



**THE UNITED NATIONS OFFICE OF THE HIGH REPRESENTATIVE FOR THE LEAST DEVELOPED COUNTRIES, LANDLOCKED DEVELOPING COUNTRIES AND SMALL ISLAND DEVELOPING STATES (ORHLLS) NEWSLETTER**

The United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and the Small Island Developing States (UN-OHRLLS) was established by the United Nations General Assembly in 2001 through its resolution 56/227 with functions recommended by the Secretary-General in paragraph 17 of his report A/56/645. In this same resolution the General Assembly requested Member States, all United Nations system organizations, and other relevant multilateral organizations to extend full support and cooperation to the Office of the High Representative.

**Objectives**

(a) To assist the Secretary-General in ensuring the full mobilization and coordination of all parts of the United Nations system, with a view to facilitating the coordinated implementation of and coherence in the follow-up and monitoring of the Programme of Action for the Least Developed Countries at the country, regional and global levels;

(b) To provide coordinated support to the Economic and Social Council as well as the General Assembly in assessing progress and in conducting the annual review of the implementation of the Programme of Action;

(c) To support, as appropriate, the coordinated follow-up of the implementation of the Global Framework This Global Framework has now been replaced by the Almaty Declaration and Programme of Action, 2003 for Transit Transport Cooperation between Landlocked and Transit Developing Countries and the Donor Community and the Programme of Action for the Sustainable Development of Small Island Developing States;

(d) To undertake appropriate advocacy work in favour of the least developed countries, landlocked developing countries and small island developing States in partnership with the relevant parts of the United Nations as well as with the civil society, media, academia and foundations;

(e) To assist in mobilizing international support and resources for the implementation of the Programme of Action for the Least Developed Countries and other programmes and initiatives for landlocked developing countries and small island developing States;

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(f) To provide appropriate support to group consultations of Least Developed Countries, Landlocked Developing Countries and Small Island Developing States. of rural development to meeting the Millennium Development Goals.

### **Working in ORHLLS**

The following vacancies are currently available for qualified applicants in ORHLLS for field locations in Geneva, New York, Addis Ababa, Indonesia, Vienna, Zambia & Fiji

### **Administrative Officer, P-4**

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Deadline for Application: 09 Oct 2009  
Date of Issuance: 15 Sep 2009  
Duty Station: New York & Zambia  
Vacancy Announcement Number: 09-ADM-ORHLLS-1233-R

### **Responsibilities**

Within delegated authority, the Administrative Officer will be responsible for the following duties: Initiate and coordinate actions covering the entire span of human resource activities, e.g., recruitment, performance appraisal, training, etc., ensuring consistency in the application of UN rules and procedures; Lead, oversee and coordinate the preparation and implementation of the work program and budget to ensure compatibility with work priorities and objectives, taking into account the most effective use of resources; Initiate and conduct studies to improve budget reporting systems and cost-effective utilization of program resources; Monitor and control budgetary allocations through regular reviews; Draft routine and ad hoc outputs; Provide effective monitoring reports and data; Identify deviations from plans and propose corrective measures; Establish and maintain a set of sound policies, procedures, standards and tools which are consistent with UN policy and practice in order to ensure proper accounting, financial management and control; Implement and monitor support services, including procurement of supplies and services; transport, travel and traffic, communications, engineering and information technology support; Provision of local utilities and service requirements; Supervise a staff team and/or provide advice to others on human resource administration, financial administration and management information issues and practices; Produce major/complex reports for management; Provide expert guidance and leadership to more junior staff; Perform other related duties as required, e.g., reviews of Secretariat offices and departments at headquarters/missions, operational travel programme, adequacy of departmental space requirements, and technology requirements; Perform other related work as required; Incumbent may be deployed to a regional field office and provide administrative support to military and police component of the mission.

### **Competencies**

Professionalism - Expert knowledge and command of planning, programming, budgeting, financial management and other relevant administrative policies; Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operation; Leadership - Proven supervisory ability and technical leadership; Ability to establish and maintain effective working relations both as a team member and team leader. Demonstrated ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance in staffing. Planning and organizing - Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision; Client Orientation - Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients; Commitment to continuous learning - Willingness to learn and keep abreast of new developments in the field of administration; Technological awareness - Advanced computer skills, including proficiency in word processing and relevant software packages such as IMIS; Communication - Proven and sustained communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying the maximum necessary information, making and defending recommendations; Teamwork - Proven interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

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## QUALIFICATIONS

### Education

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

### Work Experience

At least Five years of progressively responsible experience in administration and human resources or financial/budget operations. Relevant professional experience in international, governmental or non-governmental organizations.

### Languages

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

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### Finance and Budget Officer, P4

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Deadline for Application: 09 Oct 2009

Date of Issuance: 15 Sep 2009

Duty Station: Geneva & Indonesia

Vacancy Announcement Number: 13-ADM-ORHLLS-1403-R

### Responsibilities

The incumbent will be responsible for the following: (a) BUDGET PREPARATION, IMPLEMENTATION AND ADMINISTRATION: With particular emphasis on ORHLLS voluntarily funded budgets, analyze cost estimates and budget proposals. Ensure compliance with legislative mandates. Analyze, recommend and issue spending authority (allotments) and monitor implementation to ensure that expenditures remain within authorized limits. Administer and monitor the management and support budgets of ORHLLS's Field Offices. Review and finalize budget performance reports for both regular budget and voluntarily funded budgets, analyzing variances between approved budgets and actual expenditures. Ensure compliance with financial regulations and rules and established policies and procedures. Provide substantive support to relevant inter governmental and expert bodies in their budget review and approval. (b) BIENNIAL PROGRAMME PLAN: Participate in the preparation and/or revisions of the biennial programme plan and ORHLLS Strategy, taking into account recommendations and decisions of specialized inter-governmental bodies. Ensure legislative mandates are accurately translated into the programme and consolidated budget of ORHLLS; (c) GENERAL: Provide advice and guidance, as required, to clients of the Service on budgetary and financial policies and procedures, including results-based budgeting, and with particular emphasis on the use of voluntarily funded budgets and the funding of field offices. Keep up-to-date on documents/reports/guidelines/issues that have a bearing on matters related to the budgets of ORHLLS, as appropriate, ensuring compliance with inter governmental recommendations and decisions as well as with United Nations policies and procedures. Draft reports for inter-governmental bodies and for management on budgetary issues, and other correspondence. Undertake research and analysis of budgetary policies and procedures, make recommendations for changes and/or modifications and propose solutions to issues. Perform other related duties, as assigned

### Competencies

PROFESSIONALISM - Proven conceptual analytical, and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions and recommendations; a complete, in-depth grasp of financial principles and practices; proven ability to work under pressure and produce output that is accurate and of high quality; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. PLANNING AND ORGANIZING - Ability to effectively establish priorities and plan, organize and monitor own work plan/assignments in a multiple priority environment. TEAMWORK - Strong interpersonal skills and ability to establish and maintain effective working relations with

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people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. CLIENT ORIENTATION – Establishes and maintains productive partnerships with clients by gaining their trust and respect. Keeps clients informed of progress or setback in projects and their requests. Leadership - Proven supervisory ability and technical leadership; ability to establish and maintain effective working relations both as a team member and team leader.

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## QUALIFICATIONS

### Education

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

### Work Experience

A minimum of five years progressively responsible experience in budget preparation, management and reporting and financial management systems. Successful completion of work in a section of the programme budget, peacekeeping budget or voluntary fund budget or demonstrated leadership of a team of staff working on a number of budgets. Experience in programmatic issues, budgetary and statistical analysis in a commercial, public, governmental or international organization.

### Languages

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

## Chief Nurse, P4

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Deadline for Application: 09 Oct 2009

Date of Issuance: 15 Sep 2009

Duty Station: Fiji & Paris

Vacancy Announcement Number: 06-MED-ORHLLS-1791-R

### 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.

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## QUALIFICATIONS

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**Education**

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

**Work Experience**

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

**Languages**

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

**Medical Officer, P4**

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Deadline for Application: 09 Oct 2009

Date of Issuance: 15 Sep 2009

Duty Station: New York & Vienna

Vacancy Announcement Number: 07-MED-ORHLLS-1801-R

**Responsibilities**

The Medical Officer will be responsible for the following duties: (These duties are generic and may not be carried out by all Medical Officers.): Clinical Duties: Undertake day-to-day clinical duties, e. g. walk-in clinic, emergencies, pre-placement and periodic medical examinations, immunizations, etc. Refer staff to outside specialists as necessary and follow-up with outside specialists. Provide health education and participate in addressing work environment and occupational health issues. Medico Administrative Duties: Liaise with UN-Military Medical Units in the mission and host-nation medical facilities. Follow the United Nations established policies and procedures regarding medical clearances, sick leave and medical evacuations. Deputize for a more senior Medical Officer during his/her absence. Supervisory Administration: Manage day-to-day mission medical support operations by ensuring availability of supplies and proper functioning of medical equipment; Ensure appropriate training programs are implemented in order to maintain and develop the medical capabilities (e. g. health education, HIV/AIDS prevention, first aid and CPR). General: Work implies frequent interaction with the following: Staff at large; staff within work unit; Staff counselors; Senior management throughout the Organization; All specialized agencies; Military Physicians; Physicians and representatives of Laboratories, Pharmaceutical Companies, Medical Associations and Societies. Perform other related duties as required

**Competencies**

Professionalism - Knowledge and hands on experience in clinical medicine. Planning and organising - Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision. Teamwork - Strong interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Communication - Good interpersonal and oral and written communication skills. Commitment to Continuous learning - Willingness to learn to keep abreast of new developments in the medical field. Technological awareness - Solid computer skills and good knowledge of relevant medical databases.

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**QUALIFICATIONS****Education**

Doctorate in Medicine. Residency in one of the medical specialties, preferably internal medicine.

**Work Experience**

At least 7 years of practical experience in occupational health and tropical medicine; general knowledge of worldwide health conditions, health requirements and precautions.

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**Languages**

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

**Senior Human Settlement Officer, P5**

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Deadline for Application: 09 Oct 2009

Date of Issuance: 15 Sep 2009

Duty Station: Geneva & Kenya

Vacancy Announcement Number: 07-PGM-ORHLLS-0361-R

**Responsibilities**

The incumbent will perform the following tasks: 1. Medium Term Strategic Plan: Promote and coordinate active participation of staff including out-posted Regional and other offices in the relevant MTSIP discussion papers, task forces, etc.; responsible for the flow of information within the Division including the out-posted Regional and Liaison Offices; coordinate implementation and monitoring of the Habitat Country Programme Documents (HCPDs) by ORHLLS Programme Managers (HPMs) in collaboration with the relevant Regional Offices; support/stimulate the inter-Divisional cooperation at country level through the Enhanced Normative Operational Framework (ENOF); contribute to the Medium Term Strategic Implementation Plan (MTSIP) Human Resources Management Task Force; report on the implementation of the HCPDs at Global and Regional levels; represent the Division in MTSIP meetings. 2. Project Management and Administration: Prepare guidelines for the HCPD formulation by HPMs; conduct review of all submissions and provide immediate feedback to HPMs; provide technical and management advice on the HCPDs; ensure that extensive consultations are held with governments and other stakeholders in preparation of HCPDs, and that they are compliant with the objectives of the MTSIP; 3. Project/Programme Development and Implementation: Participate in and contribute to the implementation of the Organization's vision, work programme and advocacy role; support ORHLLS's presence in countries which have embarked on the 'Delivering as One' experience; participate in and contribute to the implementation of the Organization's vision, work programme and advocacy role, particularly in promoting sustainable urban development in all countries where ORHLLS has a field presence; review suggested programmes to ensure they are of importance and have included other UN agencies, bilateral/multilateral and national partners; review identified priority interventions in the human settlements sector with the framework of ORHLLS Agenda and other multi-lateral instruments; assist in negotiations with multilateral/bilateral donors for resource mobilization, promoting/coordinating joint activities. 4. Enhanced Normative Operational Framework (ENOF): Coordinate and follow up HCPD inter-division meetings; submit HCPDs to other ORHLLS divisions for review and coordination of inter-divisional meetings for Regional Office for Arab States HCPDs; attend inter-divisional and Committee of Permanent Representatives meetings to review HCPDs; report on the implementation of country programmes. 5. Undertake other assignments within the incumbent's area of competence, as may be required.

**Competencies**

Professionalism: Strong Conceptual skills combined with a proven ability to write normative documents addressing a variety of audiences. Proven experience in Human Settlements fields, project/programme design and implementation and ability to work with specialists from various fields leading a constructive process to achieve goals. Planning and Organising: Ability to develop clear programme goals that are consistent with agreed strategies and ability to identify priority activities and assignments and to appropriately monitor and adjust plans and actions. Must be able to work independently with a high degree of responsibility and with minimal supervision; Teamwork Ability to operate in teams and in a flexible manner, familiarity with multi-national and multi-cultural working environments Vision Identifies strategic issues, opportunities and risks. Generate and communicate broad and compelling organizational direction, inspiring others to pursue the same direction.

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**QUALIFICATIONS****Education**

Advanced university degree in International Management, Economics or Social Sciences, relevant to development and management of human settlements; or a first degree with relevant combination of academic and professional qualifications.

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**Work Experience**

Seven years of experience in the implementation of technical cooperation programmes and projects in the human settlements sector, of which, preferably, at least five at the international level. Practical experience in at least two or more continents (Africa and the Arab States, Latin America and Caribbean and/or Asia and the Pacific) is required.

**Languages**

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

**Environmental Affairs Officer, P4**

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Deadline for Application: 09 Oct 2009

Date of Issuance: 15 Sep 2009

Duty Station: New York; Geneva; Kenya; Paris & Fiji

Vacancy Announcement Number: 07-ENV-ORHLLS-2361-R

**Responsibilities**

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

**Competencies**

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

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**QUALIFICATIONS****Education**

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

### **Work Experience**

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

### **Languages**

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

## **Senior Civil Affairs Officer, P5**

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Deadline for Application: 09 Oct 2009

Date of Issuance: 15 Sep 2009

Duty Station: New York, Paris & Zambia

Vacancy Announcement Number: 07-CIV-ORHLLS-7924-R

### **Responsibilities**

The Senior Civil Affairs Officer will report to the Head of Civil Affairs Section and will be responsible for the performance of the following duties: Identify emerging issues pertaining to the mandate; Analyze implications and make recommendations on possible strategies and measures; Propose plans of action for immediate and long range solutions to political problems in the region; Plan, coordinate and manage civil affairs programmes, projects and activities and coordinate with other components of the Mission and external to the Mission as required; Ensure that the work is in accordance with the overall strategy of the Mission; Monitor and analyze information and data, manage, coordinate, and supervise the preparation of analytical materials and assessments related to the component's implementation of the mandate; Develop and maintain relations with governmental officials, political actors and leaders of the civil society, as well as regional actors and organizations, the wider UN system and the diplomatic community; Engage and negotiate with local interlocutors and represent mission priorities to them; Prepare, or oversee the preparation of, input for the Secretary-General's reports to the Security Council on the activities of the Mission as well as briefings to the Security Council and other such documents; Prepare various written materials, such as reports, statements, notes on meetings, speeches and briefing notes; Recommend strategic policy direction to senior staff and other officials with regard to civil affairs; Supervise the formulation of civil affairs action plans and the development of concepts of operation; Take the lead in seeking technical assistance support from multilateral and bilateral donors in order to implement capacity building projects; Supervise, mentor, and evaluate staff within the immediate office; Oversee the development of quick impact projects and their implementation; Perform other relevant duties as required.

### **Competencies**

Professionalism - Expert knowledge of civil affairs in general and in the specific areas being supervised; demonstrated in-depth understanding of peacekeeping operations; substantial and diverse experience in all facets of the job; strong analytical skills combined with good judgment; proven ability to review and edit the work of others; diplomacy and tact; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of Peace Operations. Leadership - Ability to provide managerial leadership in overseeing work of more junior staff and local experts; ability to generate and communicate organizational direction as well as introduce and emphasize UN policies into the dialogue (e.g., gender mainstreaming, human rights, etc.); ability to coach, mentor and assist staff to professionally develop; ability to delegate appropriate responsibility, accountability and decision making authority; demonstrated ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance in staffing. Partner Orientation - Ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients. Vision - An in-depth understanding of the Mission's mandate and strategic direction and ability to transform it into a results-

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oriented work programme; ability to community links between the Mission's strategy and the Office's goals. Planning and Organizing - Demonstrated ability to establish priorities and to plan, organize, coordinate and monitor the work of a large office and those under his/her supervision in a complex, dynamic environment; resourcefulness, sound judgment and decision-making skills; strong coordination skills; ability to integrate the work of the office into the component's work program. Judgment/Decision-making - Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives. Creativity - Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas. Commitment to Continuous Learning: Willingness to learn to keep abreast of new developments in the field of expertise and to develop own managerial and leadership skills. Technological Awareness - Advanced computer skills, including proficiency in word processing. Communications - Excellent and effective communication (verbal and written) skills, including ability to make and defend recommendations; ability to explain difficult issues; ability to persuade people with varying points of view; ability to convey difficult issues and positions to senior officials; ability to prepare written reports and orally convey information in a clear, concise, accurate and meaningful manner. Teamwork - Excellent inter-personal skills with an ability to work and foster teamwork, encourage initiative and inspire and supervise staff in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; integrity and tact; ability to lead and gain assistance of others in a team endeavor. Negotiation Skills - Effective negotiating skills and ability to work with others to reach mutually benefiting and lasting understandings.

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## **QUALIFICATIONS**

### **Education**

Advanced university degree (Master's degree or equivalent) in Political Science, Political Economy, International Relations, International Law, Public Administration, Sociology or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

At least 7 years of progressively responsible professional experience in International Affairs, Development, Security Diplomacy, Administration, Foreign Relations or International Relief Operations. Experience in a field environment or peacekeeping operations.

### **Languages**

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

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### **Chief Engineer, P5**

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Deadline for Application: 09 Oct 2009

Date of Issuance: 15 Sep 2009

Duty Station: Addis Ababa & Vienna

Vacancy Announcement Number: 04-ENG-ORHLLS-2911-R

### **Responsibilities**

The Chief Engineer shall be responsible for the following duties: Overall management of engineering, building management and maintenance within the mission; Preparation and maintenance of long-term and medium-term engineering/construction plans, including the Force Accommodation/Development Plan; Develop scales of accommodation/standards for the mission and maintain the Force Facilities catalogue; Prepare engineering and

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construction budget estimates and monitor expenditures; Be responsible for project development, engineering design and estimation for all construction and maintenance projects both at contingent and force levels; Manage the Engineering support Services Section, including work distribution, financial recording and reporting, filing, maintenance of price lists and technical data; Oversee projects implemented by contracts including project development design, preparation of plans, specifications, tender documents and supervision of works; Manage and supervise all engineering personnel, both military as well as civilian; Manage engineering assets; Manage the Electrical, Generator, Warm, Cold and Building Maintenance Units; Liaise with Battalion and Unit Commanders on all engineering matters; Provide engineering advice to the Force Commander, Deputy Force Commander and Chief Administrative Officer; Serve as Principal Certifying Officer for the Section; Undertake other duties as may be assigned by the Chief Integrated Support Services (CISS); Perform other duties as required.

### **Competencies**

**Professionalism:** High degree of personal initiative and willingness to accept wide responsibilities; demonstrated effectiveness in developing engineering plans, policies, procedures and new programs; demonstrated fiscal awareness; good knowledge of UN rules; ability to provide technical and procedural advice in a broad range of engineering areas; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice for limited duration; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. **Leadership:** Ability to manage and mentor a technical team by demonstrating leadership; demonstrated ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance in staffing. **Communication:** Excellent communication skills (spoken, written and presentational), including ability to present sensitive issues/positions and to write reports and engineering decisions quantitatively justified; **Managing Performance:** Ability to manage a Sector engineering program or to formulate effective strategies and technical approaches to engineering issues and related areas. **Planning and Organizing:** Demonstrated planning and organizational skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects/activities. **Judgment/Decision-making:** Discretion and sound judgment in applying expertise to complex and/or sensitive issues, which are typical broad in scope. **Client orientation:** Strong negotiating skills and ability to influence others to reach agreement. **Technological awareness:** Ability to design and operate common database software, spreadsheet and project management applications; define and extract management information for engineering support. **Teamwork:** Excellent interpersonal skills, ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

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## **QUALIFICATIONS**

### **Education**

Advanced university Degree (Masters degree or equivalent) in Civil Engineering, Electrical Engineering, Mechanical Engineering, Architecture, or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

At least 7 years of progressively responsible experience in Civil Engineering. Experience in planning and designing of engineering projects and facilities in positions with national administrations, or large engineering or construction firms. At least two years of experience at the international level in project evaluation and management or the development of facilities for peacekeeping forces, United Nations, or other field operations.

### **Languages**

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

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### **Social Affairs Officer, P4**

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Deadline for Application: 09 Oct 2009

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Date of Issuance: 15 Sep 2009  
Duty Station: New York; Paris; Addis Ababa  
Vacancy Announcement Number: 04-SOC-ORHLLS-2611-R

### **Responsibilities**

The incumbent will be responsible for: (a) Monitoring overall and sectoral developments in the socio-economic field, including follow-up activities of the World Summit for Social Development and the Special Session of the General Assembly and conducting, as required, substantive research in the above-mentioned area; (b) Providing substantive support on social issues to intergovernmental bodies (such as the General Assembly, the Economic and Social Council, the Commission for Social Development); (c) Preparing mandated documentation on her/his own on the basis of outlines agreed with the Chief of Branch, in particular in the field of poverty eradication, employment creation, promotion of social integration and other areas of social policy; (d) Providing substantive support to inter-governmental meetings which fall in the area of competence of the Branch; (e) Assisting in the substantive preparation and servicing of expert group meetings/seminars, including required documentation; (f) Liaising and partners with other experts in the field (e.g. governments, research institutes, academia, other international organizations, etc.) to discuss issues related to social development, exchanges views on latest findings, policy guidelines, new models of development, etc.; (g) and Ensuring that lessons learned are disseminated and incorporated into development programmes and other initiatives, including gender-related activities

### **Competencies**

Professionalism: Knowledge of social development and related fields. Ability to apply principles and concepts of socio-economic development in relation to government, the private sector, civil society and international organizations. Excellent research skills and demonstrated ability to complete in-depth studies and to formulate conclusions/recommendations. Very good knowledge of institutional mandates, policies and guidelines pertaining to social affairs. 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; demonstrates openness in sharing information and keeping people informed. \* Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; \* Technological Awareness: Keeps abreast of available technology; shows willingness to learn new technology.

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## **QUALIFICATIONS**

### **Education**

Advanced university degree (Master's degree or equivalent) in sociology, economics, other social science or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of seven years of progressively responsible experience in socio economic development, particularly on issues related to poverty, employment and social integration, policy analysis or related areas, including at least two years at the international level. Experience with the United Nations intergovernmental bodies (such as the General Assembly, the Economic and Social Council, the Commission for Social Development) is desirable.

### **Languages**

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

### **Salary Scale**

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Kindly find below the salary range for the various Levels;

**P1:** \$46,533.00 - \$61,114.00

**P2:** \$59,908.00 - \$78,978.00

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS**

**P3:** \$73,546.00 - \$100,716.00

**P4:** \$89,982.00 - \$120,426.00

**P5:** \$109,690.00 - \$137,257.00

**D1:** \$132,609.00 - \$154,602.00

**D2:** \$145,112.00 - \$160,974.00

### **General Requirements /Selections**

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The following information should be noted while sending your application

- Indicate the job position and code in the subject of your email message
- Include your motivation/cover note in the email message
- All attachments should be named properly.

All interested applicants should send their applications to;

The Recruitment Officer

Email: [jobs@ohrlls-un.org](mailto:jobs@ohrlls-un.org)