



ENVIRONMENT MANAGEMENT GROUP

[International Environment House 1, 11-13 Chemin des Anémones, 1219 Châtelaine Geneva, Switzerland](#)

The Environment Management Group (EMG) is a United Nations (UN) System-wide coordination body on environment and human settlements. It was established in 2001 pursuant to the General Assembly resolution 53/242 in July 1999. The resolution supported the proposal of the Secretary-General to establish an environmental management group contained in his report on Environment and Human Settlements (A/53/463).

The EMG membership consists of the specialized agencies, programmes and organs of the United Nations including the secretariats of the Multilateral Environmental Agreements. The EMG identifies issues on the international environmental agenda that warrant cooperation, and finds ways of engaging its collective capacity in coherent management responses to those issues.

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

PROGRAMME OFFICER, P4.

Responsibilities

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

- Participates in the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Researches, analyzes and presents information gathered from diverse sources.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports, including Secretary-General's reports on disaster risk reduction and talking points for high-level officials, such as SG, SRSG and PGA.
- Provides substantive backstopping and policy support to consultative and other inter-governmental meetings, such as GA resolution negotiations.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.

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

Work implies frequent interaction with the following:

Counterparts, senior officers and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies.

Representatives and officials in national governments, international organizations, consultants.

Competencies

Professionalism:

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

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

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

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, management, economics 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

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.

Languages

Fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage

ENGINEER, P3

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.

Languages

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

LOGISTICS OFFICER, P3

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.

Languages

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

ADMINISTRATIVE OFFICER, P4.

Responsibilities

- 1). Operations Management: Directly implement, manage and oversee the Division's finance, human resources, procurement, ICT, security and other associated actions in compliance with the Organisation's policies, procedures, rules and regulations. Ensure effective and efficient operations and business processes support to the division's sections and to its out-posted officers;
- 2). Manage the human and other resources of the Division's Operation Unit: Serve as HR secretariat for all senior professional recruitments in the Division. Establish, enhance, and maintain strong working relationships with relevant stakeholders and service providers in other UN entities, especially the UN Office at Nairobi;
- 3). Operations planning, monitoring and reporting: plan, monitor, assess, and report on the Division's operations strategy and work, developing and delivering against the operations components of the Division Management Plan, in the context of the Division's project commitments to UNEP's Programme of Work and its Medium Term Strategy. Oversee the financial management of the Division's resources;

4). Policy and procedure development, implementation, and compliance: Develop, standardize implement, and ensure compliance with organizational and Divisional policies, procedures, and protocols related to the communication function and DCPI work processes and resource scheduling;

5). Business continuity planning: Develop, monitor, and maintain the Division's business continuity plan and ensure effective and efficient process, transition, workflow, and succession planning for seamless programme delivery and reduced risks;

6). UMOJA/ERPs super user and facilitator: Oversee the Division's implementation of UMOJA and other ERPs, including in compliance with and execution of IPSAS. Facilitate the rollout of ERPs in the Division and provide relevant training to staff.

Competencies

Professionalism: Knowledge of administrative, human resources, financial and budgetary principles and practices, budget development and administration of financial and human resources; Knowledge of theories, concepts and methodologies related to results-based management ; Ability to implement budgetary policies, procedures and new programmes and to formulate new strategies and technical approaches to budgetary matters. 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.

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.

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

Client Orientation: Considers all those to whom services are provided to

be "clients " and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

Education

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law or related area. A first-level university degree in combination with an additional two 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 administration, finance, accounting, human resources management or related field is required.

Languages

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

HUMAN RESOURCES OFFICER, P4

Responsibilities

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

- Serve as HR Officer focal point for the implementation of policies related to human resources management, particularly as it relates to Headquarters and the field, as well as assists supervisors and staff with understanding human resources policy.
- Provide policy advice to staff and managers on substantive and procedural questions related to administration and management of staff, including the implementation of any Secretariat human resources reform initiative.
- Reviews and provides advice to Programme Managers on requests for exceptions to policies, regulations and rules before transmittal to the Office of Human Resources Management.
- Prepares and updates comprehensive Policy Instructions/Guidelines incorporating existing human resources policies, practices and procedures for ease of reference for OCHA staff.
- Serves as focal point for the compilation and submission of comments to Staff Regulations, Staff Rules and Administrative Instructions drafts disseminated by the Office of Human Resources Management
- Serve on various standing boards, committees, ad hoc working groups and task forces, as required. Also represents the operational interests of OCHA at the policy level for any field-based emergency operations meetings/discussions
- Responsible for the review of Prohibited Conduct and disciplinary cases forwarded by OIOS or OHRM, and if required, arrange investigation panels and communicate conclusions to the relevant parties.
- Keeps abreast of developments and trends in various areas of human resources.
- Prepares reports and participates and/or leads special human resources projects.
- May plan, organize, manage and supervise the work of the Unit/Section assigned.

Recruitment and placement

- Provides advice as it pertains to Inspira recruitment selections and ensure adherence to policies and procedures in filling vacant posts.
- Provides advice on guidelines on promotion and placement of staff.
- Participates in human resources task forces and working groups identifying issues/problems, formulating guidelines, and establishing new procedures, where necessary.
- May represents OCHA in discussions with senior officials on recruitment and other human resources matters.

Administration of entitlements

- Advises the Human Resources Officers on the development, modification and implementation of United Nations policies and practices on entitlements.
- Reviews and recommends level of remuneration for consultants, as requested.
- Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.
- Represents the office in joint bodies and working groups relating to salaries and other conditions of service.

Staff development and career support

- May assist supervisors and staff with understanding and using the performance appraisal system (e-Performance) and the rebuttal process.

Other duties

- Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.
- Monitors, advises and acts on disciplinary matters in accordance with established policies and procedures.
- Supervises and monitors the work of the junior human resources officers in undertaking the full range of human resource management activities.
- Represents the management in classification appeal cases.
- Provides guidance to programme managers on the application of classification policies and procedures and by undertaking whole office review.

Competencies

- **Professionalism:** In-depth knowledge of human resources management, particularly United Nations Staff Rules and Regulations and related policies, practices and procedures and ability to apply them in an organizational setting. Knowledge of policy procedures and instruments. Proven analytical skills and ability to conduct comprehensive research on a range of issues. Proficiency in policy drafting and ability to prepare policy briefs or submissions. Demonstrates discretion and judgment in applying policy expertise to sensitive, complex issues. 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 audience; demonstrates openness in sharing information and keeping people informed.
- **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.

Education

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

Work Experience

A minimum of seven years of progressively responsible experience in human resources management, administration or related area. At least three years of experience in human resources policies, practices, processes and administration of

entitlements are required. Supervisory experience is desirable. Experience in dealing with HR policy related to UN common system or other international organizations field operations is desirable. Experience in analyzing and drafting HR policies is desirable

Languages

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

MEDICAL OFFICER, P4

Responsibilities

Summary of key functions:

Clinical Duties:

- Attend the United Nations Clinic on a full time basis.
- Treat persons detained under the authority of the Mechanism and witnesses of the Mechanism, when required.
- Respond to acute emergencies in line with international protocols such as advanced trauma life support management and advanced cardiac life support or Pre Hospital Trauma life support.
- Be able to do triage and primary stabilization.
- Undertake day-to-day clinical duties, e.g. walk-in clinic, pre-placement and periodic medical examinations and immunizations.
- Provide health education.
- Participate in addressing work environment and occupational health issues.
- Undertake medical examinations for MICT international and local staff and dependents.
- Undertake medical examination of witnesses and detainees under the responsibility of the MICT.
- Diagnose and recommend treatment to all staff visiting the Clinic on a daily basis.
- Be on call during and outside office hours to observe and treat emergencies in the MICT Clinic. Undertake house calls when required.
- Responsible for entry and periodic medical examinations for United Nations staff members who choose to use the MICT Clinic for their examinations.

Medico Administrative Duties:

- Liaise with other dispensaries, host-nation medical facilities and medical facilities abroad to coordinate medical evacuations.
- Follow the United Nations established policies and procedures regarding medical clearances, sick leave and medical evacuations.
- Recommend medical evacuation when required and facilitate medical evacuations authorized by the UN Medical Director of MICT staff and their dependents in consultations with the Registry Officer-in-Charge for further investigation and major treatment.
- Responsible for all paper work and reporting procedures for medical evacuations in line with UN Rules and procedures.
- Ensure proper follow up on all cases.
- Responsible for establishing good relations with reliable hospitals, private medical facilities and blood banks and local physician, including UNEP if available.
- Keep constant contact with the United Nations Designated Examining Physicians to facilitate their availability as and when required.

- Ensure that proper medical records are kept in a strictly confidential manner.
- Maintain emergency medical supplies and equipment to be used in case of emergency situation.
- Replenish first aid kits and other essential medical supplies kept in other duty stations within the country, if any.
- Recommend procurement of vaccines, medical supplies and equipment, and ensure that inventory is kept up-to-date.
- Maintain medical records of all MICT personnel and advise health precautionary steps to new staff members; already include above.
- Prepare and send periodic (quarterly) reports of functions, visits, medical evacuations and treatments at the Clinic to the United Nations Medical Service.
- Advise on health precautionary steps to be undertaken at the duty station, and perform any other duties as considered necessary by the United Nations Medical Director and/or the Registry Officer-in-Charge.

Supervisory Administration:

- Supervise, distribute work to the nurse (s) and other staff of the MICT Clinic.
- Manage day-to-day MICT medical support operations by ensuring availability of supplies and proper functioning of medical equipment.
- Ensure that 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).
- Responsible for regular reporting on MICT clinic activities, medical facilities available locally and other statistical information as may be required.
- Responsible for the supervision and distribution of work for the nurse(s) and other staff of the MICT Clinic.

Coordination of UN Cares Activities:

- Planning and organization of training of focal points and peer educators.
- Arranging the dissemination of UN policies on HIV/AIDS.
- Conducting an education and information campaign.

Competencies

- **Professionalism** - Knowledge of clinical medicine. Formal training in CPR and, preferably in BCLS and ACLS or equivalent emergency medical care. Ability to work efficiently and independently. Flexible, with the ability to work with limited resources. 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.
- **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 on-going 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.

- **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 Organisation; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

- **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 confidence in colleagues, staff members and clients; gives proper credit to others; follows through on agreed upon actions; treats sensitive or confidential information appropriately.

Education

Advanced University Degree in Medicine, from an accredited University and currently licensed to practice within home country or other national jurisdiction. Valid certification in Advanced Trauma Life support, Advanced cardiac Life support OR Pre hospital trauma life support is desirable. Certification in HIV care OR VCCT is desirable.

Work Experience

A minimum of seven years of progressively responsible experience and practice in general medicine of which at least one year should be in Trauma and Emergency care and two years in Internal Medicine. Experience in in developing countries is desirable. Experience with occupational and tropical/travel medicine is desirable. Previous UN medical system/international medical experience is desirable Surgical, ICU, aeromedical or anesthetic experience would be an advantage. Experience in correctional/prison medicine would be an asset.

Languages

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Working knowledge of French is desirable.

FINANCE & BUDGET OFFICER, P3

Responsibilities

The incumbent, under the supervision of the Chief of the Section, will be responsible for the following duties.

Budget Preparation: Analyses budget submissions, obtains clarifications and justifications; prepares budget and budget performance reports for small-medium-sized peacekeeping operations as well as backstopping activities; prepares financial aspects/implications for Secretary-General's reports to the Security Council; prepares the supplementary information and supports the Director and the Section Chief in presentation of the budget proposals and budget performance reports to the Advisory Committee on Administrative and Budgetary Questions and to the Fifth Committee of the General Assembly.

Budget Administration: Administers and monitors related trust funds; prepares allotments, staffing table authorizations and redeployments of funds; analyses and monitors budget implementation; initiates payments to troop- and formed police-contributing Governments for the settlement of liabilities.

General: Provides advice and guidance to headquarters and field staff on budgetary and financial policies and procedures, including results-based budgeting. The incumbent may be requested to perform other related duties including but not limited to division-wide tasks related to management of the Office of the Director; support to the Director in the consideration of all matters requiring his/her attention; drafting of talking points, papers, briefing notes and special financing reports; undertaking research and analysis and providing assistance to the Director on financial aspects of trust funds and human resources issues in the Division; as well as other tasks.

Competencies

Professionalism: Knowledge of conceptual and analytical skills including an in-depth grasp of financial principles and practices. Knowledge of budget development, including results-based budgeting, and the financial administration of resources. Ability to provide authoritative advice to senior managers on strategic issues. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; accepts additional responsibilities as required by the demands of service; demonstrates professional competence and mastery of subject matter; remains composed while working effectively in stressful situations; uses information technology effectively as a tool and resource; demonstrates substantive and technological knowledge to meet responsibilities and post requirements with excellence; is motivated by professional rather than personal concerns 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, finance, or related field. A first-level university degree in combination with two additional years of relevant experience may be accepted in lieu of the advanced degree.

Work Experience

A minimum of 5 years of progressively responsible experience in finance, administration, budget, business administration or related area is required. Experience in the use of information technology tools for financial analysis and monitoring of budgets is required. Experience in the use of office software is required. Experience drafting talking points, papers, briefing notes and special financing reports is required. Experience in results-based approaches to budgeting and in using enterprise resource planning solutions are highly desirable. Experience with peacekeeping is desirable.

Languages

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

RESEARCH OFFICER, P-3

Responsibilities

This position is located in the JIU Secretariat. The incumbent reports to the Executive Secretary. As far as review projects are concerned, he/she receives substantive guidance from the Inspector(s) in charge of the project and supervise by a Senior Research Officer. During the reviews the incumbent is expected to work with a large degree of independence. Under the authority of the Executive Secretary, the supervision of a Senior Research Officer and the guidance of the Inspector(s) concerned, the incumbent:

- Participates in the preparation of a structured work plan for evaluation and inspection reviews, taking into account their scope and complexity;
- Analyzes information collected by the assigned Research Assistant and conducts preliminary desk reviews;
- Prepares questionnaires, surveys and interview guides and drafts correspondence related to the reviews;
- Participates in the Inspectors' missions and assists in the interviews conducted by the Inspectors;
- Analyzes data, identifies problems and issues and suggests solutions;
- Participates in drafting the Unit's reports;
- Ensures accuracy of the information contained in the reports;
- Guides and oversees the work of the assigned Research Assistant;
- Performs focal point responsibilities in respect of assigned organizations, including the drafting and updating of management assessments;
- Assesses and screens proposals for the annual Program of Work of the Unit;
- Participates in internal JIU meetings and assists in the preparation of JIU attendance at meetings of legislative organs;
- Performs other duties as assigned by the Executive Secretary.

Competencies

Communication: Ability to speak and write clearly and effectively. Ability to ask pertinent questions, to listen to others, correctly interprets messages received and responds appropriately.

Demonstrated openness in sharing information and keeping people informed. Planning and Organizing: Ability to develop clear goals and identify priorities. Ability to allocate appropriate amount of resources for completing work, foreseeing risks and planning for contingencies. Efficient use of time. Ability to monitor and adjust plans. Accountability: Ability to deliver outputs within prescribed time and quality standards. Honours commitments and takes personal responsibility for shortcomings. Team work: Good interpersonal skills and ability to work in a multi- cultural environment with sensitivity and respect for diversity.

Education

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

Work Experience

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

Languages

English and French are the working languages of the United Nations secretariat. For the post advertized,

fluency in oral and written English is required. Working knowledge of French is desirable. Knowledge of another official United Nations language is an advantage.

ENVIRONMENTAL AFFAIRS OFFICER, P-3

Responsibilities

Under the general supervision of the Director, Environment, Housing and Land Management Division (EHLM), and under the supervision of the Team Leader of the Environment for Europe and Sustainable Development Team the incumbent will provide support to the “Environment for Europe” process by drafting substantive documentation, assisting in organizing and servicing the preparation of each conference and the conference itself in close cooperation with the host country; liaising with relevant international organizations and other stakeholders contributing to the “Environment for Europe” process; providing continued strategic guidance and assistance, especially to countries of Eastern Europe, Caucasus and Central Asia and South-East European countries, with regard to the implementation of commitments made by Ministers at the Ministerial Meetings, including the assessment of country needs, exchange of good practices and targeted capacity-building activities; contributing to strengthening environmental assessment and monitoring activities in order to better evaluate progress in the implementation of environmental policies and to improve the basis for political decision-making. In the framework of the regional follow-up to the World Summit on Sustainable Development (WSSD) the incumbent will assist in organizing and servicing the UNECE Regional Implementation Meetings on Sustainable Development; assist with the preparation of substantive documents and follow-up to the decisions of the meetings; prepare and support ECE regional discussions at the sessions of the Commission on Sustainable Development (CSD); contribute to and coordinate the ECE in-put to the CSD policy cycles; liaise with the CSD secretariat, the other regional commissions and civil society stakeholders on regional contributions to the global sustainable development process. The incumbent will assist in the organization and servicing of intergovernmental meetings, expert group meetings related to the above duties; prepare speeches and other inputs for presentations by senior staff as well as outreach material; provide guidance to consultants and government designated experts and rapporteurs; develop and maintain the respective parts of the Division’s website; contribute to the management of the Environment for Europe Trust Fund, to the preparation of bi-annual program and cost plans and to budget related reporting.

Competencies

- **Professionalism:** Good knowledge of environmental and sustainable development policies. Proven ability to establish and maintain networks of contacts with government officials, NGOs and other stakeholders.
- **COMMUNICATION:** Strong interpersonal and communication skills. Ability to write in a concise and effective manner.
- **TEAMWORK:** Ability to operate effectively across organizational boundaries. Ability to work in a multicultural environment, with sensitivity and respect for diversity as demonstrated by the ability to gain the assistance and cooperation of others in a team endeavour.
- **PLANNING AND ORGANIZING:** Proven ability to plan and organize work requiring an in-depth understanding of its strategic direction and ability to integrate his/her work into the Division’s work program.

Education

Advanced university degree in natural sciences, economics, social sciences, engineering or other relevant area, preferably with an environmental profile.

Work Experience

At least five years of relevant professional experience in government and/or international organizations concerned with environmental and sustainable development issues. Experience in planning, organizing and servicing intergovernmental meetings is necessary. Experience of environmental monitoring and assessment activities would be an advantage.

Languages

Fluency in oral and written English with good drafting ability. Fluency in Russian is highly desirable. Working knowledge of French and/or other languages used in the ECE region would be an asset.

TRAINING OFFICER, P-3

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.

Languages

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

CHIEF NURSE, P-3

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.

Languages

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

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.

HOW TO APPLY

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).

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 opening.

Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application. Interested and qualified applicants should send their detailed Resumes/Cvs to recruiting@emg-un.org on or before 29th February, 2016.