
- **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.

For Managerial Positions:

QUALIFICATIONS

Experience: A minimum of seven years progressive experience in project or programme management, administration, financial management, or related area. A professional qualification like CPA or Chartered Accountant would be an advantage.

Education: Advanced university degree (Master's degree or equivalent) in Business, Public Administration, Management, Finance, or Accounting is required. A first-level university degree in combination with relevant qualifying experience may be accepted in lieu of the advanced university degree.

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

Other Skills: Knowledge of UN Rules and Regulations as well as the UN ERP systems including IMIS and also UMOJA would also be an advantage

ADDITIONAL COMMENTS

PLEASE QUOTE VACANCY ANNOUNCEMENT NO.:GS-14-135
(Applications without Correct Vacancy Number will not be Considered)

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). The United Nations Secretariat is a non-smoking environment.

Staff Members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. This is a temporary Job Opening. Appointment against this post is for a limited duration and does not carry any expectancy, legal or otherwise, of renewal. Staff members in the GS category are advised that consideration of their application for temporary vacancies at the junior P levels may only be further considered if no suitable P staff or GtoP/YPP roster candidate can be identified.

DOCUMENTS REQUIRED:

- ☒ **Cover Letter**
- ☒ **Personal History Profile (visit <https://inspira.un.org> to generate a PHP)**
- ☐ **Proof of required academic credentials (for external applicants)**
- ☐ **Employment verification letter from most recent employer (for external applicants)**
- ☐ **Last two completed Performance Appraisal or two Reference Letters for external applicants**
- ☐ **Other:**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Habitat III Secretariat Email Address: habitat3secretariat@un.org

Copy (cc): _____ Email Address: _____

*** Hiring Manager/Recruiter, please choose from the list of Job Networks the appropriate Job Family:**

<u>ECONOMIC AND SOCIAL DEVELOPMENT</u> Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention	<u>LEGAL</u> Jurists Legal Affairs Ombudsman
<u>MANAGEMENT AND OPERATIONS SUPPORT</u> Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management	<u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u> Public Information Protocol

Management & Programme Analysis Ethics Engineering Pension Management Logistics	
<u>POLITICAL, PEACE AND SECURITY</u> Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law	<u>CONFERENCE MANAGEMENT</u> Conference Services Language
<u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u> Information Systems and Technology Information Management	<u>SAFETY AND SECURITY</u> Security Safety

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English .