

**No. O-Int/Circular/2024**  
भारत सरकार / **Government of India**  
पृथ्वी विज्ञान मंत्रालय / **Ministry of Earth Sciences**  
भारत मौसम विज्ञान विभाग / **India Meteorological Department**  
मौसम विज्ञान के महानिदेशक का कार्यालय / **Office of the Director General of Meteorology**  
मौसम भवन, लोदी रोड़ / **Mausam Bhavan, Lodi Road**  
नई दिल्ली-110003 (भारत) / **New Delhi - 110003 (India)**

**Dated: 19.08.2024**

**Circular**

Subject: Vacancies at United Nations Sustainable Development Group (UNSDG).

The flyer for the above vacancies is attached herewith. Interested and eligible IMD officials may apply for the above mentioned posts under intimation to Organisation Division at;

Email: [organisationsection@gmail.com](mailto:organisationsection@gmail.com) .



**Dr. R.K. Giri**  
**Sc.-F (Head Org.)**  
**For DGM**



The United Nations Sustainable Development Group (UNSDG) unites the 36 UN funds, programmes, specialized agencies, departments and offices that play a role in development.

The UNSDG convenes three to four times a year under the chairmanship of the UNSDG Chair. The UNSDG is composed of senior representatives, preferably at the Assistant Secretary-General/Assistant Director-General level, designated by the executive heads of UNSDG member entities. UNSDG representatives are entrusted by their executive heads to take decisions on their behalf. Normally, there is one representative from each UNSDG member entity who may be accompanied by an organizational expert for substantive presentation and discussion.

Decision-making is based on consensus among UNSDG members and are binding across the UNSDG working mechanisms.

UNSDG entities (as of March 2019) are:

1. FAO: Food and Agriculture Organization of the United Nations
2. IAEA\*: International Atomic Energy Agency
3. ICAO\*: International Civil Aviation Organization
4. IFAD: International Fund for Agricultural Development
5. ILO: International Labour Organization
6. IMO\*: International Maritime Organization
7. IOM: International Organization for Migration
8. ITC: International Trade Centre
9. ITU: International Telecommunications Union
10. OCHA\*: Office for the Coordination of Humanitarian Affairs
11. OHCHR: Office of the High Commissioner for Human Rights
12. UNAIDS: Joint United Nations Programme on HIV/AIDS
13. UNCTAD: United Nations Conference on Trade and Development
14. UN DESA: United Nations Department of Economic and Social Affairs
15. UNDP • UNCDF • UNV: United Nations Development Programme United Nations Capital Development Fund United Nations Volunteers
16. UN DPA: United Nations Department of Political Affairs
17. UN ECA: United Nations Economic Commission for Africa
18. UN ECE: United Nations Economic Commission for Europe
19. UN ECLAC: United Nations Economic Commission for Latin America and the Caribbean
20. UNEP: United Nations Environment Programme
21. UN ESCAP: United Nations Economic and Social Commission for Asia and the Pacific
22. UNESCO: United Nations Educational, Scientific and Cultural Organization
23. UN ESCWA: United Nations Economic and Social Commission for Western Asia
24. UNFPA: United Nations Population Fund
25. UN Habitat: United Nations Human Settlements Programme
26. UNHCR: United Nations High Commissioner for Refugees
27. UNICEF: United Nations Children's Fund

28. UNIDO: United Nations Industrial Development Organization
29. UNISDR: United Nations Office for Disaster Risk Reduction
30. UNODC: United Nations Office on Drugs and Crime
31. UNOPS: United Nations Office for Project Services
32. UN PBSO: United Nations Peacebuilding Support Office
33. UNRWA: United Nations Relief and Works Agency for Palestine Refugees in the Near East
34. UN Women: United Nations Entity for Gender Equality and the Empowerment of Women
35. UNWTO: United Nations World Tourism Organization
36. UPU\*: Universal Postal Union
37. WFP: World Food Programme
38. WHO: World Health Organization
39. WIPO\*: World Intellectual Property Organization
40. WMO: World Meteorological Organization

The UNSDG in affiliation with these agencies has a work environment that promotes diversity, embraces change, and provides leadership opportunities to every team member. We are on a fast track within the applications industry and are seeking highly skilled professionals to take us even further at the UN DUTY STATIONS in Geneva, Copenhagen, Jerusalem, Beijing, New York, Santiago and Hong Kong for the following positions listed below:-

**Human Resources Officer**  
**Position Type: Full-time, Salaried**  
**Duty Station: Multiple**

**Responsibilities & Duties**

Within their delegated authority, the Human Resources Officer- Regional HR Focal Point will be responsible for the following duties: RECRUITMENT • Supports RCOs on staff and non-staff requests (including gratis personnel, UNV, consultants, reviewing MOUs on position funding, etc.). • Advises the resident coordinator and regional director in the projection and monitoring of vacant posts and ensures adherence to policies and procedures in filling these posts. • Advises on and, if needed, reviews classified (generic) job descriptions throughout the region in compliance with the established job classification policy, guidelines, procedures. • Acts as ex-officio as needed and liaises with DCO HQ on promotion and placement of staff. • Advises on preparation of vacancy announcements and on outreach strategies, if needed. • Supports diversity and gender balance in recruitment processes by regularly informing the RC/RD about the current geo/gender metrics. POLICY AND HR ADMINISTRATION • Serves as first point of contact for queries on human resources (HR) policies and assists staff and managers with the understanding and application of HR policies. • Reviews, provides advice or escalates requests for exceptions to policies, regulations and rules, before decisions on any exceptions and as per the delegated authorities are made. • Prepares reports and participates and/or leads special human resources projects. • Keeps abreast of developments and trends in various areas of human resources and general administrative policies and procedures. • Provides advice to staff and managers on substantive and procedural questions related to the administration and management of staff, including on their benefits and entitlements, and/all travel (HR, official

business, etc.). • Advises staff and managers on time management and best practices. • Supports onboarding of new staff. CONDUCT AND DISCIPLINE • Advises management on all issues related to complaints and questions on alleged acts, omissions and improprieties committed by staff in the region. • Provides information to staff in the region on the UN rules and procedures in place that regulate conduct and discipline. • Oversees case management, as well as undertakes reviews of alleged misconduct by RC staff in the region; receives and documents complaints, gathers information and determines whether further investigation is warranted. • Liaises with the UN's Office of Internal Oversight Services (OIOS) on investigations into allegations of misconduct, to ensure effective follow-up. • Oversees data management and tracking of all forms of misconduct for all categories of staff in the region; develops systems to monitor the implementation and effectiveness of the mission's efforts to address and prevent misconduct. STAFF DEVELOPMENT AND CAREER SUPPORT • Advises staff and managers on available learning tools and opportunities. • Encourages compliance with mandatory UN training courses. • Provides support to RCs and Heads of offices on performance related issues. • Advises and supports staff and managers on the application of the performance management and development system (PMD), including the rebuttal process and overall compliance. • Liaises with DCO HQ in the provision of career support to staff and managers. GENERAL • Serves as first point of contact in the region on all HR and administrative matters, including on the implementation of any Secretariat human resources reform initiatives. • Provides ongoing strategy guidance, interpretation, and support on emergency planning to the RCOs in all areas of HR management. • Represents HR in regional meetings as needed. • Ensures active coordination of HR matters with other agencies. • Maintains effective and steady communication or working relations with UN Agencies to seek harmonization.

## **Competencies**

**PROFESSIONALISM:** Knowledge of administrative, budgetary, financial and human resources policies and procedures; Ability to apply various United Nations 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. **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. **ACCOUNTABILITY:** Takes ownership of all responsibilities and honors 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. **BUILDING TRUST:** Provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; has no hidden agenda; places confidences in colleagues, staff members and clients; gives proper credit to theirs; follows through on agreed upon actions; treats sensitive or confidential information appropriately.

**JUDGEMENT/DECISION-MAKING:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

### **Education**

An advanced university degree (Master's degree or equivalent degree) in human resources management, business administration, public administration, social sciences, education, law or related field is required. A first-level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of five years of progressively responsible experience in administration, human resources, or related field is required. Experience on administration, and talent acquisition using enterprise resource platforms is required. Experience on conduct and discipline matters is required. Experience implementing change management initiatives is desired. Experience working with United Nations common systems human resources and administrative procedures is desired. Experience in managing complex restructuring processes, including rightsizing of workforce is desired.

## **Administrative Officer**

**Position Type: Full-time, Salaried**

**Duty Station: Multiple**

### **Responsibilities**

Under the supervision of the Director, the Administrative Officer will be responsible for the following:

**Human Resource Management**

- Provides expert advice with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.
- Represents the Department/Unit at Departmental Panels and appointment bodies.
- Leads, oversees and coordinates 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.

**Budget and Finance**

- Initiates and conducts studies to improve budget reporting systems and cost-effective utilization of program resources.
- Monitors and controls budgetary allocations through regular reviews; drafts routine and ad hoc outputs; and provides effective monitoring reports and data. Identifies deviations from plans and proposes corrective measures.
- Establishes and maintains 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.

**General Administration**

- In support of the Director, researches, reviews documents and reports of relevance, prepares correspondence, comments, talking points, minutes and briefings relating to internal activities and plans. Monitors and analyzes activities concerning the above.
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive backstopping to consultative and other meetings, conferences, to including agenda drafting, participant composition, preparation of documents and presentations, etc.
- Serves as focal point for all meetings of the Director,

and assures effective participation by the Division and of the Director in relevant statutory bodies' meetings and the Steering Committee meetings, inter alia. • Supervises a staff team and/or provide advice to others on human resource administration, financial administration and management information issues and practices to colleagues. • Produces major/complex reports for management. • Provides expert guidance and leadership to more junior staff. • Performs 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. • Coordinates activities related to reporting across Division, including in connection with audit. • Performs other related work as required. Communications • Takes the lead in strategy, planning, development and implementation of the Division's Communication programme and social media strategy. • Prepares a diverse range of media assets and materials in support of targeted communication campaigns that is aligned to the Division's strategic vision and the approved work plans.

### **Competencies**

**PROFESSIONALISM:** Knowledge of administrative policies and procedures. Knowledge of different aspects of public information and communication. Ability to produce a variety of written communications products in a clear, concise style. Ability to apply various United Nations 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. **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 the audience. Demonstrates openness in sharing information and keeping people informed. **PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

### **Education**

Advanced university degree (Master's degree or equivalent) in business or public administration, communication, public information, law or related area is required. A first-level university degree (Bachelor's degree or equivalent) in combination with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of seven years of progressively responsible experience in administration, finance, accounting, human resources management or related field is required. Experience in application of staff regulations, staff rules, and human resources policies and practices is required. Experience in recruitment and staff selection using integrated information management systems is required. Experience in workforce planning and administration of

large scale staffing table is desirable. Experience in supporting an organizational-wide change management programme is desirable. Experience in administration of HR entitlements is desirable. Experience in the work of the United Nations is desirable.

## **Economic Affairs Officer**

**Position Type: Full-time, Salaried**

**Duty Station: Multiple**

### **Responsibilities**

Within delegated authority, the Economic Affairs Officer will be responsible for the following duties: Economic or sector analysis: • Monitors economic developments in sustainable Public-Private Partnerships (PPPs) and infrastructure finance, in particular in countries with economies in transition, and identifies recurrent and emerging issues of concern to the United Nations. • Designs and conducts studies in sustainable PPPs and infrastructure finance, and drafts resulting reports. • Develops draft policy recommendations on sustainable PPPs and infrastructure finance. • Formulates proposals for development strategies, policies and measures for presentation to intergovernmental bodies and others. • Attends international, regional, and national PPP meetings to hold discussions with representatives of other institutions. • Organizes PPP international forums, expert group meetings and seminars. • Prepares speeches and other inputs for presentations by senior staff. Intergovernmental support: • Provides substantive support to the ECE Committee on Innovation, Competitiveness and PPPs and the Working Party on PPPs, and their respective Bureaux. • Represents ECTD at international, regional and national meetings. Technical cooperation: • Designs and monitors technical cooperation projects on sustainable PPPs and infrastructure finance. • 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 sustainable PPPs, infrastructure finance and economic development issues. • Conducts training seminars and workshops for government officials and others. • Formulates technical modalities for the evaluation of individual technical cooperation projects. General: • Manages the performance of junior staff, reviewing their work and providing feedback. • Mobilizes extrabudgetary funding towards the ECE PPP programme. • Manages the section's internal and external communication with stakeholders and ensures media visibility. • 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 the field of sustainable PPPs, infrastructure finance and economic development. Ability to conduct independent research on sustainable PPPs and infrastructure finance in support of capacity building and technical cooperation. 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 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**

An advanced university degree (Master's degree or equivalent degree) in economics, finance, business administration, public administration, 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.

### **Work Experience**

A minimum of five years of progressively responsible experience in economic research and analysis, policy formulation, application of economic principles in development programmes or related area is required. Experience with the UN intergovernmental processes is desirable.

### **Logistics Officer**

**Position Type: Full-time, Salaried**

**Duty Station: Multiple**

### **Responsibilities:**

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

1. Provide expert advice about logistics support to peace operations, to include planning and budgeting considerations for the start-up, build-up, surge, sustainment and liquidation phases; considerations and practices for integration of civilian and military capabilities; the synchronization of transportation, communications and information technology, engineering, and medical services; and risk management.
2. Prepare logistics support plans, deployment timelines and budget requirements for planned or new peacekeeping missions; develop logistics plans for existing missions; develop contingency plans for drawdown and liquidation of missions; develop and implement methodologies and tools to enable effective execution of logistics plans; formulate mission specific standard operating procedures; prepare contingency plans and logistics preparedness reviews.



3. Provide expert medium- and long-term planning capacity for logistics support to new, sustaining, expanding, contracting and liquidating peacekeeping operations and other field missions.
4. Monitor, assess and keep senior management informed of the quality, efficiency, effectiveness and timeliness of logistics operations in field missions; interpret and analyze periodic management reports to include verification reports and other relevant information contained in the department's information management applications; identify issues requiring UNHQ intervention and recommend appropriate action; follow up on decisions taken.
5. Receive and analyze requests for logistics support; coordinate support activity with responsible subsidiary organ(s) of the Division; monitor delivery of goods and/or services to field missions and exercise quality control.
6. Coordinate the Division's logistics planning activities in connection with one or more supported field operations; prepare the Division's support plans for new, evolving, established or liquidating missions.
7. Coordinate the Division's review of mission support plans and liquidation plans prepared by supported field operations, together with associated cost estimates and asset disposal plans; and follow up on decisions taken.
8. Provide logistics advice in select working groups, task forces and external meetings; establish and maintain effective liaison with other units within the Secretariat as well as Permanent Missions of Member States. Actively participate in negotiations with concerned member states on MOUs and LOAs.
9. Manage assigned projects to achieve required goals, objectives and milestones; as required, form and direct multifunctional working groups. Participate in visits to geographic areas of logistics operational interest and existing field operations, and pre-deployment inspection visits to troop contributing countries.
10. Collect, collate, analyse and archive logistics support-relevant information from all relevant sources. Based on the information collected, prepare technical reports, briefings and presentations to senior management as well as external partners.

### **Competencies**

**Professionalism:** Knowledge of logistics operations and practices. 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 business administration, public administration, engineering, law, supply chain management, logistics operations/management or other 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**

A minimum of five years of progressively responsible experience in land or air transport, logistics operations in military, commercial or international organizations, or related area is required. Experience in planning, coordinating and/or managing multifunctional logistics support operations is desirable. Logistics planning experience in a field environment is desirable. Experience within the context of a humanitarian relief, military, emergency management, peacekeeping or disaster relief operation is desirable.

## **Environmental Affairs Officer**

**Position Type: Full-time, Salaried**

**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.

### **Chief Nurse**

**Position Type: Full-time, Salaried**

**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 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.

### **Finance and Budget Officer**

**Position Type: Full-time, Salaried**

**Duty Station: Multiple**

### **Responsibilities**

Within delegated authority, the Finance and Budget Officer will be responsible for the following duties: Budget preparation: • Reviews, analyses and finalizes cost estimates and budget proposals, in terms of staff and non-staff requirements from the Departments at Headquarters and in the field, including programmatic aspects (Strategic Framework). • Provides support to managers with respect to the elaboration of resource requirements for budget submissions. • Reviews, analyses and provides input into finalization of programme budget/financial implications to the Security Council statements in light of additional mandates. • Provides substantive support to relevant intergovernmental and expert bodies in their budget review; assists in securing approval from the General Assembly. Budget and Finance administration: • Issues allotments, including redeployment of funds when necessary, ensuring appropriate expenditures. • Monitors budget implementation and determines/recommends reallocation of funds when necessary. • Monitors expenditures to ensure that they remain within authorized levels. • Reviews all requisitions for goods and services to ensure correct objects of expenditure have been charged, ensuring availability of funds. • Ensure correct GL accounts are used for the expenditures incurred during the financial period as well as accurate year-end financial reporting in compliance with IPSAS. • Administers and monitors extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures. • Prepares relevant documentation with respect to budget performance submissions. • Reviews and makes appropriate recommendations with respect to the finalization of budget performance reports, analysing variances between approved budgets and actual expenditures. • Provides substantive support to intergovernmental and

legislative bodies. General: • Exercise Delegation of Authority in (i) finance and budget and (ii) asset and inventory management, as per the Secretary-General's bulletin in ST/SGB/2019/2. • Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme and/or peacekeeping budgets, ensuring compliance with intergovernmental recommendations and decisions, United Nations Financial Rules and Regulations (UNFRR) as well as with United Nations policies and procedures. • Monitors and supervises the work of subordinate staff as required. • Performs other related duties, as assigned. Asset and Inventory Management: • Coordinates taking physical inventories of UN property, and investigating and reconciling discrepancies. • Ensures DSS assets and inventory at UNHQ and at its global offices in more than 100 countries are managed as per UN guidelines. • Prepares a variety of inventory reports of DSS property as required.

### **Competencies**

• **PROFESSIONALISM:** Knowledge of financial 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. Provides an environment in which others can talk and act without fear of repercussion; places confidence in and builds trust with colleagues, staff members and stakeholders. • **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. • **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) in business administration, finance, or related field. A first-level university degree in combination with two (2) 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 finance, administration, budget, business administration or related area is required. Experience with budgetary policies and practices, financial regulations and rules, is required. Experience in the use of information technology tools for financial analysis and monitoring of budgets is required. Experience in preparing reports for intergovernmental and expert bodies is desirable. Experience in results-based approaches to budgeting and in using enterprise resource planning solutions are desirable. Experience in peacekeeping operations is desirable.

**Information Management Officer**  
**Position Type: Full-time, Salaried**  
**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 network in accordance with IASC guidance to facilitate humanitarian information exchange and the promotion of data and information standards; work with first responders such as the UN disaster assessment and coordination team (UNDAC) and on-site operations and coordination Centre (OSOCC) to ensure a smooth transition of information tools and services; 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.
- **Web 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 ReliefWeb to facilitate cross-site search and interoperability.
- **Data Management:** 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.
- **Data 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 (e.g. the Humanitarian Exchange Language) 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.
- **Assessment Analysis:** 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).
- **Geographic Information System (GIS) & Mapping:** Develop and maintain spatial baseline and operational datasets in accordance with relevant standards and guidance; produce and update high-quality map products and online services; 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.
- **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.
- Performs other related duties, as required.

**Competencies**

**PROFESSIONALISM:** Knowledge and understanding of humanitarian, emergency relief assistance and related humanitarian issues. 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, work under pressure, on occasion in a highly stressful environment (e.g., civil strife, natural disasters, and human misery). 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. **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. **TECHNOLOGICAL AWARENESS:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

### **Education**

An advanced university degree (Master's degree or equivalent) in information management, information systems, social science or a related field is required. A first-level university degree in combination with an additional two (2) 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 information management, information systems, web management, data management, geographic information systems and mapping, data visualization, or other related area is required. Experience managing information in disaster response or complex emergencies is required. Relevant experience within the UN Common System or other international organisation is desirable. Experience in the region is desirable.

## **Property Management Officer**

**Position Type: Full-time, Salaried**

**Duty Station: Multiple**

### **Responsibilities**

Within delegated authority, the Property Management Officer shall be responsible for the following duties:

- Plans the property management operations, monitors progress through statistical analysis of database records and monthly progress reports for the Unit;
- Monitors ongoing operations of the Unit, the regular site visits of field mission offices and physical inspections and verification of UN property;
- Assist with the analysis and monitoring of the effectiveness and execution of asset control procedures in RSCE to ensure compliance with the Financial Regulations and Rules of the United Nations,
- Liaises with the Self Accounting Units, Procurement Section and Movement Control Section at the mission on matter related to Inventory Control, Receiving and Inspection as well as Disposal activities of UN Property;
- Plans and supervises proper disposal of hazardous waste, of written-off property and of some commodities representing a risk to the environment, in order to avoid any pollution or contamination;
- Oversees the maintenance of accurate and auditable records, in both hard and electronic format, for accountability of UN Property at the RSCE in conformance with Administrative Instructions, Logistics Division (LD)/Department of



Operational Support (DOS) guidelines and mission Property Management standard operating procedures; •Ensures proper utilization and enhancement, as required, of the established business intelligence and management tools to monitor and evaluate the overall progresses of the Mission's property management activities; •Oversees the incoming shipments and ensures they are processed through Umoja and Receiving and Inspection reports are prepared in Umoja; Monitors RSCE inventory ensuring that anomalies are identified in discrepancy reports and addressed immediately; •Oversees the preparation of periodic performance reports in line with the Office of Supply Chain Management (OSCM) quarterly performance report, reviews and ensures accuracy of data; •Prepares accurate and auditable statistical reports for management and the LD/DOS and draft correspondence, as required; •Oversees the compilation and drafting the Standard Operating Procedures (SOP) and flow charts relating to all aspects of Property Management activities within the context of the overall mandate of the Section/Unit, including terms of reference and job descriptions for the Staff in the Unit; •Identifies issues and implement solutions to problematic areas related to Property Management. •Oversees the maintenance of the fixed assets register by recording information related to fixed assets, ensures accuracy and integrity of property records; •Ensures accurate tracking of existing fixed assets, implement and monitor the periodic physical verification process; In collaboration with the financial reporting section, prepares and verifies periodic IPSAS financial reports on PP&E and Inventory (year-end reports, monthly reports), ensures timely submission as per the OSCM Guidelines. •Performs other duties as required.

### **Competencies**

**Professionalism:** Ability to manage a diverse range of property management services; Analytical capacity and proven business process management; knowledge of the UN Financial Regulations and Rules; demonstrated expertise in logistics/supply chain 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. **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 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.

### **Education**

Advanced university degree (Masters or equivalent) in business administration, logistics management, supply chain management or related fields. A first-level university degree in combination with two (2) years qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of 5 years of progressively responsible experience in the field of materials management related support services, logistics, supply chain management or related area is required. Experience in property management in field operations is desirable. Experience in

development and implementing ERP asset and inventory management solutions is desirable. Experience in IPSAS accounting is desirable.

## **Project Manager Engineer**

**Position Type: Full-time, Salaried**

**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.

### **Pharmacist**

**Position Type: Full-time, Salaried**

**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 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.

## **Research Officer**

**Position Type: Full-time, Salaried**

**Duty Station: Multiple**

### **Responsibilities**

Within assigned authority, the Research Officer will be responsible for the following specific duties:

- Identify information needs of relevant stakeholders as well as the relevant concepts and variables for which data are required.
- Define statistical outputs, concepts, methodologies, data collection instruments and operational processes including for fieldwork.
- Design survey research instruments, including questionnaires, data collection tools, protocols, standard operating procedures and training materials for enumerators.
- Compile and analyse data and other information necessary for the preparation of research reports and other technical documents related to population-based survey topics, including the collection and analysis of statistical data and other information; guide and support qualitative research and draft summary results.
- Contribute to establishing and managing suitable organizational and operational arrangements to implement survey programs according to the highest quality standards and in line with existing international guidelines, including for monitoring quality of survey operations.
- Organize and ensure quality of collection, validation, compilation, and dissemination of statistical data on drug and/or crime-related topics by analysing available data sources, selecting, and implementing methods for checking collected data, and selecting and implementing appropriate methods for data processing for incorporation into databases.
- Produce tables, charts and other data visualization items as well as written analysis from datasets, to be used in reports, develop high-quality analytical survey-based reports on selected drug and/or crime related topics for dissemination purposes.
- Support research activities of UNODC in Afghanistan by providing inputs to the research design of interventions, timely addressing concerns related to challenges encountered during the implementation phase and reviewing outputs.
- Undertake outreach activities, fact-finding and advisory missions in support of project implementation, providing presentations, technical support and other inputs.
- Provide training, capacity building and technical support on survey methodologies for national experts and technical staff in the field.
- Coordinate activities related to budget and funding, project implementation (including procurement, engagement of external partners, and related administrative processes), and prepare related documents/reports.
- Liaise with officials of governments, representatives of national, regional and global organizations, organizations of the UN system, etc. on selected issues related to the implementation of specific survey and/or research programmes, related action plans or other initiatives, and provide technical advice on a range of related matters.
- Perform other work-related duties, as assigned.

### **Competencies**

**Professionalism:** Has good research, analytical and problem-solving skills. Is able to analyze and interpret data in support of decision-making and convey resulting information to management. Has knowledge of specialised tools and software for quantitative data analysis. Ability to determine suitability, validity and accuracy of data provided by different sources. Is able to conduct independent methodological research and analysis (both quantitative and qualitative) on crime and drugs. Is able to design and implement population-based surveys. Is able to establish effective relationships with external partners to set up proper survey implementation mechanisms for conducting survey programs and to ensure their quality and independence. Is able to identify issues, formulate options and 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**

Advanced university degree (Master's degree or equivalent) in economics, statistics, other social science or related field is required. A first-level university degree in similar fields in combination with two additional years of qualifying 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.

### **Medical Officer**

**Position Type: Full-time, Salaried**

**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 crises 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 medical field as a medical doctor.

### **Program Officer**

**Position Type: Full-time, Salaried**

**Duty Station: Multiple**

### **Responsibilities**

Within delegated authority, the Programme Officer (Regional Office, Copenhagen) will be responsible for the following duties: • Develops, implements and evaluates

programmes/projects across the region in close collaboration with UN Global Compact Local Networks, regional and local business communities, regional, national and local government institutions and other partners; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions; • Develops and delivers programmatic activities planned specifically for the assigned regions with a view to strengthen UN Global Compact awareness, recruitment and impact related to the Ten Principles and the Sustainable Development Goals; provides support to Global Compact Networks in delivering on global programmes; • Performs consulting assignments, in collaboration with the client, by planning and facilitating workshops, through capacity building of Global Compact Local Networks across respective regions and managing any issues related to governance or integrity of the initiative across the region; • Researches, analyzes and presents information gathered from diverse sources; • Coordinates policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies; • Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, fundraising proposals, etc.; • Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.; • Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities; • Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.; • Coordinates 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.); • Performs other duties as required.

### **Competencies**

• Professionalism: Understanding and experience with strategies, theories, concepts and approaches relevant to corporate sustainability and sustainable development in Europe and North America. Knowledge of key trends and regional policies related to corporate sustainability in the region. Experience with fundraising. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. 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. • 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**



An Advanced university degree (Master's degree or equivalent degree) in law, business administration, management, economics, 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.

### **Work Experience**

A minimum of five years of progressively responsible experience in project or programme management, administration or related area. Background/familiarity with disaster risk reduction and/or climate change adaptation is required. UN experience is desirable.

### **Training Officer**

**Position Type: Full-time, Salaried**

**Duty Station: Multiple**

### **Responsibilities**

Under the supervision of the Chief, Mobile Medical Training Team (MMTT), the incumbent will participate, as a member, of MMTT missions, and provide training to DSS Chief Security Advisers (CSA), Security Advisers (SA), Field Security Coordination Officers (FSCO); Agency, Fund and Program Field Security Officer/Field Safety Advisers (FSO/FSA); Department of Peacekeeping Operations Chief Security Officers (CSO), Mission Security Officers (MSO) and Safety and Security Service (SSS) Security Officers (SO). In addition, will develop appropriate training related to crisis response, specifically for mass casualty planning and medical evacuations, and present this training to Designated Officials (DO) and Security Management Teams (SMT), and will develop appropriate basic first aid related training for all staff at large, system wide. The incumbent will assess scheduled training to ensure it is conducted in accordance with the annual UNDSS training schedule; provide appropriate medical training to members of the UN Security Management System and staff at large; prepare and disseminate announcements for all MMTT training courses; organize and coordinate all venue, logistics and administrative requirements for all MMTTs; ensure that all agencies, funds, programs and organizations of the UN system are invited to participate, as appropriate; review certification procedures for participants and ensure that appropriate standards are met in completion of all courses; participate in reviewing and preparing dynamic training for all UNDSS Programs of Instruction (POI) using current training materials, practical applications, guide books, and approved training methodologies; organize, plan and maintain inventory of training materials involved in MMTTs, ensure that all appropriate learning materials are employed in all courses presented; perform as an instructor on all MMTT missions; prepare training reports for all courses, in accordance with established procedures, including appropriate recommendations to enhance emergency medical related training; participate in developing and presenting this training in response to emergency crisis situations, attend meetings and conduct training inspections, as required. Provide medical planning advice, guidance and support to Designated Officials, Security Management Teams, agencies, funds, programs and organizations of the UN; act as a resource person and participate as instructor for medical training presented by the agencies, funds, programs and organizations of the UN upon request; develop and conduct training needs assessments and identify areas for change or modification; participate in the development of coordinated inter-agency medical training strategies and policies for an efficient and effective UN training program. Perform other assignments and training functions, as required.

### **Competencies**

**Professionalism:** Knowledge of UN medical and security management policy, and field medical procedures and techniques related to emergency trauma, mass casualty and medical emergency response. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Knowledge in crisis medical planning. **Planning and Organizing:** Ability to establish priorities and to plan, organize, coordinate and monitor own work plan.

**Communication:** Good drafting ability and communications skills, both oral and written.

**Technological Awareness:** keeps abreast of available technology.

## **Education**

Advanced university degree (Master's degree or equivalent) in medical related field (i.e., nursing or medical management), political or social science, business administration, or international relations. A first-level university degree in combination with qualifying experience may be accepted in lieu of the

advanced university degree. Current certification as an Emergency Medical Technician Basic (EMT-B), qualified provider and instructor in Medicine in Remote Areas (MIRA), certified as an instructor in Basic Life Support (BLS), Automatic Electronic Resuscitator (AED), Pre-Hospital Trauma Life Support (PHTLS), Healthcare Provider CPR and American Red Cross CPR/First-Aid Instructor are required. Completion of the DSS Security Certification Program is desirable.

## **Work Experience**

Five years of progressively responsible experience in security management at the international level, of which at least two years of formal experience in developing and presenting Emergency Trauma, Basic First Aid and Mass Casualty response training is required. Experience as a trainer in the UN is desirable.

## **Engineer**

**Position Type: Full-time, Salaried**

**Duty Station: Multiple**

## **Responsibilities**

Within delegated authority, the Engineer will apply professional engineering knowledge and expertise in performance of the following duties: (These duties are not all inclusive nor are all duties carried out by all Engineers)

- Applies commonly used engineering calculations, practices and precedents in completing portions of larger projects related to the design, construction, or repair of electrical power generation and distribution systems, and other related activities in the field.
- Plans and designs specifications for projects.
- Conducts preliminary site investigations to obtain field data such as power requirements/capacity demands, fuel requirements and cost implication, technical potential and other related information.
- Prepares design layout for buildings and facilities.
- Develops technical data regarding materials, sizes, dimensions, and quantities and costs to be incorporated in formal specifications.
- Develop scope of works/requirements, specifications for electrical and mechanical systems contracts.
- Liaises with other engineers and mission specialists responsible for related specialized phases to arrive at mutually satisfactory approaches to problems by exchanging and comparing data.

- Conducts investigations to develop improved designs and power related techniques.
- Produces cost data and estimates on engineering-related requirements of current and planned field missions.
- Analyzes project proposals to ensure technical feasibility and to ensure that project objectives are attainable within prescribed resources.
- Conducts research on development of new technical systems, and follow development to identify improved methods and equipment.

### **Competencies**

- **Professionalism:** Ability to apply engineering skills and to participate in engineering projects, including preparation of cost estimates, research of data and preparing graphs. Ability to identify and analyze 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.
- **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 electrical engineering. 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 electrical engineering is required. Experience in project management including planning, design, budget and execution of electrical projects is desirable. Experience in system contracts for electrical power generation, distribution, switching and controls is desirable. Experience in overseeing complex engineering works is required. Experience in the area of Renewable Energy is required.

### **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, Beijing, New York and Hong Kong.

Interested and qualified applicants should send their detailed Resumes/Cvs to [recruitment@un-sdg.org](mailto:recruitment@un-sdg.org) on or before 30th of August 2024. Candidates selected will be contacted by the UNSDG 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).

### **LANGUAGES**

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

### **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.

*Candidates will be reviewed on a rolling basis. The position will remain open until we have a sufficient pool of diverse candidates who meet the job requirements, at which point we may pause the review of new applications before the stated deadline. Please understand you may not be contacted for several weeks after you apply.*

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.