



In 1999, Security Council resolution 1261 affirmed the protection of children as a peace and security concern. Reports of the Secretary-General to the Council on children and armed conflict have since provided an essential base for situation specific actions required of Member States and other stakeholders.

In resolution 1379 (2001) the Security Council recommended that the Secretary-General list parties recruiting and using children in armed conflict. In its resolution 1460 (2003) the Council called on parties to prepare and implement concrete, time-bound action plans for the cessation of all violations against children. Action plans provide a mechanism to engage parties in practical steps to fulfill their obligations in regard to children.

Another milestone was the adoption of resolution 1612 (2005), in which the Security Council established a monitoring and reporting mechanism and the Working Group on Children and Armed Conflict. Collecting information on grave child rights violations as a basis for targeted measures against offenders, has proved to have both a preventive and deterrent effect.

In 2008, the Security Council, outlined a number of important measures to move forward its agenda on children and armed conflict in two presidential statements (S/PRST/2008/6 and S/PRST/2008/28)..

Since the adoption of its first resolution, the actions taken by the Security Council have produced tangible progress. Formal and informal action plans have been concluded between parties to conflict to identify and release children from fighting forces and to prevent further recruitment. Thousands of children associated with armed groups have thus been released. Specific provisions have been included in peace processes and agreements. Child protection provisions have been incorporated in the mandates of a number of United Nations peacekeeping and political missions. Regular reviews and reports to the Council by the Working Group on Children and Armed Conflict, as well as its valuable recommendations to the Council combined with the application of international standards and country visits by the Special Representative for Children and Armed Conflict, along with the work done by UNICEF and other UN agencies such as UNHCHR, OHCHR and ILO, have contributed to those achievements.

An extraordinary impetus now exists for the application of international standards and norms that demonstrates the remarkable commitment of the international community to child protection in armed conflict. It is imperative to maintain that momentum in order to further advance the agenda and to better protect our children from war and contribute enormously to achieve the UN millennium goals.

Current vacancies in the United Nation's Children and Armed Conflict:

Languages: *Applicants should have a working knowledge of at least one of the UN's official languages (both oral and written) (English, French or Spanish). United Nations - Chapter 3, article 8).*

If applying for several posts, please submit all post in one application for each vacancy.

If, after submit application (Resume + Cover letter) to HR and you did not receive response-reply within 15 working days of submission, your mail may not have been received. In such cases, please re-submit your application following the above guidelines.

Your application and Resume + Cover letter should be submitted by email to the contact person MS.R. Bernardo via email: Staffing@cac-un.org as all correspondence are exclusively electronically by **email** and **fax** only.

The Vacancy Number must be specified in the subject field of your email as well as in each of its attachments.

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). English and French are the two working languages of the United Nations Secretariat. The United Nations Secretariat is a non-smoking environment.

Women are strongly encouraged to apply as all Applications will be open to all interested applicants from any Nationality and should be sent not later than 2 weeks from this publication.

Please take time to read the following instructions carefully. Failure to follow instructions will result in automatic disqualification of application.

THE UNCAC OFFERS THIS TAX FREE REMUNERATION TO EMPOWER HER PROSPECTING STAFF AND ENCOURAGE EFFECTIVE WORK ENVIROMENT AS THE UN SECRATARIATE IS NON SMOKING ENVIROMENT

Job Title	Senior Rural Development Specialist
Vacancy announcement Code	UNCAC-VAN-COD-001A
Location	Kathmandu- Nepal / Belgium
Remuneration	(\$185,200 ; 00) Usd

Job Posted	10-Jun-2010
Closing Date	23-November-2010
Language Requirements	UN official language is desirable
Appointment Type	5years Contract(Renewable at the end of the contract)

Background / General description

This is a country office position in Nepal subject to local recruitment under the Nepal compensation plan. The World Bank offers a locally competitive package and is committed to attract and maintain a diverse, highly qualified and dedicated workforce under the UN millennium goal with UNCAC as its branch to protect woman children. Equally qualified women and members of disadvantaged groups are encouraged to apply. South Asia, with a population of around 1.4 billion people in 8 countries is home to over 40 percent of the world's poor. Making headway against poverty in South Asia continues to be amongst the greatest development challenges. The South Asia Region is committed to working with South Asians and other development partners to make faster progress toward the MDGs. South Asia has attracted global attention because it has experienced rapid GDP growth since 1980, averaging nearly 6 percent per annum. Yet, it faces many challenges. The mission of the South Asia Rural Development Unit (SASDA) is to reduce poverty by helping the countries of South Asia formulate policies and implement programs that improve the livelihood of their rural populations. SASDA's approach includes: building meaningful consensus with a broad spectrum of stakeholders on rural and agricultural development strategies, agricultural policy and natural resource management, water resources and irrigation development; promoting rural decentralization and community-based development; adopting a program approach and scaling up best practice; emphasizing learning and knowledge transfer; making the best use of global knowledge and good practices from the rural anchor and thematic groups; forming inter-sectoral task teams to develop integrated approaches to projects and programs; and ensuring strong and appropriate skill mix in staff. The Nepal agriculture and rural development program has a portfolio ranging from rural livelihoods and emergency food response programs to agriculture and irrigation development support. This portfolio complements our broader development support to the country, including infrastructure, water and sanitation, health and education. Innovative and community focused approaches are used to ensure that the program reaches the needs of the rural poor as well as trying to improve agriculture productivity and create new opportunities in the rural economy. The portfolio has expanded over the last 2 years and is expected to expand further. Increased supervision, technical assistance and project preparation will be required. The program is therefore seeking a Senior Rural Development Specialist who can work effectively in a team and provide excellent technical input to support and develop the portfolio. Note: If the selected candidate is a current Bank Group staff member with a Regular or Open-Ended appointment, s/he will retain his/her Regular or Open-Ended appointment. All others will be offered a 3 year renewable term appointment.

Duties and Accountabilities

The South Asia Rural Development Unit (SASDA) is seeking to recruit an excellent candidate to serve as a Senior Rural Development Specialist. Specific responsibilities to include: Leadership to the Agriculture and Rural Program: • Monitor the progress and development of the sector program; • Participate in policy dialogue with the clients and ensuring consistency and coherence in collaboration with sector colleagues at HQ and in field offices; • Provide technical and operational leadership to Analytic and Advisory Activities (AAA) and operational activities providing guidance to task teams; • Manage and integrate sectoral issues perspectives into core strategic documents such as Country Partnership Strategy (CPS), Poverty Reduction Support Credits (PRSCs), and other cross-sector activities; and • Function in a technical capacity either as the task manager or team member for SASDA products and services. Policy Dialogue and Client Engagement • Lead and coordinate the rural team's policy dialogue with government counterparts and other key stakeholders; • Promote business development in line with the CPS in close collaboration with Headquarters; the other Social Development (SD) units, and other sectors for lending and non-lending activities; • Engage with clients and other stakeholders to increase their understanding of project-related Bank policies; and • Facilitate effective communications and good working collaboration between different sectors. Knowledge Management and Staff Mentoring • Support to the SASDA Sector Manager and the Country Sector Coordinator in the development of the Work Program Agreement (WPA) for the rural sector; • Support the SASDA Sector Manager with quality enhancement, monitoring, and supervision of deliverables for the rural portfolio; • Jointly with the SASDA staff in HQ and in regional offices, maintain cutting edge knowledge of global best practices in the rural development sector (agriculture in particular) and keep abreast of country sector issues; • Lead the dissemination of best practice and lessons learnt tailored to the client's needs; • Where Task Team Leaders (TTLs) are less experienced, support and facilitate them by providing mentoring and technical guidance as appropriate; • Together with the SASAR Sector Manager, enhance strategic staff development, skills-mix, and performance management through mentoring and coaching; and • Keep sector staff updated on country activities.

Selection Criteria

- Minimum education is Masters level (MA/MS), Doctorate (Ph.D.) level is desirable in a relevant field such as agricultural economics or relevant technical areas such as agriculture, agronomic, natural resources management, land reforms, forestry, water, agribusiness or finance;
- A minimum of 8 years of relevant operational experience;
- Ability to lead strategy development and to translate strategies into results on the ground while maintaining a strong sense of realism with regard to in-country conditions and implementation capacity;
- Strong skills in resolving implementation

issues; • Demonstrated skills in team building, the ability to manage multi-disciplinary teams, including developing, coaching, guiding and mentoring staff, and resolving conflicts; • Demonstrated capacity to innovate, integrate and develop new ideas into programs and projects on the ground; • Demonstrated capacity to develop work plans and budgets, and to work with teams to ensure timely delivery of quality products; • Strong communication skills, both written and oral. • Strong analytical skills and demonstrated experience in data analysis • Track record of dealing effectively with external and internal clients. • Cross-regional and field experiences are desirable.

Job Title	Senior Management Officer
Location	India - New Delhi / France / Bangladesh / Pakistan
Job Posted	10-Jun-2010
Closing Date	28-10 -2010
Vacancy announcement Code	UNCAC-VAN-COD-002A
Appointment Type	Permanent
Remuneration	(\$185,350: 00) Usd

Background / General description

United Nations Children Arm Conflict (UNCAC) with UNIFEM is the women's fund at the United Nations. It provides financial and technical assistance to innovative approaches aimed at fostering women's empowerment and gender equality. UNIFEM South Asia Regional Office (SARO) works for countries including India, Nepal, Pakistan, Afghanistan, Sri Lanka, Bangladesh, Maldives, Bhutan and Iran.

Duties and Accountabilities

- Provide strategic and substantive leadership and manage the Women in Local Governance Programme effectively to ensure that progress is made in achieving its goals and objectives in line with its strategic and operational plans,.
- Collaborate with specialist research institutions across the globe as and when needed.
- Build strategic partnerships with government and civil society partners, donors, the media and the private sector
- Provide advice and support to UNCAC/UNIFEM SRO management, programmes and projects
- Provide top quality and innovative policy advocacy for promotion of UNCAC/UNIFEM's vision and goal on good governance among critical stakeholders
- Lead and supervise the Governance team

1. Provide strategic and substantive leadership and manage the Women in Local Governance Programme effectively to ensure that progress is made in achieving its goals and objectives in line with its strategic and operational plans by:

- Leading and supervising a team of experts, consultants and project staff
- Supporting the partner training institutes to develop capacity building tools that empower women elected leaders to assert their rights individually and collectively ensuring that the training curriculum and tools are demand-driven and respond to the needs of the elected women representatives at the local governance level
- Orchestrating capacity building workshops/exercises at all levels of grassroots governance ensuring quality of content and expanse of outreach
- Supporting and strengthening linkages with existing women's coalitions for becoming pressure groups and demanding accountability for incorporation of women's needs
- Building capacity support for the UNIFEM team and government officials on issues related to good governance
- Setting up a monitoring and evaluation framework along with a learning and dissemination system for the programme
- Orchestrating timely delivery and quality assurance

2. Collaborate with specialist research institutions in the region and internationally with the objective of:

- Building research capabilities and creating a body of knowledge on promoting women's political participation for gender-responsive governance
- Expanding, updating and maintaining a data base (qualitative and quantitative) on good governance and women's leadership for use by a broad range of partners to strengthen women's leadership capacity in the region
- Creating an evidence-based advocacy through research in governance
- Guiding the partners undertaking empirical research and analysis under the project to produce sound and credible data that can inform and improve project activities
- Contributing to knowledge networks and communities of practice through identification of best practices and lessons learned
- Assessing the policies and their impact on democratic governance in South Asia

3. Build strategic partnerships focusing on achievement of the following results:

- Establishing collaborations with national institutions and civil society organizations to strengthen implementation of gender-responsive governance
- Strengthening national and regional institutions of capacity delivery and administrative machinery that respond to the challenges of leadership and governance in South Asia
- Establishing collaboration with the media to campaign for stronger participation of women in politics
- Developing partnerships with bilateral and multilateral donors and the private sector on possible areas of collaboration
- Strengthening partnerships with government officials at all levels to ensure that UNIFEM inputs are aligned to national and regional responses
- Engaging in political dialogues with regional bodies like the SAARC and with national campaigns to expand spheres of influence and generate strong public discourses on local governance

4. Provide advice and support to UNIFEM SRO management, Programmes and Projects focusing on achievement of the following results:

- Providing quality analysis and inputs to the UNIFEM strategic plan, UNDAF and other strategic documents
- Facilitating policy dialogue on good governance with the government, donors, and the civil society leading to the development of relevant policies
- Engaging in political dialogues with regional bodies like the SAARC to support governance at the local level

5. Provide top quality and innovative policy advocacy and promotion of UNIFEM's vision and goal on good governance focusing on achievement of the following results:

- Sound policy advocacy for UNIFEM SRO vision and goals on good governance by participating in relevant forums, conferences and trainings
- Producing high quality research papers for UNIFEM presentation at international workshops and conferences
- Ensuring the visibility of UNIFEM's work on women in governance by engaging actively but appropriately with media organizations
- Organizing substantive meetings of the steering committee and the advisory committee and ensuring sound guidance and advice to these mechanisms
- Orchestrating dialogues between the various stakeholders of the project in keeping with the principle of participatory development

Education: Masters in political or social sciences, Politics and/ or international affairs i.e. international development studies, gender/women's studies, political science and good governance, human rights, development planning, or related technical field. Capacity to analyze quantitative data is an advantage. Ph.D is desirable

Education: 3 to 5 years of relevant experience at the national or international level especially on women's political participation, human rights, gender and development, gender and good governance. Experience in programme and policy analysis, strategic planning and field experience in conflict situations. Experience with women's organizations or women in politics internationally and in the field desirable. 3-5 years of experience on professional project management and monitoring and evaluation.

Language Requirements: Fluency in the UN and national language of the duty station.

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- Expanding, updating and maintaining a data base (qualitative and quantitative) on good governance and women's leadership for use by a broad range of partners to strengthen women's leadership capacity in the region
- Creating an evidence-based advocacy through research in governance
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Language Requirements: Fluency in the UN and national language of the duty station.

Job Title	Women Technical Senior Officer
Location	France / Afghanistan
Job Posted	10-Jun-2010
Closing Date	28-10 -2010
Vacancy Announcement code	UNCAC-VAN-COD-003A
Appointment Type	Permanent
Job Status	Currently accepting Application
Remuneration	(\$220,165:00) Usd

Background / General description

UNCAC / DACAAR has since 1989 been implementing rural rehabilitation and development projects in Afghanistan in support of social and economic recovery and the sustainable repatriation of Afghan refugees. Activities are currently undertaken within the following two programmes:

- The Water and Sanitation Programme (WSP) combines drinking water, sanitation and hygiene education and aims at systematic coverage of rural areas of Afghanistan. DACAAR is still the largest agency providing safe water in Afghanistan and plays a leading role in coordination as well as policy and technology development within the sector.
- The Rural Development Programme (RDP) is currently implemented in twelve areas, of which five are in Western and seven in Eastern Afghanistan. The programme focuses on re-establishing a sustainable rural economy and improved livelihoods in each project area through a community-based approach, combining increased agricultural production with soil and moisture conservation measures.

Duties and Accountabilities

Responsibilities

- Participating in VO/CDCs and WRC meetings regarding implementation of Agriculture project in the area;
- Supervise and technically help the female supervisor/ Social organizers in the area and make sure that they are following guidelines provided by DACAAR and personally visit all agriculture and poultry activities regularly;
- Assigning social organizer to making time schedules for the extension services;
- Inform women coordinator and Managers about any technical problems, e.g., appearance in the field.
- Write monthly progress report and submit it to women coordinator.
- Promote proper new and advanced agro-techniques identified by DACAAR;
- Promote sustainability through women participation and involvement in all agricultural activities;
- Promote the concept of soil and moisture conservation through extension;
- Encourage women and disseminate the benefits of the tree plantation and after care;
- Direct participation in recording necessary data from women activities.
- Discussion with the community regarding extension of new methodology and introducing new varieties and techniques in the area;
- Introduction of new techniques and improved methodology of green house, kitchen gardening and drip irrigation to women.
- Looking after all women activities in the WRC / villages and direct contribution in technical aspects with contract women as demonstration.
- Actively participating in women training program and field days.
- Any other job given by agronomist.
- Should understand the importance of sustainability and promote its concept among the beneficiaries through dissemination, mobilization and active participation of community in the project interventions;
- Travel to field offices for conducting trainings, monitoring and overnight stay in all field management offices.

Qualifications

Education: Bachelor of Science in Agriculture or higher

Experience: At least three years of experience in a related field

Other qualifications' an advantage: Training in agriculture and social organization

Language: Official Language of the UN is desirable

Job Title	Evaluation Officer (P-4)
Location	Vienna, Austria
Job Posted	10-Jun-2010
Closing Date	28-10 -2010
Vacancy announcement code	UNCAC-VAN-COD-004A
Appointment Type	Permanent
Organizational Unit:	Office of Internal Oversight Services Offices reporting to the Director General
Job Status	Currently accepting Application
Remuneration Per Annum	(\$ 219,650:00) Usd

Background / General description

The Office of Internal Oversight Services (OIOS) was established by the Director General to strengthen the IAEA's internal oversight services and its ability to ensure management efficiency and programme effectiveness and to enhance accountability.

OIOS consolidates the functions of internal oversight, covering internal audit, programme evaluation, management services and investigations, under the authority and responsibility of the Director of OIOS, who reports directly to the Director General. Under the general supervision of the Director of OIOS, the Evaluation Officer conducts evaluations of IAEA projects and programmes and participates in the development and update of evaluation methods and procedures in OIOS. The Evaluation Officer is a *project manager* for evaluation projects.

Duties and Accountabilities

- Plan, conduct and report on evaluations of complex programmes and cross-cutting themes.
- Identify and supervise evaluation consultants/expert panel members to ensure high quality evaluations.
- Monitor the follow-up on evaluations to ensure a high implementation rate.
- Contribute to the overall quality of OIOS evaluations by conducting peer reviews on evaluations conducted by colleagues and consultants, ensuring that evaluations meet high professional standards in line with the IAEA evaluation manual and UN evaluation norms and standards.
- Analyse the IAEA's programme and project structure as an input to the development of the work programme of the evaluation function.

- In-depth knowledge of evaluation design, data collection and analysis.
- In-depth knowledge of modern management concepts (quality management, result based management, project management).
- Good communication and presentation skills.
- Proficiency in standard software applications.

The incumbent is expected to act according to the standards of ethical conduct for evaluators.

- Advanced university degree in social science, political science, engineering, economics, or another relevant advanced degree.
- Minimum of 7 years' professional experience.
- Minimum of 5 years of recent experience related to evaluation.
- Experience in field work, project management or programme implementation.
- Experience with result based management, knowledge management and organizational change projects would be an asset.
- Work experience in a multicultural setting is desirable.
- Fluency in spoken and written English.

Job Title	Food Safety Specialist (Traceability) (P-4)
Organizational Unit	Food and Environmental Protection Section Joint FAO/IAEA Division of Nuclear Techniques in Food and Agriculture Department of Nuclear Sciences and Applications Seibersdorf, Austria / Ontario, Canada
Location	Seibersdorf, Austria / Ontario, Canada
Appointment	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Language Requirements	UN official language
Appointment Type	Permanent
Vacancy Notice No.	UNCAC-VAN-COD-005A
Remuneration per Annual	(\$ 228,760: 00)Usd

Background / General description

The Joint FAO/IAEA Division of Nuclear Techniques in Food and Agriculture is in the Department of Nuclear Sciences and Applications at the IAEA in Vienna. The Joint Division assists Member States of the Food and Agriculture Organization of the United Nations (FAO) and the IAEA in using nuclear techniques and related technologies to improve food security, alleviate poverty and to promote sustainable agriculture. It does so by coordinating and supporting research, providing technical and advisory services, laboratory support and training, and collecting, analysing and disseminating information.

The Joint Division consists of five sections, each with an associated laboratory, in the areas of: food and environmental protection; animal production and health; plant breeding and genetics; insect pest control; and, soil and water management and crop nutrition. The five associated laboratories are located at the FAO/IAEA agriculture and biotechnology laboratories in Seibersdorf, 45 km southeast of Vienna. The laboratories undertake strategic and applied research within an agreed programme and provide training for scientists from developing Member States and analytical and other laboratory services.

The food and environmental protection subprogramme provides support to countries in their efforts to ensure the safety and quality of food and agricultural commodities while at the same time facilitating international trade in foods. A primary objective of the subprogramme is to improve Member State laboratory practices and analytical methodologies in order to enhance food safety and quality control systems. In this context, a major new focus is on techniques and systems to trace contaminated foods to their origin and to establish the authenticity of food commodities.

The Food Safety Specialist reports to the Head of the Food and Environmental Protection Laboratory and works in a team environment with other professionals in the subprogramme, including those in the Food and Environmental Protection Section. Duties are undertaken in the Food and Environmental Protection Laboratory and include frequent international travel.

As a member of a team led by the Laboratory Head, the Food Safety Specialist contributes to a results based programme in response to Member States' priorities in the application of nuclear technologies to meet their food security goals as related to the traceability and

authenticity of food commodities within the general context of improving food quality and safety and facilitating international trade in foods.

The Food Safety Specialist is: (1) a *technical officer* and *research coordinator*, ensuring the efficient and effective development, implementation and dissemination of research, training and scientific and technical knowledge, and assisting in the evaluation and implementation of technical cooperation projects for the IAEA and FAO; (2) a *technical expert*, planning and conducting technical meetings and project review missions; (3) a *facilitator*, working with Member States to meet their national and regional agricultural development objectives, and; (4) a *liaison* with relevant stakeholders on issues related to the transfer of sampling and analytical technologies to Member States.

The Food Safety Specialist engages with national counterparts in Member State institutions regarding project planning and implementation so as to ensure the effective transfer and sharing of technical information. He/she identifies opportunities for collaborating with appropriate UN organizations, particularly FAO, intergovernmental and non-governmental organizations and other international, regional and national institutions. The incumbent works closely with the appropriate Divisions in the IAEA Technical Cooperation Department to ensure the effective utilization of technical inputs to both programme design and the implementation of field-based activities.

Duties and Accountabilities

The following functions all contribute directly within the overall context of the subprogramme's objective to enhancing the capabilities of Member States in the application of analytical methodologies and regulations to improve food safety and quality and to increase international trade:

- Lead the formulation and implementation of coordinated research projects related to the traceability and authenticity of food commodities, including the evaluation of research contracts and agreement proposals, monitoring the progress of projects, the organization of meetings and the publication of results;
- Plan, supervise and perform applied and adaptive research focused on the application of stable isotope measurements for the traceability of food products and contaminants in the Food and Environmental Protection Laboratory;
- Support the technical cooperation programme through the evaluation of relevant project requests and by assisting with the implementation of expert assignments, training and the purchase of equipment;
- Prepare guidance and review information documents on sampling and analytical methodologies. Maintain and update information in relevant web-based resources and databases.
- Plan and organize scientific and advisory meetings, participate in technical missions and represent the IAEA at international meetings and conferences.
- Develop novel initiatives and collaborate on relevant cross-cutting activities, such as the coordination of work with other international, regional and national organizations, including UN bodies.

Professional expertise:

- Proven expertise and knowledge in the field of international and regional agreements and standards related to food traceability and authenticity.
- Knowledge of laboratory quality assurance and quality control procedures and accreditation.
- Ability to formulate and undertake research programmes and projects and to mobilize extrabudgetary research and development funding.
- Interest in, and appreciation of, the problems of implementing food safety and quality control systems in developing countries, including a general knowledge of the needs and conditions in these countries.

Communication skills:

- Strong presentation and communication skills and ability to communicate project results effectively to diverse audiences.
- A record of published research papers and reports documenting the ability to formulate projects, analyse technical and scientific information and to write clearly and concisely.

Interpersonal skills:

- Ability to communicate project needs and results effectively to experts and national counterparts.
- Ability to work effectively as a team member to achieve organizational goals.
- Ability to work in a multicultural environment with sensitivity and respect for diversity.

Computer literacy:

- Strong skills in using Windows, Microsoft Office, databases and data analysis tools, including web-based resources.

Job Title	Water and Sanitation Delegate (Field), 6 posts
Location	Haiti – Auto province
Job Posted	10-Jun-2010
Closing Date	28-10 -2010
Vacancy announcement code	UNCAC-VAN-COD-006A
Appointment Type	Permanent
Remuneration Per annual	(\$230,169 : 00) Usd

Background / General description

The Water & Sanitation Delegate is responsible for working to support the host National Societies water and sanitation activities, either in the emergency or developmental context. The Delegate must ensure safe water, sanitation, health education and community participation is encouraged and delivered using an integrated public health approach while supporting every opportunity for WatSan capacity building within the host National Society.

Duties and Accountabilities

1. Work closely with the National Society at all levels where practical furthering the public health/WatSan agenda wherever possible, while assisting NS staff and volunteers to effectively implement WatSan Projects and Programmes.
2. Work closely with the NS during the assessment and project planning process while in close co-operation with Health, OD and DMC components both within the NS and Federation Delegation.
3. Responsible for the supply chain for the implementation of assigned project
4. Responsible for project implementation field monitoring and follow-up assigned by his/her line manager
5. Responsible for the supply chain for the implementation of assigned project
6. Responsible for the management and ensuring recruitment of suitable and sufficient labour
7. Responsible for management of field equipment, resources and assigned assets
8. Responsible for ensuring that programmes integrate software (hygiene promotion activities and community participation) with hardware activities
9. Plan and carry out together with the National Society staff and volunteers the following tasks to improve health and reduce vulnerability of the beneficiaries by:
 - ensuring adequate safe water is available to all members of the community or target group
 - ensuring water quality is tested regularly where appropriate
 - ensure SPHERE standards are attained and maintained where appropriate
 - ensure international and/or national WatSan standards are maintained
 - ensure adequate sanitation facilities are available to all members of the community or target group to include excreta disposal and where appropriate bathing/laundry facilities
 - ensure other sanitation needs are addressed where appropriate (vector control, waste water management, solid waste management, hazardous waste management)
10. Ensure knowledge capacity building for labours and NS staff, in WatSan hardware/software and in implementation project planning, and practical skills.
11. Liaise with and encourage the NS to engage effectively with ICRC, Government bodies at all levels, UN and international humanitarian organisations, NGOs, CBOs, community groups, beneficiaries and the private WatSan sector where appropriate
12. Produce regular, timely and accurate narrative and data reports for the Federation
13. Ensure that the Health & Care agenda is holistic, and encompasses fully WatSan as part of public and preventative health
14. Work as a team member and share views and plans with other watsan team member and Health Delegates and others departments as required..
15. Respect and follow the key Federation technical documents (WatSan policy, Strategy 2010, Health & Care policies, GWSI, MDGs, SPHERE, PHAST etc..) and contribute where appropriate to the Global Federation WatSan/Health agenda.
16. Participate and be involved in relief operations if requested.

Duties applicable to all staff:

- Actively work towards the achievement of the Secretariat's goals.
- Abide by and work in accordance with the Red Cross Red Crescent principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

Required Qualifications

Education:

Basic Delegates Training Course or equivalent knowledge - required
Degree or diploma in Water/Sanitation or Civil engineering - required
Degree or Diploma in Public Health or in a Community/Social Development field - required
Further qualifications in Water/Sanitation or civil engineering - required

Experience:

Minimum 2 years working WatSan experience in a less developed country and/or minimum 3 years working WatSan experience in a

developed country - required

Experience in water resources exploitation and water supply - required

Experience in sanitation (in plot and off plot) - required

Experience in working in both emergency and developmental contexts and engaging effectively with beneficiaries especially women and children and other vulnerable groups - required

Experience of project implementation and supervision - required

Experience of producing narrative reports- required

Experience of working for a humanitarian organisation and/or the Red Cross/Red Crescent Movement - preferred

Experience /knowledge of Hygiene promotion implementation - preferred

Skills:

Self-supporting in computers (Windows, spreadsheets, word-processing) - required

Valid international driving licence (manual gears) - required

Skills in training and developing staff- preferred

Languages:

Languages English spoken and written - required

Language French spoken (working)- preferred

Competencies:

Ability to engage effectively with NS staff, volunteers and beneficiaries, being results focused and accountable, being a team builder and team player, a good communicator at all levels, having professional mastery over their technical area, having leadership qualities and encouraging others to take the lead when appropriate, having managerial effectiveness - required

Management leadership; planning; management of resources; monitor-ing; supervision and control; reporting; communication; networking; management of self; management of others; inspiring others; forming vision; organisation building - preferred

1. Work closely with the National Society at all levels where practical furthering the public health/WatSan agenda wherever possible, while assisting NS staff and volunteers to effectively implement WatSan Projects and Programmes.

2. Work closely with the NS during the assessment and project planning process while in close co-operation with Health, OD and DMC components both within the NS and Federation Delegation.

3. Responsible for the supply chain for the implementation of assigned project

4. Responsible for project implementation field monitoring and follow-up assigned by his/her line manager

5. Responsible for the supply chain for the implementation of assigned project

6. Responsible for the management and ensuring recruitment of suitable and sufficient labour

7. Responsible for management of field equipment, resources and assigned assets

8. Responsible for ensuring that programmes integrate software (hygiene promotion activities and community participation) with hardware activities

9. Plan and carry out together with the National Society staff and volunteers the

following tasks to improve health and reduce vulnerability of the beneficiaries by:

- ensuring adequate safe water is available to all members of the community or target group

- ensuring water quality is tested regularly where appropriate

- ensure SPHERE standards are attained and maintained where appropriate

- ensure international and/or national WatSan standards are maintained

- ensure adequate sanitation facilities are available to all members of the community or target group to include excreta disposal and where appropriate bathing/laundry facilities

- ensure other sanitation needs are addressed where appropriate (vector control, waste water management, solid waste management, hazardous waste management)

10. Ensure knowledge capacity building for labours and NS staff, in WatSan hardware/software and in implementation project planning, and practical skills.

11. Liaise with and encourage the NS to engage effectively with ICRC, Government bodies at all levels, UN and international humanitarian organisations, NGOs, CBOs, community groups, beneficiaries and the private WatSan sector where appropriate

12. Produce regular, timely and accurate narrative and data reports for the Federation

13. Ensure that the Health & Care agenda is holistic, and encompasses fully WatSan as part of public and preventative health

14. Work as a team member and share views and plans with other watsan team member and Health Delegates and others departments as required..

15. Respect and follow the key Federation technical documents (WatSan policy, Strategy 2010, Health & Care policies, GWSI, MDGs, SPHERE, PHAST etc..) and contribute where appropriate to the Global Federation WatSan/Health agenda.

16. Participate and be involved in relief operations if requested.

Duties applicable to all staff:

- Actively work towards the achievement of the Secretariat's goals.

- Abide by and work in accordance with the Red Cross Red Crescent principles.

- Perform any other work related duties and responsibilities that may be assigned by the line manager.

Required Qualifications

Education:

Basic Delegates Training Course or equivalent knowledge - required

Degree or diploma in Water/Sanitation or Civil engineering - required

Degree or Diploma in Public Health or in a Community/Social Development field - required

Further qualifications in Water/Sanitation or civil engineering - required

Experience:

Minimum 2 years working WatSan experience in a less developed country and/or minimum 3 years working WatSan experience in a developed country - required

Experience in water resources exploitation and water supply - required

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Experience in working in both emergency and developmental contexts and engaging effectively with beneficiaries especially women and children and other vulnerable groups - required

Experience of project implementation and supervision - required

Experience of producing narrative reports- required

Experience of working for a humanitarian organisation and/or the Red Cross/Red Crescent Movement - preferred

Experience /knowledge of Hygiene promotion implementation - preferred

Skills:

Self-supporting in computers (Windows, spreadsheets, word-processing) - required

Valid international driving licence (manual gears) - required

Skills in training and developing staff- preferred

Languages:

Languages English spoken and written - required

Language French spoken (working)- preferred

Competencies:

Ability to engage effectively with NS staff, volunteers and beneficiaries, being results focused and accountable, being a team builder and team player, a good communicator at all levels, having professional mastery over their technical area, having leadership qualities and encouraging others to take the lead when appropriate, having managerial effectiveness - required

Management leadership; planning; management of resources; monitor-ing; supervision and control; reporting; communication; networking; management of self; management of others; inspiring others; forming vision; organisation building - preferred

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Skills:

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Valid international driving licence (manual gears) - required
Skills in training and developing staff- preferred

Languages:

Languages English spoken and written - required
Language French spoken (working)- preferred

Competencies:

Ability to engage effectively with NS staff, volunteers and beneficiaries, being results focused and accountable, being a team builder and team player, a good communicator at all levels, having professional mastery over their technical area, having leadership qualities and encouraging others to take the lead when appropriate, having managerial effectiveness - required
Management leadership; planning; management of resources; monitor-ing; supervision and control; reporting; communication; networking; management of self; management of others; inspiring others; forming vision; organisation building - preferred

Job Title	Chief Engineer, P-4
Vacancy Announcement Number	UNCAC-VAN-COD-007A
Location – M / D/ S	France/Belgium/New York/Britain/Austria/Sweden
Appointment	5years Contract(5yeras renewable base on performance)
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Language Requirements	(\$265,550:00) Usd
Job Status	Currently accepting Application

Background / General description

If you are a passionate and committed professional, capable of working in an intense, high tempo operational environment under hardship conditions and want to make a lasting difference for people emerging from conflict, we would like to hear from you. In Field Missions, the Engineering Section provides support to accommodation of staff and offices, warehouses and workshops; overall infrastructure such as road construction, repair and maintenance, camp construction, bridge and culvert repair, helipad construction, runway repair and maintenance, among others

Duties and Accountabilities

Responsibilities

. Responsibilities: The following duties are generic and may differ depending o the role of the Chief Engineer in construction, structural, electrical, mechanical, water and sanitation, environmental etc. and the specific requirements of a given mission. The successful candidate will be responsible for:

- Overall management of engineering, building management and maintenance within the mission;
- Preparation and maintenance of long-term and medium-term engineering/construction plans, including the Force Accommodation/Development Plan;
- Develop scales of accommodation/standards for the mission and maintain the Force Facilities catalogue;
- Prepare engineering and construction budget estimates and monitor expenditures;
- Be responsible for project development, engineering design and estimation for all construction and maintenance projects both at contingent and force levels;

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

Competencies

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

Job Title	Medical Doctor
Vacancy Announcement Number	UNCAC-VAN-COD-008A
Location – M / D/ S	Iraq-Baghdad / Afghan Dhane Ghori/ SouthAfrica
Appointment	Permanent (duties are morning shift)
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$285,655:00) Usd
Job Status	Currently accepting Application

Background / General description

Aga Khan Health Service, Afghanistan (AKHS,A), an agency of the Aga Khan Development Network (AKDN), is a long-term partner of the Ministry of Public Health, Islamic Republic of Afghanistan for the implementation of Basic Package of Health Services (BPHS) in three provinces (Baghlan, Bamyán and Badakhshan) and implementing the Essential Package of Hospital Service (EPHS) in Bamyán Provincial Hospital. AKHS, A is currently looking for a qualified candidate for the position of Female Doctor for Dhane Ghori CHC Baghlan Province.

Duties and Accountabilities

- To provide out patient and inpatient care including comprehensive maternal and child health services
- To supervise the nursing staff and assist Midwives
- To ensure standards and quality in maternal and child health services
- To organise refresher/in-service training for the nursing staff/CHWs
- To participate in the training programmes organized by RHT/MOH
- To participate in the regular staff and review meetings
- Attend staff meetings regularly
- Prepare activity report on monthly basis
- Perform any other tasks assigned by your supervisor.

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- To participate in the training programmes organized by RHT/MOH
- To participate in the regular staff and review meetings
- Attend staff meetings regularly
- Prepare activity report on monthly basis
- Perform any other tasks assigned by your supervisor.

Qualification Required

University

2. Ability to work in rural areas

1. Graduated from a recognized Medical

3. At least 3 years of work experience in relevant field

4. Basic knowledge of English

5. Ability to communicate effectively in local languages

Job Title	Community Mobilization Program Manager
Vacancy Announcement Number	UNCAC-VAN-COD-009A
Location –	Uganda - Karamajo
Remuneration Per annual	(\$ 218,820: 00) Usd
Appointment	Permanent
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Language Requirements	Official language of the UN
Job Status	Currently accepting Application

Background / General description

To assess, define and implement a community based communication strategy in Kaabong & Moroto districts. The main aim of the strategy is to ensure improvement in nutrition, health, and hygiene main practices via community empowerment on household health. The process of definition will involve reviewing existing communication tools (MoH for feeding, hygiene) and methodology between ACF and the program beneficiaries, as well as between ACF and communities within the interventions area, in order to strengthen the knowledge and understanding of the organization, program and mandate acceptance, to promote adoption of improved practices in relation to hygiene (nutrition, health & WASH) and ensure a coherence between programs (integration Nut, WASH, FSL). This is a field post, close to beneficiaries in order to best learn how to define strategies of promotion and education as well as to ensure a strong collaboration with all departments in the coordination and field teams. It is a merging point for different departments to bring together their expertise and have best impact on communities.

Duties and Accountabilities

- * To evaluate communication practices used by ACF and define a common communication strategy (integrated) to improve ACF's acceptance as well as effectiveness, and impact of field programs
- * To evaluate strengths and weaknesses (good & bad practices) of the current sensitization approach about ACF and themes for promotion by ACF team who work closely to communities and identify mechanisms for improvements in relation to the Karamojong culture and context.
- * To collect key information that will promote community acceptance of ACF activities.
- * To analyze strategic plans and actions by the Uganda mission in terms of communication with communities.
- * To propose a strategic revision (tools and methodology) that will define the overall regional approach in the field in terms of communication with beneficiaries and communities in intervention areas (indirect or non-beneficiaries of the program).
- * To train all teams in Karamoja (WASH, FSL and Nutrition) in relation to the communication policy.
- * To define a guide presenting the ACF communication policy and integrate the main tools and presentation documents in its implementation. The result will be a simple ACF sensitization package for teams to use in the field.

Objective 2:

- * To evaluate and improve the present activities in Karamoja region on the promotion of best practices linked to Health, Nutrition and Hygiene and to define a common intervention strategy to be implemented by the community department as well as mainstreamed by all departments.
- * Identify, with the different actors involved, the main ACF practices and actions linked to health, nutrition and hygiene.
- * To evaluate strengths and weaknesses (good & bad practices) of the current sensitization approach for health, nutrition and hygiene promotion and identify mechanism for improvements or new approaches in relation to the Karamojong culture and context for best impact of activities.
- * To collect information and key practices linked to health nutrition and hygiene with the ACF teams and beneficiary communities. A baseline KAP survey is available as baseline information.
- * To collaborate and to coordinate with other actors involved in health, nutrition and hygiene promotion (sector actors, UN, NGO, government sectors).
- * To analyze collected information in respect to ACF policies.
- * To define an intervention strategy (methodology and tools) that will define the approach in the field towards health, nutrition and hygiene promotion at the lowest community level unit (in Karamoja this is the manyatta level).
- * To train all technical teams on the Health, Nutrition and Hygiene promotion policy, specifically on methodology, to be followed, recommendations in terms of formulation of messages, and communication practices to improve the effectiveness of sessions delivered.
- * To define a guide for team on the communication approaches and tools for nutrition-health-hygiene promotion activities.

Objective 3:

- * To implement, follow-up, and evaluate a small scale community based pilot project in 200 manyattas in Kaabong & Moroto district that will be based on policies and strategies outlines in Objective 1 & 2.
- * To identify locations in Kaabong and Moroto districts for the pilot project (10 villages in each district; 10 manyattas within each village).
- * To define appropriate HR plan within budget framework and recruit needed team for implementation and monitoring of activities (Community Officers and Community Assistants).
- * To liaise and ensure community based nature to the project tin involving local leaders and key informants in the planning and implementation. This will result in a strong community network in pilot locations.
- * To develop delivery and monitoring skills of the team to ensure best impact in communities.
- * To train actors who compose the networks in collaboration with the field team.
- * Adjust activities as needed in order to obtain positive results in behavior change.
- * To ensure that the community department is structured, trained, managing and monitoring community activities.
- * To handover activities to the specified Program Manager who will oversee the community activities

Objective 4:

- * To support and advise specific requests from field teams for production of visual materials in communication, training, or community mobilization.
- * To train teams in the organization and implementation of communication/mobilization campaigns.
- * To train community teams on best delivery and follow-up methods.

Objective 5:

- * To ensure the training of ACF teams in community communication and mobilization.
- * To train program managers and technical teams on the communication methods and application tools developed according to previous objectives.
- * To identify resource people in the coordination team and transfer the acquired experience in order to ensure the approach is maintained in the long term after the program manager leaves the mission.
- * Reporting: document the products for each project for capitalization of the approach.

Objective 6:

- * To coordinate with all technical departments on the mission as well as partners.
- * To define a work plan with the different teams and within a cross cutting framework
- * To work in synergy with the technical departments of the mission, in terms of activities, intervention areas, and targeted population.
- * To represent ACF in key meetings as identified necessary.
- * To contribute and participate in formulation of concept papers, proposal, and donor reports in relation do health nutrition hygiene promotion
- * To follow-up budget and logistics according to planned activities.
- * To produce regular reports in collaboration with technical coordinators or as requested by CD.

Qualifications:

Education / Specific Degrees / Special Skills :

- Masters' degree in Public Health, Health Promotion Sciences, Community Approach and Communication related topic or other relevant subject. Extensive successful experience in community based approaches will be considered.
- At least 2 years experience in the development field - Strong community approach background - Dynamic with sensitivity to cultural perceptions in order to fulfill the task adequately.
- Capacity to innovate and integrate strategy within a given context - Good adult education techniques and understanding - Strong capacity for strategy definition in collaboration with three technical sectors.
- Strong training capacity
- Effective monitoring and evaluation skills on health-nutrition
- hygiene promotion activities

- Commitment to community based approaches for best outcomes for the targeted population Humanitarian field experience requested: YES

- * To evaluate communication practices used by ACF and define a common communication strategy (integrated) to improve ACF's acceptance as well as effectiveness, and impact of field programs
- * To evaluate strengths and weaknesses (good & bad practices) of the current sensitization approach about ACF and themes for promotion by ACF team who work closely to communities and identify mechanisms for improvements in relation to the Karamojong culture and context.
- * To collect key information that will promote community acceptance of ACF activities.
- * To analyze strategic plans and actions by the Uganda mission in terms of communication with communities.
- * To propose a strategic revision (tools and methodology) that will define the overall regional approach in the field in terms of communication with beneficiaries and communities in intervention areas (indirect or non-beneficiaries of the program).
- * To train all teams in Karamoja (WASH, FSL and Nutrition) in relation to the communication policy.
- * To define a guide presenting the ACF communication policy and integrate the main tools and presentation documents in its implementation. The result will be a simple ACF sensitization package for teams to use in the field.

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- * To collect information and key practices linked to health nutrition and hygiene with the ACF teams and beneficiary communities. A baseline KAP survey is available as baseline information.
- * To collaborate and to coordinate with other actors involved in health, nutrition and hygiene promotion (sector actors, UN, NGO, government sectors).
- * To analyze collected information in respect to ACF policies.
- * To define an intervention strategy (methodology and tools) that will define the approach in the field towards health, nutrition and hygiene promotion at the lowest community level unit (in Karamoja this is the manyatta level).
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- * To define appropriate HR plan within budget framework and recruit needed team for implementation and monitoring of activities (Community Officers and Community Assistants).
- * To liaise and ensure community based nature to the project tin involving local leaders and key informants in the planning and implementation. This will result in a strong community network in pilot locations.
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- * Adjust activities as needed in order to obtain positive results in behavior change.
- * To ensure that the community department is structured, trained, managing and monitoring community activities.
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Objective 4:

- * To support and advise specific requests from field teams for production of visual materials in communication, training, or community mobilization.
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Objective 5:

- * To ensure the training of ACF teams in community communication and mobilization.
- * To train program managers and technical teams on the communication methods and application tools developed according to previous objectives.
- * To identify resource people in the coordination team and transfer the acquired experience in order to ensure the approach is maintained in the long term after the program manager leaves the mission.
- * Reporting: document the products for each project for capitalization of the approach.

Objective 6:

- * To coordinate with all technical departments on the mission as well as partners.
- * To define a work plan with the different teams and within a cross cutting framework
- * To work in synergy with the technical departments of the mission, in terms of activities, intervention areas, and targeted population.
- * To represent ACF in key meetings as identified necessary.
- * To contribute and participate in formulation of concept papers, proposal, and donor reports in relation do health nutrition hygiene promotion
- * To follow-up budget and logistics according to planned activities.
- * To produce regular reports in collaboration with technical coordinators or as requested by CD.

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- At least 2 years experience in the development field - Strong community approach background - Dynamic with sensitivity to cultural perceptions in order to fulfill the task adequately.
- Capacity to innovate and integrate strategy within a given context - Good adult education techniques and understanding - Strong capacity for strategy definition in collaboration with three technical sectors.
- Strong training capacity
- Effective monitoring and evaluation skills on health-nutrition
- hygiene promotion activities
- Commitment to community based approaches for best outcomes for the targeted population Humanitarian field experience requested:
YES

Job Title	Logistics/Administration Officer
Vacancy Notice No.	UNCAC-VAN-COD-0010A
Location	Ethiopia
Appointment	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per annual	(\$198,868:00) Usd
Appointment Type	Permanent

Background / General description

In April 2008 Merlin started an Emergency health care support project in Gode Zone, located in Somali Region, in the South-Eastern part of Ethiopia and bordering neighbouring Somalia. It is said to be the poorest region in Ethiopia and has an approximate population of more than 4.5 million. Recent assessments in the region show a deterioration of the humanitarian situation with food prices increasing on a monthly basis and trade restrictions continue to adversely affect an already very fragile food security situation.

Cyclical droughts and floods in the past four years have led to the depletion of livestock and the reduction of agricultural output in a largely pastoral community. A long-standing violent conflict between two armed rebel groups and the Ethiopian Army continues to aggravate the situation for the population and access of humanitarian aid to certain areas is sometimes impeded.

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Duties and Accountabilities

Support the Project Coordinator in all logistics activities consistent with Merlin protocols and procedures, to ensure site objectives are achieved in collaboration with the project team in Gode and logistics team in Addis Ababa.

Overall Objectives (scope)

- To deliver logistical support to Merlin's programme (procurement, fleet management, asset management warehousing)
- To submit to the Logistics Manager a detailed monthly report
- To be actively involved in the capacity building activities of the logistics national staff team

Responsibilities

Logistics (60%)

- Responsible for overseeing the logistical activities in Gode including local procurement, fleet and equipment maintenance, warehousing and asset management and IT support in co-ordination with the Regional Logistics Team in Addis Ababa.
- Implement and maintain Merlin standard procurement practices, keeping records to full audit trail standard under relevant donor regulations.
- Maintain a clear communication with the capital office and field teams to ensure procurement processes, deliveries of supplies and related activities are followed up and all required information is shared with the destination sites
- Ensuring the creation and maintenance of accurate and up-to-date supplier information and market prices databases for regularly purchased items including creating Preferred Supplier Agreements for regularly purchased items.
- Assist the country logistics team in overseeing and monitoring asset management, conducting regular physical checks on assets and inventory items and tracking control measures of asset movement.
- Cooperate with relevant departments to monitor assets movements and changes through assets tracking methods and ensure proper control of all equipment at all times
- Ensure that the structure of the compounds, electricity, water supply, power supply, equipment, are in working order and any faults are reported and repaired promptly
- Implement, supervise and monitor Merlin standard warehousing practices, keeping records to full audit trail standard under donor regulations as well as Merlin Internal Warehousing Procedures for Merlin activities in Gode.
- Maintain stock control consistent with Merlin protocols and procedures.
- Regular monitoring of Merlin pharmacy with monthly reports provided to Project and Health Coordinators.
- Maintain all logs filing systems to include all equipment manuals, maintenance schedules and logs documentation.
- Monitoring and maintaining the communication equipment in Gode.
- Daily coordination of transport activities by road and air.
- Oversee the Gode fleet management and ensure appropriate safety standards in all vehicles in the fleet, including availability of necessary safety accessories and communication equipment
- Oversee the maintenance/repair activities for all Merlin Gode vehicles and generators
- Oversee the fuel consumption as well as overall maintenance costs of vehicles and generators.
- Produce a monthly project logistics report for timely submission to the Project Coordinator and Logistics Manager.
- In collaboration with the PC, develop quarterly/monthly procurement plan.

Admin and Finance (10%)

- Participation in project planning and the preparation of donor proposals and reports in collaboration with the Project Management and Country Management Teams.
- Prepare timely forecasting information for the country office.

Human Resources (10%)

- Assist the Logistics Manager with the continued training needs of the national logistics staff and ensure training needs are appropriately met and within budget.
- Capacity building of national staff teams within administration, liaison and logistics.
- Recruit and appraise logistics staff based in Gode.

Security (10%)

- Participation in the ongoing monitoring of the security situation. Implementation of security measures according to Merlin security guidelines.
- Preparing procedural requirements for facilitating the evacuation of field based teams if necessary.
- Oversight of physical site security and emergency stocks
- Management of national staff logistics staff essential for security procedure implementation

Other (10%)

- Assist the CMT with report and proposal writings when necessary.
- Any other tasks that might be given by the Project Coordinator, Logistics Manager and/ or Operations Manager.
- Act as Project Coordinator in times of absence due to meetings, R&R and annual leave.

Person Specification

Essential

- Previous logistics experience and technical training, in addition to sound knowledge and experience of logistical systems - within a humanitarian aid organisation.
- Good experience in: purchasing, warehousing, and vehicle management.
- Problem solving ability with equipment ranging from computers, vehicles, generators, and radios.
- Strong planning and organisational ability.
- Excellent communication skills, with good spoken and written English
- Good report writing skills
- Good computer skills including excel, word and access
- Good database and record keeping skills
- Management and capacity building experience and personnel skills
- Ability and flexibility to understand the cultural and political environment and to work well with the local authorities
- Ability to remain calm and to be diplomatic
- Good team player but also able to work alone with only minor supervision.
- Able to read and interpret a manual
- Able to work under stress and meet deadlines
- Strong time management ability and used to multiple tasking
- Able to live as part of a team
- Ability to live in insecure remote areas

Desirable

- Previous experience within the country or region
- Experience of project administration (logistics management) and the ability to work independently
- IT and communication experience/knowledge

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Job Title

Social Worker

Vacancy Notice No.

UNCAC-VAN-COD-0011A

Location

Brazil

Appointment

Currently Accepting Application

Job Posted	10-Jun-2010
Closing Date	28/11/2010
Language Requirements	UN official language
Appointment Type	Permanent
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Remuneration per annum	(\$199.680: 00) Usd

Background / General description

INTERSOS – Humanitarian Aid Organization is an Italian non – profit humanitarian organization, committed to assist the victims of natural disasters and armed conflicts, paying special attention to the most vulnerable and unprotected individuals. This organization has been in Afghanistan since 2002 and has been running different emergency and development projects

Duties and Accountabilities

- The social worker will be responsible for the relationship and communication with stakeholders and beneficiaries, monitoring and reporting of INTERSOS activities related to the project or other activities linked with the project. She/he is in charge of implementing, analyzing and reporting activities with beneficiaries, especially women and children, ensuring that the overall Project objectives are met. She/he is responsible for maintaining a good team relationship and working environment, for coordinating the work of the project team, identify short comings, find appropriate solutions, and develop constructive relationship with local authorities, other national and international humanitarian actors and local communities. All the activities must be implemented in close coordination with the Project Manager and Project Manager Assistant.

- Give assistance to the Project Manager in the direct implementation of the activities of this project or other activities related to the project.
- Translate from Dari into English and from English into Dari, both written and orally, upon the Project Manager/Head of Mission requests.
- In coordination with the PM and PMA ensure the correct implementation of ongoing activities, with regular visits to the beneficiaries and other place of interest.
- Provide facilities, in coordination with PM and PMA, for trainings, literacy courses and improved education for adults and children.
- Assistance and planning of official interviews with project's stakeholders.
- Help the project in building and enlarge the network system.
- Keep the Project Manager aware of any news regarding the activities directly followed.
- Planning of regular reports, in coordination with the PM.
- Perform additional tasks not listed above, as necessary and required by the organization.
- Availability to travel in Herat Province when requested.
- Assist the PM during her meetings when requested
- Participate to meetings with local, international organizations or any other partners related to this project when requested.
- Participate to meetings dealing with gender issues or whatever might be considered interesting for this office.
- Facilitate good relations with public institutions and assist the PM for any issue related to the Project
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QUALIFICATION:

1. Fluent spoken and written in English and local languages are required.
2. University degree preferred.
3. Knowledge and experience of working with national or International NGOs.

4. Previous experience as social worker is highly desirable.
5. Good computer skills, with familiarity of MS word and MS excel and Internet is required.
6. Well behaved and respectful personality.
7. Strong leadership and ability to deal with local communities.
8. Teamwork player.

Job Title	Pharmacy Officer
Remuneration per annual	(\$ 245,985: 00) Usd
Location	Afghanistan, Paktika / Sweden/ South Africa
Appointment status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Language Requirements	UN official language
Appointment Type	Permanent
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Vacancy Notice No.	UNCAC-VAN-COD-0012A

Background / General description

International Medical Corps (IMC) is a global humanitarian nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief programs. IMC is carrying out medical relief services in several provinces of around the globe.

Duties and Accountabilities

- To keep track all IMC Paktika Medical and Medical equipment supplies coming-going
- Prepare and implement training program and on the job training for clinics pharmacy staff in coordination with logistics/warehouse and program to upgrade the pharmacy skills of the local personnel in the fields.
- Provide monthly reports to include inventory positions, value, usage rates, and forecasts for usage.
- Design, implement and evaluate an inventory monitoring system. The system will include quantity by item and category of drugs in the field for pharmacists.
- To keep all stock medical and non medical items updated and listed and provide to immediate supervisor for updating on weekly, monthly bases
- Reporting of loss and damage report for any kind of drugs to the immediate supervisor at earliest
- Keeping proper IN-OUT register book of pharmacy for any items related to stock.
- Putting updated stock card for every single drug, equipments and individual companies IMC receives from
- Update drug close expiry date report to immediate supervisor and then to operation at least 6-8 months advance.
- Recording all kind of items in computer as well for future and accurate record keeping
- Advising all porters/cleaners to keep all kind of shelves clean on daily bases to avoid dusts damage the drugs.
- Proper keeping of drugs and another sensitive drugs and supplies on the wooden pallets not to get damaged by dump and wet.
- Physical trips to IMC clinic for providing on the job trainings and technical supports for the better improvement of sites on monthly bases.
- Keeping excellent filing system for all donation drugs and supplies IMC received from out countries and report on time for operation for auditing purpose.
- Explaining to site pharmacists about the donation report system and how to provide updated reports for their stock and expenditures.
- Other tasks assigned by the supervisor

Qualifications

- Graduate from pharmacy faculty and certificate is required
- At least 2 year experience in the same field and working with any organization with excellent background.
- Good communication skills (oral & written) in Dari / Pushto / English is required at least functional for the job
- Must be honest active, well mannered and healthy
- To be polite and co-operative with office colleagues, other IMC staff with a nice presentation.

Job Title HIV Technical Advisor Officer I

Vacancy Notice No.	UNCAC-VAN-COD-0013A
Location	Baltimore, United States of America / South Africa
Appointment	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration per Annual	(\$ 225,648 :00)Usd
Appointment Type	Permanent

Background / General description

Catholic Relief Services (CRS) has established HIV and AIDS programming as a priority area within the agency. This commitment is expected to provide CRS and its partners with an ability to reach more people with greater and more measurable impact. Over the past years, there has been a large increase in funding and HIV programs. CRS has finalized its HIV strategy which prioritizes three main areas within HIV programming: home-based care, treatment, and Orphans and Vulnerable Children (OVC) programming. This has resulted in the need for a comprehensive approach to document synergies and lessons learned within a range of different HIV and AIDS programs, while providing quality technical support to country programs and projects. CRS' focus on OVC programming now requires additional technical support for issues related to OVC and youth programming. Specifically, as vulnerable children begin to reach adolescence and eventually to age out of OVC programs, many of these youth remain in need of education or services to help them become self-sufficient. Many CRS programs now require assistance designing their programmatic responses for youth in transition CRS works with vulnerable youth in a range of programs including life skills education, economic strengthening, peer support groups, general health, livelihood development, education, and building civil society.

As a member of the HIV technical team, the HIV Technical Advisor I will be responsible for: providing technical assistance to CRS headquarters departments, regional offices and country programs as needed; and representing the CRS HIV Unit within and outside of the agency. The HIV Technical Advisor I will serve as an active member of the CRS HIV Unit and the CRS Global HIV Technical Team to promote technical excellence through contributions made to proposal and strategic plan reviews and development, trainings, development of guidelines and tools, and the support of strategic initiatives. Although the HIV technical advisor may be called upon to provide general HIV and AIDS programming support in the areas mentioned above, this position will specifically focus on youth (i.e., adolescents and young adults in the age range of 15-25, with the age range varying according to different country definitions) and OVC programming. The Technical Advisor will backstop the CRS OVC team leader as needed, work closely with the agency OVC team as well as with technical staff from other sectoral areas focusing on youth such as education, microfinance, peace building, etc. Catholic Relief Services (CRS) has established HIV and AIDS programming as a priority area within the agency. This commitment is expected to provide CRS and its partners with an ability to reach more people with greater and more measurable impact. Over the past years, there has been a large increase in funding and HIV programs. CRS has finalized its HIV strategy which prioritizes three main areas within HIV programming: home-based care, treatment, and Orphans and Vulnerable Children (OVC) programming. This has resulted in the need for a comprehensive approach to document synergies and lessons learned within a range of different HIV and AIDS programs, while providing quality technical support to country programs and projects. CRS' focus on OVC programming now requires additional technical support for issues related to OVC and youth programming. Specifically, as vulnerable children begin to reach adolescence and eventually to age out of OVC programs, many of these youth remain in need of education or services to help them become self-sufficient. Many CRS programs now require assistance designing their programmatic responses for youth in transition CRS works with vulnerable youth in a range of programs including life skills education, economic strengthening, peer support groups, general health, livelihood development, education, and building civil society.

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Duties and Accountabilities

1. Contribute to developing specific HIV priorities and strategies, particularly as they relate to youth, with particular reference to partnerships, programmatic areas, regions and funding opportunities.
2. Coordinate the programmatic response for youth programs within HIV/health projects.
3. Contribute to the advancement of agency-wide OVC and youth work including backstopping the OVC team leader as needed.
4. Contribute to the development and dissemination of HIV and AIDS program standards, policy, and guidance in HIV programming overall with specific attention to individual focus areas.
5. Support adherence to CRS HIV and AIDS policy, guidance, and program standards.
6. Assist field offices in the development and presentation of SPPs, proposals, and funding requests under the guidance of senior and regional technical staff.
7. Implement technical standards, including sharing of lessons learned.
8. Provide technical assistance to CRS regions and countries in the development, design, implementation, and evaluation of HIV and AIDS programs that include a focus on OVC and youth programming.
9. Provide assistance on the development of holistic and integrated HIV programming.
10. Facilitate communication, collaboration and learning among regional HIV and health personnel.
11. Stay abreast of state-of-the-art developments in quality and innovations and transfer/share this information where it will have an impact.
12. Facilitate the dissemination of promising practices and contribute to publications that highlight best practices and innovations in CRS programs.
13. Explore adaptation of existing training and programmatic materials to be applicable to the developmental needs of youth in various settings.
14. In consultation with senior and regional technical staff, provide on-going support for learning processes that strengthen the response of CRS and partners to technical-related challenges.
15. Seek out opportunities to collaborate with relevant international development, donor and research institutions, in close consultation with senior and regional technical advisors.
16. Assist with the coordination of HIV workshops or other relevant learning events, as appropriate.
17. Contribute to the identification, collection, and dissemination of HIV program approach and technical/medical information, tools, resources, and training materials for the field; facilitate the development of such materials and resources as needed.
18. Cultivate and strengthen agency partnerships, participate in various international HIV networks, and represent CRS to external agencies including PVOs/NGOs/FBOs, USAID and other USG agencies, as well as other international organizations and donors.
19. Participate as an active, contributing team member of HQ-based HIV and AIDS Unit, including active participation in the intra-agency working group on youth.
20. Liaise with other PQSD technical advisor on youth related initiatives.
21. Participate in other PQSD strategic planning, coordination and training activities and meetings.

Supervisory Responsibilities:

None (May supervise short-term staff or consultants as situation warrants).

Key Working Relationships:

Internal: PQSD HIV Unit colleagues and other PQSD Technical Advisors; Global HIV Technical Team; Overseas Support Department; US Operations; Fundraising; Corporations and Foundations; Policy and Strategic Issues; Deputy Regional Directors for Program Quality; Country Representatives and Health and HIV program staff.

External: international HIV and AIDS networks; HIV advisors of other FBOs/PVOs/NGOs; partner organizations; USG agencies such as USAID; universities; consultants with specialization in HIV and AIDS; donors.

Experience - External:

Qualifications:

1. Masters degree or higher in public health or other health-related subject area (e.g., Master of Science in Nursing (MSN) or Master of Social Work (MSW)).
2. Three to five (3-5) years of progressive responsibility in overseas relief and development programs in health and/or HIV, including at least three years working overseas.
3. Previous experience working with youth and OVC programs.
4. Broad technical knowledge of HIV and AIDS, current HIV and AIDS programmatic approaches, lifespan development, youth issues, youth and child participation, and international development.
5. Demonstrated ability to communicate issues and transfer knowledge in an appropriate manner through formal and informal training and advisory skills.
6. Experience in and knowledge of social mobilization, social and behavior change communications, and youth learning principles around health issues and HIV and AIDS.
7. Experience with USG and other grant proposal writing with respect to USAID, PEPFAR, GFATM, and other donor organizations.
8. Ability to work effectively both individually and in a team-oriented environment.
9. Good judgment and commitment to the agency mission.
10. Excellent interpersonal, organizational, analytical and written/verbal communication skills, especially in cross-cultural settings.
11. Experience in facilitation and capacity building.
12. Willingness to understand and work within CRS HIV and AIDS Policies.
13. Willingness and ability to travel up to 30 percent of time.
14. Fluency in English and working ability in French, Spanish, or Portuguese.
15. Familiarity with commonly used computer software applications.

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Supervisory Responsibilities:

None (May supervise short-term staff or consultants as situation warrants).

Key Working Relationships:

Internal: PQSD HIV Unit colleagues and other PQSD Technical Advisors; Global HIV Technical Team; Overseas Support Department; US Operations; Fundraising; Corporations and Foundations; Policy and Strategic Issues; Deputy Regional Directors for Program Quality; Country Representatives and Health and HIV program staff.

External: international HIV and AIDS networks; HIV advisors of other FBOs/PVOs/NGOs; partner organizations; USG agencies such as USAID; universities; consultants with specialization in HIV and AIDS; donors.

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2.

Job Title	Chief Nurse
Vacancy Notice No.	UNCAC-VAN-COD-0014A
Location	New York/Bangkok/Cairo Egypt
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$ 250,400 : 00)Usd
Appointment Type	Permanent

Background / General description

Within limited delegated authority, the incumbent is responsible for ensuring smooth day to day functioning of the walk-inclinic 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.

Duties and Accountabilities

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 nursingstaff 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 multicultural environment with sensitivity and respect for diversity.

Communication: Ability to write in a clear and concise manner and to communicate effectively.

QUALIFICATIONS

Education

Registered Nurse who is a graduate of either an accredited Baccalaureate Nursing Programme (University) or an accredited Diploma Programme (2 years). Certificates in ECG, CPR or Basic Life Support is an asset.

Work Experience

At least 3 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.

NOTICE;

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). English and French are the two working languages of the United Nations Secretariat. The United Nations Secretariat is a non-smoking environment.

Job Title	Information Management Officer (re-advertised)
Vacancy Notice No.	UNCAC-VAN-COD-0015A
Location	New York United States of America
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$180,325 : 00)Usd
Appointment Type	Permanent

Duties and Accountabilities

Within delegated authority, the Information Management Officer (Head of Web Services Section) will be responsible for the following duties: • Conducts policy-oriented research and drafting on developments in information technology as applicable to the web, using data from internal and external sources. Develops and implements policies and guidelines relating to visual design, navigation, content strategy, creation and dissolution of UNCAC institutional websites. • Takes the lead in strategy, planning, development and implementation of content for UNCAC institutional websites; works with geographically distributed UNCAC content editors to define processes for content creation and updating and ensure incorporation of organizational messaging and themes into all relevant web content. • Provides advisory services for all UNCAC internal clients on web management practices based on web usability testing, analytics, analysis of stakeholder and end user requirements, periodic consultations with key audiences, surveys, and other research and analytical approaches; makes recommendations for continuous improvement of organizational websites and their adoption as institutional tools within headquarters, implementation strategies and resource requirements. Develops client outreach strategy and programme and coordinates its implementation. • Works closely with UNCAC IT Section to define the technical functionality of the underlying platforms of UNCAC institutional sites; monitors the progress of web projects, ensures compliance with standards and guidelines and provides assistance in identifying consultants as required and associated project Terms of Reference. • Assesses and makes recommendations relating to the use of information systems for web content management; provides reliable, up-to-date research and client-facing specifications. Evaluates emerging technologies; develops and maintains expertise necessary to advise UNCAC in web content management. • Participates in the planning and organizing of training for Headquarters and mission staff and users with respect to utilization of web management tools and services. • Evaluates applications and cost-effectiveness of services in relation to technology options and prepares data and recommendations for decision-making. Draft, negotiate and manage consultant contracts for web-related services. Evaluates the performance of vendors and –certifies invoices, as necessary. • Carries out managerial responsibilities at the unit level relating to compliance with administrative requirements, programme planning, policy and procedure recommendations, budgeting, human resources and facilities management. Supervises, mentors and evaluates NY and Geneva based unit staff. • Represents the Branch, as required, in other offices and at working groups, task forces and other fora, advocating web management perspectives and standards. • Performs other duties as assigned.

Competencies

• Professionalism: Expert understanding of multiple dimensions of online information systems, encompassing the following domains: information architecture, usability and human factors, requirements definition, project management (including iterative methods), web analytics, electronic advocacy and public relations. Ability to demonstrate conceptual, analytical and evaluative skills and conduct independent research and analysis, identifying and assessing issues, formulating options and making conclusions and recommendations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. • 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; is able to convey complex concepts and recommendations relating to online information publishing and sharing, to staff at all levels, both orally and in writing, in a clear, concise style that can be readily understood by non-specialists. • 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. • 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. • Leadership: Strong leadership and managerial skills: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities; provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in international development, humanitarian affairs, information management or a related field. A first university degree in combination with extensive related experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in web content management or information management, of which at least three years at the international level is required. Demonstrated experience is required in the management of interactive, web based operations including development of web guidelines and standards, content strategy and provisioning, content management systems, audience targeting and personalization, day to day management of sites and staff, and a good understanding of state of the art web features and functionality. Familiarity with the United Nations and humanitarian issues is desirable.

Job Title	Humanitarian Affairs Officer
Vacancy Notice No.	UNCAC-VAN-COD-0016A
Location	France / Portugal /Norway (with frequent travel to United States)
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$182,425: 00)Usd
Appointment Type	Permanent

Duties and Accountabilities

The incumbent contributes to UNCAC's mission to mobilise/coordinate effective and principled humanitarian action in partnership with other actors. Under direct supervision of Chief of Policy Planning and Analysis Section (PPAS) and the overall supervision of Chief of Policy Development and Studies Branch (PDSB), s/he works on humanitarian policy with special responsibility for civil-military coordination and related legal matters. S/he also establishes/maintains contacts with military, police and other armed actors; keeps abreast of humanitarian trends, plans and analyses; organises or participates in outreach events on humanitarian policies and provides policy support to UNCAC's field offices; promotes greater knowledge and application of humanitarian principles and guidelines; and contributes to the development of common/harmonised policy positions based on humanitarian principles and international standards. Within limits of the delegated authority, the Humanitarian Affairs Officer is responsible for the following duties: (1) Act as the primary policy focal point on issues that arise out of relationships between civilians and armed personnel, including military, police and other armed actors, with distinct emphasis on humanitarian-peacekeeping liaison. Provide expert advice on a diverse range of policy and legal issues, especially as they relate to promoting and safeguarding humanitarian principles and humanitarian space, ensuring effective delivery of humanitarian assistance, and related areas in complex emergencies and natural disasters. Also advise on issues related to international criminal law; laws of peacekeeping, human rights and refugee law. (2) Promote the humanitarian agenda and advocate United Nations system-wide humanitarian positions, guidelines and standards to internal and external actors. Teach, train and/or serve as policy resource person or a speaker at a wide range of events, in order to promote humanitarian policy and positions. Serve as civil-military facilitator of training and other workshops as required. Represent UNCAC as required in these events which may include workshops, seminars, exercises, courses, briefings and other speaking engagements for government officials, civilians, armed forces and/or the police. Organise, participate and/or coordinate the preparation and delivery of these policy promotion engagements. (3) Contribute to policy development, both generic and country-specific, with a special focus on civil-military relations, humanitarian-peacekeeping interface, and matters concerning humanitarian policies and standards. Participate in the formulation of policy positions for UNCAC on these issues. Organise or participate in working groups, meetings, consultations and follow-up work with agencies and partners on humanitarian and emergency relief-related matters in order to provide support to policy development and decision-making. This may include inter-agency policy consultations through the IASC, ECHA and other relevant bodies. Represent UNCAC, as required, in meetings and consultations with other UN departments, funds and programmes, the IASC, Member-States, representatives of the broader humanitarian community, the academia, military organisations, and international and/or non-governmental organizations. (4) Establish and maintain contacts with government officials, UN Departments, funds and programmes, representatives of the broader humanitarian community, members of the international tribunals, the academia, international or non-governmental organisations, and others. Special emphasis to be placed on peacekeeping and members of the military and policy community. Respond to queries on humanitarian policy and guidance from these actors and liaise and coordinate for this purpose as required. (5) Provide support to field offices, including developing policy guidance, planning, participating in field trips and/or training sessions, reviewing country-specific and/or coordination issues. (6) Monitor and keep abreast of latest trends, plans and developments in humanitarian affairs and relevant legal matters, and provide policy analysis and information. (7) Contribute to the preparation of reports and correspondence related to the work of the Branch. Research and assist in the preparation of inputs to UN legislative bodies, in particular reports to the Security Council, General Assembly and Economic and Social Council on issues related to civil-military coordination. Contribute to the preparation of reports, studies, and documents on issues related to humanitarian policy, in collaboration with UN departments; funds and programmes; members of the Inter-Agency Standing committee (IASC); Member States; representatives of the broader humanitarian, military and police community; the academia; international and/or non-governmental organizations, as necessary. Initiate and/or lead the preparation of presentations, lectures and occasional articles, particularly on subjects related to international law and civil-military policy. (8) Participate in the planning, preparation and management of work planning and budget formulation as necessary. (9) Perform other duties as required by Unit and/or Branch Chief.

Competencies

Professionalism - Knowledge of humanitarian affairs, strong analytical skills and ability to analyse and articulate the humanitarian dimension of issues, which require a coordinated United Nations response. Comprehensive knowledge of the United Nations system and institutional mandates; and policies and guidelines pertaining to humanitarian law, principles, standards and practices. Given the focus of this post on relationship between humanitarian actors, armed personnel and legal enforcement, expertise in laws of armed conflict (IHL), international criminal law and rules of peacekeeping operations. Knowledge of civil-military coordination. 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. **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. 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.

QUALIFICATIONS

Education

Advanced university degree (Master's or equivalent) in international law, political or social science, international relations, or related field. First level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Formal training in international humanitarian law, international criminal law, or peacekeeping laws is an advantage.

Work Experience

Seven years of progressively responsible professional experience in humanitarian affairs, emergency preparedness and response, crisis/emergency relief coordination and/or management, rehabilitation recovery and/or development of which at least five years should have been with the United Nations system. Experience in policy promotion, policy development, policy analysis and coordination, and international law is required. Experience in humanitarian and peacekeeping operations and civil-military relations is required.

Job Title	Public Information Officer
Vacancy Notice No.	UNCAC-VAN-COD-0017A
Location	Vatican city Rome
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$185,825: 00)Usd
Appointment Type	Permanent

Duties and Accountabilities

Within delegated authority and under the direct supervision of the Chief of the Information Services Section, and the overall supervision of the Chief of Communications and Information Services Branch, the Public Information Officer will be responsible for the following duties:

- Takes the lead in strategy, planning, development and implementation of large, complex projects to improve the Office for the Coordination of Humanitarian Affairs' (UNCAC) reporting practices and promote excellence in operational and public information reporting; where appropriate, works with departments, funds and agencies to develop ways to improve humanitarian reporting system-wide and to incorporate key messages and themes into all relevant events and products.
- Provides advice and expertise to managers, senior officers, humanitarian affairs officers and other public information staff on a range of information products, including situation reports and press releases, etc., of public affairs issues, methods, and approaches; anticipates and resolves communications issues/problems.
- Develops strategic partnerships with key constituencies, including departments, funds and agencies engaged in humanitarian response, to elicit support for and maximize impact of promotional objectives;
- Prepares or oversees preparation of a diverse range of information communications products in support of major campaign initiatives.
- Drafts complex material for UNCAC newsletters, periodicals, reports and books and edits drafts prepared by junior officers.
- Evaluates results and impact of written communications activities; reports on developments, trends and attitudes regarding the UN and humanitarian affairs.
- Builds information networks; plans and oversees maintenance of publicly accessible information materials on the humanitarian work of the United Nations and partners; contributes to the planning and development of outreach activities.
- Manages publications programme; provides quality assurance on written materials produced by UNCAC for print and electronic media.
- Assists in the day-to-day operation of the unit to include participating in coordination of substantive and administrative activities of the unit, interpreting and disseminating policy, providing procedural advice, improving reporting systems, handling operational and administrative queries, preparing budget submissions, establishing and/or coordinating training programmes and monitoring and evaluating results.
- May coordinate and direct a team of public information staff and/or mentor and supervise the work of junior officers on specific projects.

Competencies

- Professionalism: Knowledge of different aspects of public information and communications. Ability to address a range of humanitarian issues in the context of political developments, public attitudes and local conditions. Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and knowledge of humanitarian reform, particularly with relation to cluster implementation. Ability to relate humanitarian affairs issues and perspectives, including gender issues, to political, economic, social and human rights programmes in affected country/region. Ability to rapidly analyze and integrate diverse information from varied sources. Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships. Ability to produce a variety of written communications products in a clear, concise style. 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.
- 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.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public administration, social sciences or related field. A relevant first-level university degree, in combination with qualifying experience, may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of two years of progressively responsible experience in public information, journalism, international relations, humanitarian affairs or related fields, of which five years at the international level. Relevant public information experience in complex emergencies and/or natural disasters at the field level, preferably within the United Nations is required. Field experience in an UNCAC Office is desirable.

Job Title	Midwife Officer - Health/Medicine
Vacancy Notice No.	UNCAC-VAN-COD-0018A
Location	New Jersey United States
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$239,850: 00)Usd
Appointment Type	Permanent

Duties and Accountabilities

Background

United Nations Children and Arm Conflict UNCAC in Partnership with the International Medical Corps (IMC) is a global humanitarian nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief programs. IMC is carrying out medical relief services in several provinces of Afghanistan.

Duties & Responsibilities

- Conduct growth monitoring
- Conduct ante natal care
- Provide appropriate patient education
- Conduct IMC community health education sessions
- Identify and report immediately any problems that may interfere in achieving program objectives
- Identify areas requiring skills upgrade
- Work effectively as a team member
- To assist other sections in BPHS components implementations.
- To practice infection prevention procedure.
- Assignment of any other task by the superior.

Qualifications

- Completed Midwifery nursing training at a recognized institute
- Good communication skill (reading and writing) in Dari and Pashto and having knowledge of Nooristani is preferable.
- Previous midwifery, PHC and MCH experience
- Self motivated.
- Good team work spirit
- A willingness to learn new skills
- Self – motivated

Job Title	Humanitarian Affairs Officer
Vacancy Notice No.	UNCAC-VAN-COD-0019A
Location	New York United States of America
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$178,865: 00)Usd
Appointment Type	Permanent

Duties and Accountabilities

Under the direct supervision of the Chief of the Africa I Section of the Coordination and Response Division (CRD) Office for the Coordination of Humanitarian Affairs (UNCAC), in New York the incumbent acts as Desk Officers for a particular region/set of countries. The incumbent will be responsible for the following duties: In close liaison with UNCAC Field and Regional Offices, monitors, analyzes and reports on humanitarian developments, disaster relief/management programmes or emergency situations in assigned country/area; develops and maintains a "watch list" of countries with potential for humanitarian crisis.

Facilitates the organization of analysis and advocacy on humanitarian, emergency relief and related issues; organizes follow-up work, including interagency technical review meetings to support policy development work and decision-making on important issues; and ensures the implementation of recommendations emanating from relevant studies.

Serves as a senior policy officer; advise on overall policy direction on specific issues; and, more generally, reviews and provides advice on a diverse range of policy issues related to safeguarding humanitarian principles and ensuring the effective delivery of humanitarian assistance and the linkages with other related areas (e.g. human rights).

Prepares policy position papers for review.

Supports the UN resident/Humanitarian Coordinators in establishing appropriate coordination mechanisms, facilitating allocation of responsibilities among agencies, analyzing the humanitarian situation and development of humanitarian strategies.

Communicates the humanitarian concerns of the Humanitarian Coordinators and the United Nations operational agencies to the Secretariat Departments, the Office of the Secretary-General and political organs of the United Nations.

Reviews and provides advice on policy issues related to humanitarian reform.

Leads and/or participates in large, complex projects, to include disaster assessment or other missions; coordinates international humanitarian/emergency assistance for complex emergency/disaster situations; ensures necessary support (e.g. staff, funding, specialized equipment, supplies, etc.); prepares situation reports to the international community, apprising of situation to date and specifying unmet requirements of stricken countries.

Partners with other humanitarian agencies to plan and evaluate complex humanitarian and emergency assistance programmes; helps ensure that latest findings, lessons learned, policy guidelines, etc. are incorporated into these activities, including gender-related considerations.

Assists in the production of appeals for international assistance; ensures the proper use and spending of donor contributions channeled through UNCAC.

Establishes and maintains contacts with government officials, other UN agencies, non-governmental organizations, diplomatic missions, media, etc.; ensures appropriate mechanisms to facilitate collaboration and exchange of information both in and outside the UN system, including on early warning and contingency planning, etc.

Ensures a broad range of substantive and administrative liaison support to UNCAC Field and/or Regional offices on policy issues, strategic planning, work and cost planning, annual reporting, staffing, resource mobilization, advocacy and contingency planning.

Maintains an overview of country- and/or regional-level coordination structures and advises appropriate UNCAC offices and Humanitarian Coordinators on maintaining effective coordination within the humanitarian community in accordance with the standards and frameworks of the Humanitarian Reform.

Initiates and coordinates activities related to technical cooperation and technical assistance projects in response and response preparedness; formulates project proposals and relevant project documents; provides technical support to field work; reviews and clears project reports for submission to governments.

Assists or leads, as appropriate, in the preparation of UNCAC reports, studies, background papers, policy guidelines, correspondence, presentations, background papers, policy guidelines, parliamentary documents, etc.; with respect to the latter, takes the lead in providing support and information to relevant councils or other entities on specific issues.

Serves as the primary focal point on specific topics or policy-related issues; keeps abreast of latest developments, liaises with other humanitarian organizations, donors, etc., ensures appropriate monitoring and reporting mechanisms; provides information and advice on a range of related issues.

Organizes and participates, on behalf of the Section, Branch or Office, in work groups, meetings, conferences, consultations with other agencies and partners humanitarian and emergency relief-related matters.

Assists the Chief of Section in undertaking activities of a managerial nature including work planning, preparation of unit budget, development of staff training, and performance appraisal.

Provides leadership and work direction to assigned work team, and/or mentors and supervises the work of new/junior officers.

Performs other duties as required.

Competencies

PROFESSIONALISM: Knowledge of wide range of humanitarian assistance, emergency relief and related human rights issues.

Conceptual and strategic analytical capacity, to include ability to analyze and articulate the humanitarian dimension of complex issues

that require a coordinated UN response. Demonstrated problem-solving skills and judgment in applying technical expertise to resolve a wide range of complex issues/problems. Knowledge of region or country of assignment, including the political, economic and social dimensions. Ability to negotiate and to influence others to reach agreement. Ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery). Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and knowledge of the institutions of the UN system. Demonstrated ability to complete in-depth studies and to formulate conclusions/recommendations. Ability to relate humanitarian affairs issues and perspectives, including gender issues, to political, economic, social and human rights programmes in affected country/region. 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.

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.

QUALIFICATIONS

Education

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

Work Experience

A minimum of seven years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area. Two years of that experience must be gained with the United Nations Humanitarian system, preferably with UNCAC and/or the humanitarian community. Preferably at least two years of the seven in a related field post is highly desirable. Experience with the Cluster Approach aspect of humanitarian reform required. Experience in Headquarters is highly desirable. Demonstrated knowledge of, and experience with, humanitarian response tools and mechanisms including the Inter-Agency Standing Committee (IASC), United Nations Disaster Assessment and Coordination (UNDAC), and International Search and Rescue Advisory Group (INSARAG), is desirable. Experience in different types of organizations (governmental, inter-governmental and non-governmental) is an advantage

Job Title	Senior Economic Affairs Officer
Vacancy Notice No.	UNCAC-VAN-COD-0020A
Location	New York United States Of America
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$168,805: 00)Usd
Appointment Type	Permanent

Duties and Accountabilities

Under the guidance of the Chief of UNCAC and Interorganizational Cooperation Branch, the incumbent will be responsible for the following duties: (i) track and identify the implementation and follow-up of relevant resolutions, mandates and decisions emanating from the General Assembly and UNCAC; (ii) organize special events for the General Assembly and UNCAC, such as panels, dialogues and briefings in support of the policy issues on the agenda of these intergovernmental bodies, (iii) coordinate the engagement with various actors of the United Nations system, civil society, including foundations, the private sector, academia and think tanks, as well as other key stakeholders into the work of the Economic and Social Council; (iv) provide substantive support to the Economic and Social Council's annual session, in particular its high level and general segments; (v) lead the formulation and implementation of advice

to the UNCAC Bureau on peacebuilding and the economic and social aspects of conflict prevention; (vi) undertake research and analysis work in the preparation of reports for substantive sessions of the Economic and Social Council, particularly the general segment; (vii) support the Council in its oversight role over its functional commissions by means of reporting on the results of their work, in order to bring about harmonization of the work programmes and agendas; (viii) prepare briefing notes, talking points for the UNCAC President and Bureau as well as for DESA's/United Nations' participation in the work of intergovernmental bodies; (ix) perform other related duties, as requested by the Chief of the Branch, including necessary administrative tasks, including supervision and support to junior staff.

Competencies

Professionalism – Ability to conduct independent research on global economic, social and development issues, determine suitability, validity and accuracy of data provided by different sources. In-depth knowledge of the work of the Economic and Social Council, including the implementation of its mandates related to recent reforms. Strong drafting, research and analytical skills and proven ability to produce reports and concept papers on development issues. Demonstrated ability to initiate, develop and complete programme of work, assess its implications and formulate recommendations. **Communication** – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; demonstrates openness in sharing information and keeping people informed. **Planning and Organizing** – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; 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. **Team Work** – Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. **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; makes tough decisions, when necessary. **Leadership**: Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

QUALIFICATIONS

Education

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

Work Experience

A minimum of ten years of progressively responsible experience in economic research and analysis, policy formulation, application of economic principles in development programmes or related area. Experience in intergovernmental work, particularly intergovernmental negotiations, as well as in interagency relations within the United Nations system desirable

Job Title	Senior Economic Affairs Officer
Vacancy Notice No.	UNCAC-VAN-COD-0021A
Location	Addis Ababa / France/United Kingdom
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$168,805: 00)Usd
Appointment Type	Permanent

Duties and Accountabilities

Under the guidance of the Chief of UNCAC and Interorganizational Cooperation Branch, the incumbent will be responsible for the following duties: (i) track and identify the implementation and follow-up of relevant resolutions, mandates and decisions emanating from the General Assembly and UNCAC; (ii) organize special events for the General Assembly and UNCAC, such as panels, dialogues and briefings in support of the policy issues on the agenda of these intergovernmental bodies, (iii) coordinate the engagement with various actors of the United Nations system, civil society, including foundations, the private sector, academia and think tanks, as well as other key stakeholders into the work of the Economic and Social Council; (iv) provide substantive support to the Economic and Social Council's annual session, in particular its high level and general segments; (v) lead the formulation and implementation of advice to the UNCAC Bureau on peacebuilding and the economic and social aspects of conflict prevention; (vi) undertake research and analysis work in the preparation of reports for substantive sessions of the Economic and Social Council, particularly the general segment; (vii) support the Council in its oversight role over its functional commissions by means of reporting on the results of their

work, in order to bring about harmonization of the work programmes and agendas; (viii) prepare briefing notes, talking points for the UNCAC President and Bureau as well as for DESA's/United Nations' participation in the work of intergovernmental bodies; (ix) perform other related duties, as requested by the Chief of the Branch, including necessary administrative tasks, including supervision and support to junior staff.

Competencies

Professionalism – Ability to conduct independent research on global economic, social and development issues, determine suitability, validity and accuracy of data provided by different sources. In-depth knowledge of the work of the Economic and Social Council, including the implementation of its mandates related to recent reforms. Strong drafting, research and analytical skills and proven ability to produce reports and concept papers on development issues. Demonstrated ability to initiate, develop and complete programme of work, assess its implications and formulate recommendations. **Communication** – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; demonstrates openness in sharing information and keeping people informed. **Planning and Organizing** – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; 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. **Team Work** – Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. **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; makes tough decisions, when necessary. **Leadership**: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

QUALIFICATIONS

Education

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

Work Experience

A minimum of ten years of progressively responsible experience in economic research and analysis, policy formulation, application of economic principles in development programmes or related area. Experience in intergovernmental work, particularly intergovernmental negotiations, as well as in interagency relations within the United Nations system desirable

Job Title	Assistant, Programme Oversight and Support
Vacancy Notice No.	UNCAC-VAN-COD-0022A
Location	Geneva Switzerland
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$158,800: 00)Usd
Appointment Type	Permanent

Duties and Accountabilities

The Programme Oversight and Support Division (POS) oversees the management, operations and workplanning process and performance within the Programme Group of the Secretariat at Headquarters, regional and country levels. It assures programmatic, managerial and operational support and oversight, and improved operating practices, by strengthening work processes and systems and streamlining administrative focus. The Division ensures workplan development for the Programme Group at Headquarters. The Division is composed of two Units: the Workplan Performance Monitoring Unit and the Field Support Unit. Main tasks and Responsibilities of the Position:

To provide administrative/secretarial support to Chief, POS:

- To manage the Chief's agenda as requested;
- To manage travel arrangements of the Chief and staff members of POS;
- To review incoming mail addressed to the Chief, drafting replies or following up with other staff as necessary;
- To clear all material to be signed or cleared by the Chief, ensuring that communications respond to requirements, and checking format, language, and consistency;
- To manage incoming requests and assignments from the Executive Office and office of Director, Programme, ensuring response within deadlines.

To provide administrative/financial support to the division:

- To prepare all consultant and activity contracts, ensuring adherence to established rules and procedures, including ensuring correct PTAE0 and availability of funds;
- To maintain the operation of filing systems (hardcopy and electronic) to ensure effective access to information and appropriate storing of auditable information;
- To assist as required with preparations for meetings organized by the Division, as well as organize regular meetings led by the Chief, including taking notes and following up on decisions;
- Provide budgetary/finance support to the Budget & Finance Officer
- Act as Focal Point for travel matters in Programme Branch, including travel monitoring
- Facilitate supply of support staff within Programme, to cover gaps and absences
- To perform any other duties as requested by Chief, POS.

REQUIRED QUALIFICATIONS Education:

Essential: Completion of secondary school, complemented by secretarial training including the use of modern office technology and office management software.

Desirable: Higher education.

Competencies:

Good knowledge of modern office procedures and experience with computer software applications, including Word, Excel, PowerPoint, databases, internet navigation and Enterprise Resource Planning system (ERP/GSM) system. Experience:

Essential: Five to seven years of secretarial/administrative experience.

Desirable: Three years experience in the UN System.

Languages:

Essential: Written and oral fluency in both English and French.

Desirable: Proficiency in Spanish would be an asset.

Additional Information:

Please note that for General Service vacancies only residents of Geneva and surrounding area are eligible. Furthermore, we will only accept online applications for General Service vacancies.

Further, employment with UNCAC is subject to successful completion of the WHO test or of the ICDL (International Computer Driving Licence). The test includes tasks on Microsoft Office software (Word, Excel and PowerPoint), as well as other secretarial and office tasks usually required in an office environment at WHO/UNCAC

Job Title	Regional Adviser
Vacancy Notice No.	UNCAC-VAN-COD-0023A
Location	South Africa Cape town
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$168,500: 00)Usd
Appointment Type	Permanent

Duties and Accountabilities

The main rationale of the post are:

- a) Advise UNCAC on African organizations and initiatives, and UN Africa-wide bodies, particularly, the African Union (AU) including New partnership for Africa's Development (NEPAD) and AIDS Watch Africa (AWA), the UN Economic Community for Africa and its Commission on HIV/AIDS and Governance in Africa (CHGA) to promote cooperation; monitor and refine policies, political commitments; monitor development, implementation and evaluation of joint programme approaches; and provide analyses and information with respect to achievements of coordinated actions.
- b) Provide advice and assistance to the Representative for African Regional Organizations/ UCC Ethiopia to ensure the highest standard and evidenced-based responses to HIV and AIDS through advocacy with government, UN Organisations, donors, civil society and private sector.

- c) Support the regional initiatives towards achieving commitments, declarations, etc made on Three Ones, ART, Prevention, OVC, Human Capacity, harmonization and monitoring and evaluation.
- d) Facilitate provision of strategic information and promote creation of partnerships.
- e) Promote HIV and AIDS' related issues within various regional fora, by advocating important policies, strategies, and approaches in numerous fora.
- f) Strengthen UNCAC leadership in the African environment on HIV and AIDS' related issues.
- g) Monitor trends, events which affect UNCAC, HIV and others involved in AIDS; identifying priorities and concerns, and developing policy and strategic responses.
- h) All other related duties as assigned.

REQUIRED QUALIFICATIONS Education:

Advanced university degree in international development, political or social sciences, public or business administration, health sciences, or similar academic preparation. Competencies:

Extensive knowledge of the African regional organizations and initiatives on HIV and AIDS' related issues; United Nations system; and regional organizations working on AIDS in Africa. Thorough knowledge of advocacy and promotional methods. Thorough knowledge of political systems and linkages in Africa, and regional economic and technical cooperation agreements. Excellent interpersonal, representational, and negotiating skills, and understanding of the HIV and AIDS epidemics and its implications.

Experience:

Length and nature of practical experience at the national and/or internal level:

At least 8 years' experience in advisory functions at an international level related to international development, advocacy, external relations public health. Experience with/knowledge of the United Nations system and African regional political institutions and initiatives is an asset

Languages:

Advanced knowledge of English and working knowledge of French or Portuguese Additional Information:

Positions at the international professional category within UNCAC may be subject to the Organization's Mobility Policy.

Job Title	Supervisor, Audio/Video Unit, FS-5
Vacancy Notice No.	UNCAC-VAN-COD-0024A
Location	New York USA
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$168,145: 00)Usd
Appointment Type	Four years Contract –(Renewable based on performance)

Duties and Accountabilities

Under the supervision of the Chief of Court Management Section, the incumbent will be responsible for the following duties: Provide support in the establishment, installation and management of Audio/Video systems and other courtroom technology; Supervise the operation of digital AV systems during court proceedings including a simultaneous interpretation system, electronic evidence presentation systems, video link technology and witness protection systems; Provide technical advice on the establishment of information management systems to ensure adequate protection of the integrity and confidentiality of case information. Design and maintain specific databases in connection with case tracking, court schedules etc. as required.

Competencies

Professionalism – Demonstrated in-depth technical expertise in audio/video systems; strong supervisory and organisational skills in establishing priorities and planning with minimal supervision, under pressures of frequent tight deadlines. Communication – Very good written and spoken communications skills, Technological Awareness – Substantive technological background and expertise in AV and IT fields. Teamwork – Very good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural and ethnic environment with sensitivity and respect for diversity. Commitment to continuous learning.

Job Title	Director, Regional Support Team East and South Africa
Vacancy Notice No.	UNCAC-VAN-COD-0025A
Location	Cape Town / Abuja Nigeria
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$179,555: 00)Usd
Appointment Type	Permanent

Duties and Accountabilities

Provide leadership and coordinate support for an expanded UN System response to AIDS at regional and country levels in Eastern and Southern Africa. Promote, support and provide guidance to the UN System in the region on Universal Access to HIV prevention, treatment, care and support and implementing the Global Task Team recommendations. Coordinate the development of strategic information and document the trends on the epidemic and the response as well as provide intellectual leadership on the status of AIDS response in the region. Provide managerial support and technical advice and guidance to UNCAC country offices. Main tasks and Responsibilities of the Position:

- UN system strengthening at country level. Coordinate the development, implementation, monitoring and reporting of workplans to strengthen UN country team responses to AIDS; including working with UN Resident Coordinators and country teams and partners to assess current UN country team responses; develop workplans to strengthen the relevance, consistency and effectiveness of UN system country level support; facilitate the provision of policy, programming and organizational development advice to country teams in support of the implementation of their workplans; explore and facilitate the application of recently approved UNICEF guidance on joint programming and resource management; monitor implementation and report on progress, constraints and issues to be addressed.

- To provide guidance leadership to the UCCs in providing coordinated technical support to National AIDS Councils/Committees (NAC) and National Programme Managers to set ambitious targets, develop and implement fully costed National Strategic Plans for achieving Universal Access to prevention, care and treatment, as per the UNSAID resolution in June 2006.

- Provide guidance and influence RCs and UNCTs in their development, implementation and monitoring of country level inter agency workplans to achieve agreed "deliverables" and intensify joint programming opportunities;

- Make recommendations to the UNSAID ExCom on how UN reforms could be adjusted and accelerated to enable a more effective UN response in Eastern and Southern Africa. As such, these decisions and recommendations will have significant influence on the development of global policy and operation guidance related to UN reform, and relations between UNCAC and UNSAID at global, regional and country levels.

- UNICEF engagement. Keep the DXD Programme apprised of progress in strengthening the UN system response to HIV/AIDS at the country and sub-regional levels and make recommendations as to how UN reforms need to be adjusted to more effectively respond to HIV/AIDS.

- Regional level coordination of the UN system response to AIDS. a) With the Directors of UNICEF, UNSAID and UNCAC TOS, convene regular meetings of UNSAID and UNCAC Co-sponsor regional Directors and Country UN Resident Coordinators to oversee and support progress in strengthening UN country team responses to AIDS; b) Ensure effective communication and liaison with all UN system regional offices, bureaux, and regional and inter-country technical support teams; c) set in place the institutional arrangements and capacities required to provide substantive and coordinated support for UN country teams, inter-agency collaboration, advocacy and partner coordination in Eastern and Southern Africa.

- Maintain effective liaison and provide technical support to Global Fund, PEPFAR, African Development Bank and other newly emerging donors in maximizing their funding to national programmes and projects in countries of Eastern and Southern Africa.

- Regional technical support platforms. Provide overall leadership, coordination and support for the development and functioning of a) technical support hubs in key thematic areas (e.g. strengthening and maintenance of AIDS related information and networking services; and b) joint or collaborative UN Programming initiatives to expand AIDS related responses.

- Advocacy and partnership development. Oversee the development of sub-regional advocacy strategies on key issues (e.g. prevention, access to care, orphans, women/girls and AIDS, etc); coordinate contacts and liaison with intergovernmental (AU, ECCAS, OCEAC, ECOWAS, WAHO, CEMAC, UEMOA), donor, civil society organizations and donors; and convene regular partner meetings to enable epidemic and response monitoring, information exchanges and substantive discussion.

- Progress and response monitoring. Facilitate inter-agency collaboration to ensure the full implementation of CRIS in all countries; oversee the preparation of periodic reports on sub-regional trends in the response for use by UNCAC and UNSAID; develop and implement a UNCT performance monitoring and reporting system.

- Actively participate in corporate decision making in Senior Management Team (SMT) meetings of UNCAC implement and monitor the decentralization process in decision making in the Secretariat. **REQUIRED QUALIFICATIONS** Education: Advanced university degree complemented by post-graduate degree in development, economics, social sciences, public health, public administration, management, or a relevant combination of academic preparation and demonstrated experience. Competencies: Extensive knowledge of planning, management and evaluation of technical and operational support to developing countries in Africa. Knowledge of development issues and multisectoral approaches to meeting the requirements of developing countries. Thorough understanding of the AIDS epidemic and its impact on developing countries in Africa. Knowledge of the UN system organizations and their delivery mechanisms. Knowledge of organizations, institutions and individuals interested and supportive of efforts against AIDS, ability to lead and motivate a multidisciplinary team of professionals of different cultures and background and support staff. Experience: Extensive experience leading, managing and implementing development or cooperation programmes at the international and national level, with ten/twelve years' experience in developing countries and experience in the UN System. Languages: Essential: Excellent knowledge of English and French.

Job Title	Accountability Coordinator
Vacancy Notice No.	UNCAC-VAN-COD-0026A
Location	Geneva Switzerland
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$185,697: 00)Usd
Appointment Type	Permanent

Duties and Accountabilities

The Department of Resource Management (DRM) is a strategic department supporting headquarters and field activities through the development and maintenance of high-quality, time- and cost-efficient, and predictable (a) policies, (b) services, (c) systems, and (d) processes, that are developed in the best interest of the Joint Programme, and ensure UNCAC organizational capacity to respond promptly and effectively to the environment in which it operates. The Department of Resource Management drives the adoption of new tools for improved business practices within the UNCAC Secretariat.

The Budget, Finance and Administration Division provides leadership, coherence and coordination of UNCAC' budgetary, financial, accounting and administrative and operational services at a global, regional and country level. The unit provides the Secretariat and the Cosponsors with direction on strategic and operational planning, budgeting and resource allocation. The unit ensures appropriate internal controls and oversight, accurate accounting of income and expenditures, and effective, efficient and transparent financial management. The unit is also responsible for financial monitoring and performance monitoring and internal as well as external reporting on resource utilization at all levels. Guidance and support is provided on a daily basis to Secretariat units at headquarters as well as regional support teams and country offices.

Main tasks and Responsibilities of the Position:

Under the direct supervision of the Chief, Budget, Finance and Administration, the incumbent is responsible for managing and further developing the accountability enhancement initiative. In particular:

1. Supervise and manage the human resources assigned to the accountability enhancement initiative including the Chief, Compliance Enhancement Officer, short-term consultants and support staff.
2. Manage the process and resources required to complete the regional and country level accountability reviews by developing appropriate Terms of Reference and the preparation of key performance indicators to measure the impact of these reviews on financial accountability and transparency.
3. Coordinate the inputs to produce a summary report aggregating the results and recommendations of the individual country and regional level reviews highlighting strengths, weaknesses, estimated costs of current accountability and operational practices and base lines for improving work practices and processes.
4. Lead the development, design and implementation of a system for ongoing monitoring of and follow up on accountability at regional and country level to strengthen financial management, administration and mitigation of the risk of fraud.
5. Provide advice and guidance to headquarters units, RSTs and country offices on UNCAC administrative and operational support systems, including mechanisms for monitoring and evaluating the effectiveness and efficiency of systems and services and propose ways of strengthening these at country and regional levels.

6. Manage the development and introduction of various tools including training, updating manuals and creating appropriate guidelines to assist Secretariat staff in the area of accountability relating to financial administration and management.

7. Provide senior management with updates on progress relating to the accountability enhancement initiative and the resolution of problems related to financial management policies, procedures and practices.

8. Represent UNCAC in meetings of international organizations on the Bribery of Officials of Public Organizations as it relates to the UN Convention against Corruption.

9. Perform other related duties agreed with the Chief, Budget, Finance and Administration.

REQUIRED QUALIFICATIONS Education:

Advanced university degree in public or business administration, international relations, political or social sciences, or similar academic preparation. Competencies:

Conceptual and analytical ability to assess organizational performance, structures and systems as well as functional and operational needs. Ability to think strategically to analyze, compile, synthesize and present information and suggest solutions. Good knowledge of management practices and business processes. In depth understanding of financial and administrative policies, procedures, rules and regulations of the UN and ability to interpret and apply WHO and UNCAC regulations, rules, policies and procedures to UNCAC operations.

Knowledge of and experience in applying UN financial and administrative rules and regulations. Literacy in most commonly used software. Experience:

A minimum of 11 years experience in administration and management, including senior positions at international level, preferably at country level. Experience from and knowledge of the United Nations system is a requirement. Languages:

Excellent knowledge of English or French with a good knowledge of the other language.

Job Title	Social Mobilization Adviser
Vacancy Notice No.	UNCAC-VAN-COD-0027A
Location	Lusaka Zambia / South Africa
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$165,695: 00)Usd
Appointment Type	Permanent

Duties and Accountabilities

Under the supervision of the UNCAC Country Coordinator, the Social Mobilization Adviser will work with the national HIV and AIDS' authorities and the UN Theme Group on HIV to strengthen the UNCAC's contribution to effective national leadership and strategic management of HIV and AIDS' country programmes, primarily through:

- a) facilitating and supporting the development and/or strengthening of national partnership forums, inclusive of civil society and private sector, and
- b) mobilizing increased, sustainable involvement of actors from all sectors in society in the fight against AIDS.

More specifically the incumbent will :

1. Support processes to develop and strengthen strategic partnerships and alliances for an expanded response in the country by:

- Facilitating and supporting the establishment of multi-sectoral national partnership forum led by National HIV and AIDS' Authorities (National AIDS Councils/National AIDS Secretariats-NAC/NAS);
- Providing support to the self-coordinating mechanisms of the different constituencies to be operational, and mobilize resources to facilitate capacity building where required;
- Promoting and facilitating collaboration and joint action between the various constituencies to drive a multisectoral and expanded response, including strengthening linkages between UNGASS commitments and development efforts on poverty-reduction programmes and MDGs;
- Assisting in harmonizing procedures and systems for encouraging sustained and meaningful participation of civil society (including labour organizations and the private sector) in major initiatives such as Global Fund, World Bank MAP, WHO's 3x5, and initiatives by foundations, bilateral and multilateral development agencies.
- Facilitating a structured process to define, operationalizing and harmonizing systematic district mechanisms which support stakeholders at the decentralized levels to coordinate their response to HIV/AIDS effectively;
- Sharing information on progress and constraints and documenting experiences and lessons learnt from the overall strengthening of the coordination functions of National AIDS Authority;

- Focusing on monitoring and evaluating the partnership forum, as part of the overall common M&E framework for all stakeholders

2. Facilitate and support the active engagement of civil society - especially those most affected and vulnerable and including labour organizations and the private sector - for social dialogue, policy development and activity implementation by:

- Building on existing frameworks (or, if required, facilitate development of a new one) for civil society participation, facilitating a better understanding between the state and civil society to be able to work in effective partnership;
- Ensuring that space is provided for civil society and PLHA associations to contribute to policy and strategic planning development, policy dialogue and implementation, as well as M&E, through partnership forums;
- Promoting and supporting the national and global World AIDS Campaigns;
- Advocating, facilitating, supporting and participating in a broad range of civil society entities including NGOs (especially those to assist people living with AIDS), CBOs, faith-based organizations, labour unions, commercial or trade networks, business associations, private companies, and others as possible in national strategic planning processes, as part of strengthening multisectoral response especially in the areas of:
 - Prevention
 - Care, support and treatment provision
 - Stigma, discrimination and human rights
 - Supporting and facilitating capacity building of the PLHA community as advocates, social mobilizers and service providers;
 - Facilitating the coordination of support from international civil society organizations or NGOs, especially through the World AIDS Campaign;
 - Supporting human capacity development of civil society organizations by facilitating exchanges within and between countries on good practice and lessons learnt on effective programmes and supporting innovative capacity building initiatives, including professionalisation of NGO members;
 - Supporting monitoring and evaluation efforts in working with governments and civil society on proper assessments of treatment needs, costs and progress and facilitate the information collection process through the Country Response Information System (CRIS).

3. All other related duties as required.

REQUIRED QUALIFICATIONS Education:

Advanced university degree in social sciences or health, or equivalent academic preparation. Competencies:

Strong interpersonal, representational and advocacy skills. Ability to facilitate and strengthen involvement of a range of external partners in HIV and AIDS' work. Knowledge of UN system and development issues. Understanding of HIV and AIDS epidemics and its implications is highly desirable Experience:

At least 8 years experience in civil society mobilization, collaboration and partnerships development. Considerable experience at country, regional and/or international levels in the field of HIV and AIDS and fostering partnerships with a range of sectors, including a range of civil society sectors, government and intergovernmental organizations. Broad experience in working with and mobilizing a range of external partners. Languages:

Advanced knowledge of English and a working knowledge of another UN official language Additional Information:

Job Title	Fundraising Officer
Vacancy Notice No.	UNCAC-VAN-COD-0028A
Location	Geneva Switzerland / New York
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$185,695: 00)Usd
Appointment Type	Permanent

The Resource Mobilization team (RMO) advocates with and mobilizes governments, the private sector and other donors to provide financial support to UNCAC, to meet the resource mobilization targets established by the PCB, and to ensure effective client services in support of funds management (e.g. recording of contributions, funding proposals and reporting, legal advice, etc) and in strategic information and analysis (e.g. donor data base). Main tasks and Responsibilities of the Position:

Under the overall supervision of Chief, Resource Mobilization (RMO):

1. Undertake key activities relating to resource mobilization:

- Identify strategic opportunities for developing relations with new donors, such as oil-rich countries, emerging economies, foundations, corporations, major/individual donors and other member states who may consider contributing to UNCAC.
- Analyze donors' Official Development Assistance (ODA) trends, political decisions and priorities affecting ODA, and identify key interlocutors for UNCAC;
- Establish relations with these donors with a view of expanding the UNCAC donor base and accessing additional resources, and organize regular meeting with institutions in Geneva and elsewhere to exchange information on funding possibilities and emerging priorities;

- Develop innovative strategies to promote partnerships with non-traditional donor countries and identifying other funding sources outside the official development assistance framework;
- Seek information on donor priorities and interests and inform PEX/RMO staff on opportunities for resource mobilization; advise on the contents of donor proposals and negotiations for funding as well as targeted actions to raise funds for the Organization;
- Coordinate with RMO and other colleagues and prepare briefing documents for the Executive Office and other outgoing missions by UNCAC staff to donor capitals and incoming donor missions to UNCAC;
- Develop innovative concept papers, proposals and agreements for submission to external funders and participate in the negotiations with government ministries, foundation/corporation boards, agencies, etc;
- Organize meetings with donors, including donor consultations, developing agenda, strategic briefings and other proposals in collaboration with UNCAC technical staff and draft meeting reports;
- Follow-up or ensure follow up on key meetings and in particular as it relates to formal consultations;

2. Other Duties

- Collaborate with programmes and departments, regional and country offices, assist with as related to the preparations for and implementation of regional country level resource mobilization exercises and explore the possibility of obtaining additional extra-budgetary funding;
- Represent UNCAC at official meetings and conferences, including prepare and deliver presentations within and outside of UNCAC;
- Perform any other duties assigned.

REQUIRED QUALIFICATIONS Education:

Advanced degree in political science, public administration/management, development economics, international relations

Desirable: Studies or training in fundraising and resource mobilization

Competencies:

Proven knowledge of resource mobilization, donor organizations and issues relating to donor funding; good understanding of the multilateral or international system and global development issues. Experience:

At least seven years' experience in fundraising, resource mobilization and/or donor relations in a multilateral or international development agency or foundation. Demonstrated experience in advisory functions and networking in the area of fundraising.

Languages:

Excellent knowledge of English with working knowledge of French

Desirable: Knowledge of another UN official language.

Job Title	Secretary, New York Office
Vacancy Notice No.	UNCAC-VAN-COD-0029A
Location	New York United States of America
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$225,695: 00)Usd
Appointment Type	Permanent

Duties and Accountabilities

The UNCAC New York Office (NYO) carries out advocacy with Missions, United Nations decision-making bodies, selected civil society, private sector and academia to ensure that efforts and resources for AIDS are positively reflected and integrated in political decisions and processes.

Main tasks and Responsibilities of the Position:

Under the overall supervision of the Director of the UNCAC New York Office (NYO) and with guidance from the Administrative Assistant, the incumbent will perform the following activities:

1. Provide secretarial assistance, particularly to the senior advisors, such as receiving and routing incoming correspondence and phone calls, delivering materials, preparing and faxing letters, filing documents, making travel arrangements; organizing appointments, and responding to or re-directing inquiries;
2. Provide logistical support to activities organized by NYO, including reservation of meeting venues, assembly of documentation required, support to meeting participants who require security passes;
3. Support administrative and accounting functions, including requests for payments and travel claims, and financial record keeping;
4. Draft routine memos and other documents as requested;
5. As requested during the absence of staff on mission, screen correspondence and email and facilitate appropriate responses;
6. Inform the Administrative Assistant about needs related to office supplies and office equipment maintenance;
7. Facilitate the dissemination of publications, notices and invitations, as directed;
8. Perform duties at the front desk; receiving incoming mails and packages and directing inquiries;
9. Assist NYO staff and their dependents in completing necessary documentation such as official US visas and UN identification numbers;
10. Perform other duties assigned by the NYO Director.

REQUIRED QUALIFICATIONS

Education:

Essential: Completion of secondary school education or equivalent, complemented by secretarial training, including the use of office software.

Desirable: Higher education.

Competencies:

Demonstrated skills in word processing and use of other common office tools.

Experience:

Essential: At least three years of experience in secretarial and administrative positions.

Desirable: Experience in the UN System.

Languages:

Essential: Excellent knowledge of English.

Desirable: Knowledge of another UN official language.

Additional Information:

Please note that for General Service vacancies only residents of New York and surrounding area are eligible.

Further, employment with UNCAC is subject to successful completion of the WHO test or of the ICDL (International Computer Driving Licence). The test includes tasks on Microsoft Office software (Word, Excel and PowerPoint), as well as other secretarial and office tasks usually required in an office environment at WHO/UNCAC.

Job Title	Internship with UNCAC Headquarters
Vacancy Notice No.	UNCAC-VAN-COD-0030A
Location	New York United States of America
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$285,970: 00)Usd
Appointment Type	Permanent

Duties and Accountabilities

To be provided by the respective Supervisor.

Specific assignments are reflected in the Terms of Reference fixed by the Supervisor on a case by case basis and according to the needs of the Unit/Department where the intern is placed. **REQUIRED QUALIFICATIONS** Education:

Post-secondary student engaged in a course of study leading to a formal qualification in an approved university programme at the under-graduate or post-graduate level. Competencies:

Interns are expected to be:

- Well organized
- Able to adapt to a varying workload in a multicultural environment
- Have a sense of responsibility and ownership.

Competencies:

- Adaptability and flexibility
- Team work
- Initiative/enthusiasm
- Concerned for accuracy and quality. Experience:

Knowledge and use of standard computer software: Word, Excel, PowerPoint.

Good written communication skills in English and in an UN official second language. Languages:

Fluency in English and working knowledge of a second UN official language desirable. Additional Information:

Full-time work.

The duration of an internship is limited to a minimum of six weeks and a maximum of three months. AMOUTH WATERY REMUNERATION AS INDICATED IS OFFERED, AND THE INTERN MUST MEET ALL EXPENSES FOR TRAVEL AND SUBSISTENCE AND MUST HAVE ADEQUATE HEALTH INSURANCE. UNCAC will provide accident insurance coverage only. Persons closely related by blood or by marriage to staff members of the UN IS not eligible for internships.

Job Title	UNDER-SECRETARY-GENERAL AND ASSOCIATE ADMINISTRATOR OF UNCAC
Vacancy Notice No.	UNCAC-VAN-COD-0031A
Location	New York United States of America
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$235,970: 00)Usd
Appointment Type	5years contract (Renewable)

Duties and Accountabilities

Background

The Associate Administrator supports the Administrator in the discharge of his/her responsibilities and in particular will be responsible to the Administrator for implementing and monitoring key aspects of the operational programme of UNCAC.

Duties and Responsibilities

Under the overall strategic direction of the Administrator, the Associate Administrator will be accountable to the Administrator for:

overseeing the use of resources of the organization:

- ensuring the effective use of the organization's programme and management resources;
- ensuring effective security and safety management in UNCAC

overseeing the implementation of approved policies and audit/evaluation recommendations:

- ensuring effective implementation of and compliance with agreed policies and practices;
- ensuring effective implementation and follow-up of audit recommendations, and monitoring transparency and accountability in the work of UNCAC;
- ensuring effective implementation and follow-up of recommendations on programmatic evaluations

overseeing the regional bureaux and the work done at the country level:

- monitoring the implementation of Executive Board-approved programmes at country, regional, and global levels;
- monitoring the overall implementation of Executive Board approved programmes of UNCDF, UNCAC, and UNV;

ensuring the alignment of support mechanisms, policy/knowledge and overall funds management:

- chairing the Operations Group (OG) and monitoring the implementation of decisions made by the Management Group (MG)
- chairing the UNCAC Enterprise Risk Management Committee, and
- chairing the UNCAC Crisis Board

Authorities

The General Assembly resolutions, relevant decisions of the Economic and Social Council (UNCAC) and of the UNCAC Executive Board, the UN Staff Regulations and Rules, UNCAC Financial Regulations and Rules, and relevant decisions taken by the Executive Office of UNCAC form the context within which the Associate administrator works.

Within the overall strategic direction set by the Administrator, the Associate Administrator has the following areas of work:

UNCAC Programmes

- The approval of the following programme documents (prepared by the respective Directors) for submission to the Executive Board for decision:
- UNCAC Regional Programme Document (RPD) prepared by respective Regional Bureaux Directors in consultation with relevant stakeholders;
- UNCAC Country Programme Document (CPD) prepared by the respective Country Office in close consultation with the national Government, UNCAC Regional Bureau and other national and international stakeholders, including members of the UN Country Team

- Approval of the programme activities, within the limit of resources allocated to those activities (FRR Rule 116.02) and may further delegate this authority as follows:
- Delegates authority to the Regional Bureau Directors to approve individual projects upon approval of the Regional Programme Document (RPD) by the Executive Board;
- Delegates authority through the Regional Bureau Director to the Resident Representative (RR) to approve country programme activities, namely the Country Programme Action Plan, Annual Work Plans and projects upon approval by the Executive Board.
- Approval of the selection of a single executing entity or (under the harmonized operational modalities established in response to GA resolution 56/201), implementing partner for each specific UNCAC programme activity, with the agreement of the programme country government' and may delegate this authority through the Director of the Bureau concerned to the UNCAC Resident Representative (per FRR Regulation 17.03, Rule 117.01);
- Approval of the selection of UNCAC as executing entity for specific UNCAC programme activities in countries in special development situations and establishes criteria for such selection (per FRR Regulation 17.04, Rule 117.03); may delegates this authority to Regional Bureau Directors for UNCAC programme activities at the country level in all cases except when the entire country programme is executed by UNCAC;
- Approval of the Standard Basic Executing Agency Agreement (SBEEA)
- Establishing, together with the Director of the Office of Audit and Investigation, the criteria determining UNCAC programme activities carried out by executing entities, or under the harmonized operational modalities, implementing partners, other than organizations within the United Nations system, which are to be audited annually for those projects that exceed annual expenditure of \$100,000, and informing the Board of Auditors accordingly (per FRR Regulation 16.06, Rule 116.04).
- Monitoring all advances made prior to the receipt of other resources contributions in accordance with Regulation 16.03[1] and for reporting the status of such advances to the Administrator annually (per FRR Regulation 16.06, Rule 116.06) and for reporting the status of such advances to the Administrator annually (per FRR Regulation 16.06, Rule 116.06)

Policies and Guidelines

- Issuing instructions and procedures governing the utilization of resources by executing entities or, under the harmonized operational modalities, implementing partners (per FRR Regulation 3.01 and Rule 103.01(a));
- Approving policies and guidelines that relate to the management and implementation of programmatic and operational matters (also known as "prescriptive content");

Budgeting and Allocation of Funds

The Administrator maintains overall authority with regards to budgeting and allocation of funds at the corporate and strategic level.

Under the overall authority and strategic supervision of the Administrator, the Associate Administrator is responsible for budgetary and allocation decision at the programme and operational levels. The Associate Administrator has the following delegated authority to:

- Determine a TRAC-1 threshold below which the approval process of the country cooperation framework shall be simplified (per FRR Regulation 12.04, Rule 112.02)
- Approve reprioritization requests related to TRAC2 and Regional Programmes that are within the parameters of the allocation plan approved by the Executive Board;
- Approve inter bureau reprioritization requests of regular resources legislated by Biennial Support Budget;
- Approve the mobilization of cost-sharing resources and may delegate this authority to Bureau Directors and, through the Director of the Regional Bureau concerned, to UNCAC Resident Representatives in programme countries (per FRR Regulation 7.01, Rule 107.01);
- Sign trust fund agreements and/or issue terms of reference for trust funds. This function may be further delegated through the Director of the Regional Bureau concerned, to UNCAC resident representatives in programme countries (per FRR Regulation 8.01, Rule 108.1)
- Submit the UNCAC Cost Recovery policy for the approval of the Executive Board and the implementation of the policy thereafter.

Human Resources (Appointment and disciplinary actions)

The Associate Administrator will oversee:

- The appointment and management of the categories of staff up to D1 level for International posts of the 100 series (excluding those categories of staff under the Administrator's direct and general authority[1]);
- The approval of 'one-up' promotions of senior and middle managers up to the D1 level for international posts of the 100-

series on an exceptional and discretionary basis, based on substantiated recommendations from the relevant Career Review Group (per UNCAC Rank-In-Post policy approved in 25 July 2008);

- For staff up to D1 level for international posts of the 100 series excluding those categories of staff under the Administrator's direct decisional authority, decides whether a staff member has committed misconduct, and, if so, which disciplinary measure(s) should be imposed on him or her, either after referral of the case to the UN judicial system, or without referral of the case in the event of waiver of disciplinary proceedings, or in the event of summary dismissal, as appropriate.

[1]Regulation 16.03:

UNCAC programme activities shall be subject to the following arrangements:

- a. Agreements shall be entered into between UNCAC and individual programme country Governments, specifying the general terms and conditions which are to govern UNCAC programme activities in their respective countries and territories;
- b. Arrangements for the establishment and financing of UNCAC programme activities shall be subject to the agreement between the programme country or countries and UNCAC, in the form of project documents.

[1] Staff under the Administrator's direct authority refers to those at the rank of up to D-2, Resident Representatives and Resident Coordinators, the Heads of the UNCAC Liaison Offices, the Director of Ethics Office, Evaluation Office and Director of Office of Audit and Investigations and the Ombudsperson

Competencies

Vision

- Ability to identify key strategic issues, opportunities and risks; clearly communicate links between the Organization's strategy and goals; establish/identify and communicate broad and compelling Organizational direction;

Leadership

- Strong managerial/leadership skills; recognized ability to manage large teams successfully; demonstrated flexibility in leadership by overseeing the analysis of and response to complex development issues; proven record of building and managing teams and creating an enabling work environment, including the ability to effectively lead, develop and evaluate staff;

Knowledge Management

- Demonstrated ability to use knowledge management strategies to promote effective decision-making, more coherent approach to policy making, and intra/inter-organizational collaboration;

Client Orientation

- Ability to identify client needs and appropriate solutions; ability to establish and maintain productive partnerships with internal and external clients;

Communications

- Excellent communication and presentation skills, with strong representational abilities;

Teamwork

- Strong interpersonal skills demonstrated by the ability to lead and gain the assistance and cooperation of others in a team endeavor; ability to build trust through operating with transparency and creating an open and positive environment; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; a strong commitment to gender equity.

Judgment

- Sound judgment and decision-making skills, with the ability to make effective, well-informed and timely decisions, including under pressure;

Managing Performance

- Ability to establish priorities and plan, coordinate and monitor progress of the Organization's performance and achievement of results

Required Skills and Experience

Education:

- Advanced degree in development-related disciplines, economics, public policy or other relevant social science

Experience:

Candidates are expected to have extensive experience in operational management at senior corporate level and a familiarity with and commitment to development work.. They should have skills in the management of complex organizations as they adapt to a changing environment, and an ability to assist the Administrator to oversee the effective use of the organisation's financial and human resources. A first priority will be to assist the Administrator with achieving cost effective internal management procedures and practices. Candidates should have a proven ability to ensure effective implementation of and compliance with agreed policies and practices, including with principles of transparency and accountability in the work of the organization. Candidates need to be able to support the Administrator in championing the Millennium Development Goals and in so doing to engage with key stakeholders.

Language:

- Fluency in English essential; working language of other UN languages is an asset

Job Title	KNOWLEDGE MANAGEMENT COORDINATOR
Vacancy Notice No.	UNCAC-VAN-COD-0032A
Location	New York United States of America / Geneva Switzerland Office
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$235,970: 00)Usd
Appointment Type	Permanent

Duties and Accountabilities

The Central Strategy and Policy Cluster is one of the three clusters in the bureau. It is responsible for developing CPR policy, supporting the Directorate in policy coordination and strategy planning, developing and implementing monitoring and evaluation systems and supporting and facilitating the sharing and codifying of knowledge related to the CPR. In addition, the Central Strategy and Policy provides direct support and advice to the Director of the Bureau in the overall Management of BCPR policy development and BCPR strategy implementation and annual corporate work plan exercise.

As part of the Central Strategy and Policy Cluster, Knowledge Management is a key function within BCPR servicing BCPR teams as well as the CPR Practice Area of UNCAC. The BCPR strategy highlights Knowledge Management as one of the main deliverables of UNCAC for the next five years. The Knowledge Management Coordinator leads the knowledge management team of BCPR that coordinates the production of knowledge products, advises on strategic production and use of knowledge activities, and works closely with teams in the formulation and development of knowledge activities. The team is also responsible for facilitating the CPRP-Net and all its services and for populating content on the CPR Practice Workspace.

Duties and Responsibilities

Reporting to the Chief, Central Strategy and Policy Cluster, the Knowledge Management Coordinator will coordinate BCPRs knowledge management results and activities and will in particular:

Coordinate the knowledge management activities of BCPR and the CPR Practice Area

Advise on BCPRs knowledge management activities to ensure strategic direction and alignment with the Key Results of UNCACs Strategic Plan, BCPR priorities and country office requirements;

- Mainstream a knowledge management perspective into BCPRs processes to ensure knowledge uptake and strategic policy formulation and implementation;
- Guide the implementation and update of BCPRs business process on knowledge management; feed into and ensure compliance with UNCACs quality assurance processes led by the Bureau for Development Policy;
- Provide technical and knowledge management advise on key policy areas and contribute to policy development of BCPR, country offices and programmes relating to crisis prevention and recovery;
- Support teams in formulating concrete and results oriented knowledge plans that translate information, guidance and policies into actionable results for country offices;

- Coordinate BCPRs KM Working Group and its regular meetings to ensure coherence and coordination of knowledge management activities of different teams;
- Lead lessons learned exercises and After-Action Review for crisis prevention and recovery activities with a particular focus on collecting lessons from UNCACs immediate crisis responses;
- Provide advice and support to teams during the annual planning processes to ensure strategic priorities of knowledge activities and policy relevance;
- Contribute actively to UNCACs corporate knowledge management system and especially the development of UNCACs KM Strategy led by BDP and the new KM Platform through participation in workshops, comments, feedback, piloting and provision of CPR related content;
- Provide KM expertise into the regionalization process to ensure a systematic knowledge management system within the crisis prevention and recovery practice area.
- Provide inputs into BCPR processes and results including capacity development workshops at regional level and monitoring and evaluation activities.
- Coordinate the production of knowledge products in BCPR
Coordinate the planning, production and finalization of knowledge products developed by BCPR teams through regular monitoring and discussion with teams to strengthen delivery and impact at country level;
Strengthen the management system for coordinating knowledge products of BCPR to streamline processes and costs;
- Further develop and set up a monitoring system to assess the value of knowledge products at country level;
Support teams in finalizing knowledge products through managing editors and publications consultants.
- Lead the crisis prevention and recovery network and its related services
- Guide the facilitation and activities of the CPRP-Net to ensure policy dialogue and lessons learned are exchanged, systematized and leveraged;
- Contribute to other UNCAC and UN wide networks in the area of crisis prevention and recovery for cross-fertilization and synergies;
- Provide guidance on the management of the CPR Practice Workspace and manage the workspace related tasks of the KS Research Analyst;
- Advise on the development and management of communities of practice within the crisis prevention and recovery practice area.

Management

- Manage the day to day activities and performance of the KS Research Analyst, editors/ publication managers and interns;
- Develop the annual work plan of the KM Team, including budget calculation, setting up team targets, activities and indicators for 2009 under the overall guidance of the Chief, CSPC and in line with BCPRs work planning guidance.

Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNCAC
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies:

Knowledge Management and Learning:

- Substantive knowledge as well as practical experience in knowledge management concepts and tools, including software applications and IT systems;
- Promotes a knowledge sharing and learning culture in the office
Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Passion, commitment and innovation related to knowledge management;

Development and Operational Effectiveness:

- Ability apply conceptual models in support of formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- Good knowledge of the Results Management Guide and Toolkit
- The ability to develop and maintain effective partnerships with individuals and institutions;
- Excellent computers skills. Knowledge of UNCACs Atlas, ListServs and IT systems Self-motivated and able to recommend options for resolution of issues
- Ability to lead implementation of new systems (business side), and affect staff behavioral/attitudinal change

Management and Leadership:

- Leadership skills and effective project and resource management
- Focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Strong interpersonal and facilitation skills;
- Strong planning and monitoring skills.

Required Skills and Experience

Education

- Advanced university degree in international relations, development studies or related areas

Job Title	CONSULTANT FOR CAPACITY BUILDING OF FIS ON ENVIRONMENTAL RISK ASSESSMENT AND BD BUSINESSES - COAST
Vacancy Notice No.	UNCAC-VAN-COD-0033A
Location	Split, CROATIA
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$235,970: 00)Usd
Appointment Type	5 (Five Years) Contract Renewable

Duties and Accountabilities

The Dalmatian Coast constitutes a unique patchwork of marine, coastal, island, terrestrial and agricultural ecosystems with great variations regularly occurring over small distances. The biodiversity and landscape diversity have been in rather good shape compared to some other Mediterranean regions. However, recently this globally significant diversity is generally threatened by unsustainable elements in the main economic activities in the area, which include firstly real estate development and tourism but also agriculture and fisheries/mariculture.

The "COAST" project focuses the problem of biodiversity and landscape protection and conservation in Dalmatia within a multi-disciplinary and multi-sectoral context of Integrated Coastal Management (ICM). Land in the project area is characterized by: (i) regular changes in land use over short distances, i.e. the mosaic pattern consists of very small patches, and (ii) the fact that the vast majority of land is dedicated to low-intensity agriculture. This means that almost all land outside of the urban areas and tourist developments provides a habitat for biodiversity. In terms of species diversity, the project area includes known 2,187 vascular plant taxa, of which 165 are endemic. The area is home to at least 125 species of fauna from the Red Book and at least 70 species strictly protected under the Bern Convention. As throughout the Mediterranean region, the introduction of farming and livestock systems over 3,000 years ago led to a change and increase in the biodiversity. Over the millennia, these low-intensity farming practices created

unique habitats, integrating forest, pasture and cropland, and providing a home for a unique set of species. This included the arrival of predators feeding on livestock, birds dependent on agriculture, and unique associations of floral diversity. These complex mosaics have now largely disappeared from other Mediterranean regions – being replaced by industrial agriculture, urban land or climax vegetation - but are still present in the project area and throughout Croatia. The traditional agriculture in Croatia, which incorporates green hedges, rubble walls, small natural ponds and natural paths are essential to the ecosystem, to the habitats and to many of the species in the region. Examples of species benefiting from this include orchids, endemic turtles and endemic wall lizards.

This diversity of ecosystems, habitats and land-use constitutes a unique overall landscape and seascape diversity, which represents the important basis for the area's outstanding attraction to tourists. The biodiversity in the project area remains poorly surveyed and documented. In many sites in the area, surveys regularly lead to the discovery of new species. These surveys suggest the wealth of species waiting to be discovered, both inside and outside of Protected Areas, and also suggest that there are impressive levels of endemism.

Therefore, the overall objective of the COAST project is to ensure that the development path of the Croatian coast is environmentally friendly, with the conservation of biological diversity firmly mainstreamed into that development path.

More specifically related to the subject of this TOR, it is obvious that banking and general financial sector is important stakeholder in shaping development path of some region by means of its influence on the flows of investments. Consequently, influencing environmental and social assessment procedures in the banks and FIs is one of the main instruments available for mainstreaming of biodiversity and general sustainability concerns into the development path. On the other side, this is also critical for the soundness of the FIs operations, as growing general public awareness of social and environmental aspects of the developmental projects is increasing both its exposure to risks related to participation in the projects which are perceived as socio-environmentally un-responsible; and its potential benefits resulting from its early involvement in the growing sector of so called Pro Biodiversity Businesses (see e.g. European Initiative on Business and Biodiversity, 2007; UNEPFI A Document of Biodiversity and Ecosystem services work stream 2008; RSPB (from EU funded BTAU project) Handbook for developing and implementing pro-biodiversity business projects 2009; IUCN, Building biodiversity business, 2008; UNCAC, 2003, Local business for Global biodiversity conservation).

However, although environmental and social issues often can be sources of both unexpected financial, legal and market liabilities and unexploited opportunities for the clients of FIs, and thus for the FIs themselves, FIs often experience problems implementing appropriate environmental and social risk management policies and procedures due to a variety of constraints. The principal constraints most often relate to the relatively low awareness of, and commitment to, environmental and social performance, within FI management, and management's concern that such risk management activities are "cumbersome" and "not worth the effort".

Brief analysis of the situation in Croatia has shown that although quite a few banks in Croatia – including the HBOR – have become aware of the concept and major existing initiatives dealing with environmentally and socially responsible banking practice, these practices still have to be fully developed / elaborated and mainstreamed / integrated into banks' standard daily operation. Situation is similar with the Croatian finance sector support to Green business: declaratively everyone recognizes that economic development that protects and sustainably uses biodiversity / landscape uniqueness of the area as its comparative advantage is the strategic choice for development in the region, and therefore the soundest type of investment for FIs, however there is a lot of space for improvement, by developing more systematic and effective implementation schemes at operational level.

Objectives of the assignment

The objectives of the assignment are to inform Croatian banks / FIs (senior managers of their risk assessment departments) about the currently adopted principles and best practice in the relevant INTERNATIONAL CONTEXT, related to:

- * Effective environmental and social risk management systems, which allow financial institutions to better manage risks, take advantage of opportunities, enhance their environmental and social performance and reputation, and lead to improved financial performance;

- * How environmental and social risk management can be readily integrated into the normal risk management process and the public resources available to bank staff to do so.

- * Green / BD businesses as a great, however still mainly unexploited potential and therefore strategic choice for sustainable development in the Croatian coastal area.

- * Possibilities of investment in Green business sector through Green Business Support Programme (GBSP) established through the Project COAST, within the County development agency within the four Dalmatian counties.

The activity should build on the results of previous related activities, primarily:

- * HBOR Questionnaire / Checklist related to the environmental aspects of the projects developed through its previous cooperation with EBRD, and), developed through its previous cooperation with EBRD, and

- * Wider framework of Corporate Social Responsibility for Banking Sector in Croatia, established through the previous project dealing with responsible relationship with the bank's small clients, implemented in partnership by Croatian Banks Association (HUB) and UNCAC.

Duties and Responsibilities

The Consultant will work under the overall supervision of the Project Manager (PM) and in collaboration with the most relevant partner institutions (primarily HBOR, but also the commercial banks participating in the partial guarantee schemes and loan programs for green businesses, established within the frame of Green Business Support Program).

The duties include:

- * Training needs assessment / preliminary analysis of the current familiarity of the Croatian FIs with the environmental and social risk management practices (through interviews with the selected sector representatives and questionnaires)

- * Preparation of the 1-day training package for senior management of the banks/FIs risk assessment departments,

- * Implementation of the 1-day WS

- * Drafting of recommendations for the follow up activities

- * Act as the project spoke person for the project objectives, agenda and activities dealing with the issues related to the environmental and social risk management practices.

- * Provide assistance or services, within respective field of responsibility and competence, on ad-hoc basis if needed and requested by the PM;

- * Participate in project meetings, relevant to the objectives of this assignment.

Competencies

- * Experience applying participatory monitoring approaches;
- * Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- * Demonstrable analytical skills;
- * Excellent, proven management, communication and team-building skills

Required Skills and Experience

The consultant(s) should have:

- * Extensive international experience in subject of Environmental and Social Risk Assessment for Financial Institutions, particularly in providing consulting services and implementing customized trainings. Ideal candidate would have experience in providing training services for the major International Financial Institutions (IFIs);

- * Experience with ESRA in FI sector in European context, both in EU15 and in EU new member states.

- * Academic degree and educational background in fields relevant for the interdisciplinary subject of Environmental and Social Risk Assessment (ESRA) for FIs;

- * Good communication and stakeholders management skills;

- * Fluency in English, both written and spoken, and

- * Excellent writing, presentation and reporting skills.

- * Technical proposal, with extended outline of the proposed training package. Element of the proposal that will be critical for the evaluation of the proposals is selection of the case studies that will be covered during the training (or / and will be presented within the reading materials)

Job Title	Climate change policy Advisor
Vacancy Notice No.	UNCAC-VAN-COD-0034A
Location	New York, UNITED STATES OF AMERICA / France
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$205,970: 00)Usd
Appointment Type	5 (Five Years) Contract Renewable

As part of the Bureau of Development Policy (BDP), the substantive policy arm of UNCAC, the Climate Change Adviser will provide global advice to BDP on issues related to Climate Change, Convention of the Parties, Clean Development Mechanism (CDM) as well as the Kyoto Protocol among other important related policies and mechanisms. The Adviser will also respond to demands for advice from the 166 countries served by UNCAC network of country offices.

S/he will be part of a multi-disciplinary advisory team, based in New York, which combines technical competences in particular fields with a holistic approach to development. This will involve keeping abreast of research and policy developments, gathering and communicating lessons learned from experience, partnering with other advisers, consultants and global institutions, and playing a strong advocacy role for corporate global policy frameworks and a resource mobilization role that would enable the implementations of these policies on global, regional and country levels. In carrying out these functions the policy advisor will also help enhance the skills of staff in UNCAC country offices.

The Climate Change Adviser will provide policy advice to UNCAC, focusing on (i) aligning UNCAC climate change management and human development work; (ii) mainstreaming adaptation into national development in developing countries; and (iii) promoting a One UN response to climate change. In particular, the Climate Change Adviser will advise on evolving issues under the United Nations Framework Convention on Climate Change (UNFCCC), and the Kyoto Protocol. The Climate Change Adviser will act as the UNCAC focal point with external partners, including the UNFCCC, and will coordinate UNCAC activities in meetings. A core component of the assignment is to prepare UNCAC policy papers and briefings on climate change.

The Climate Change Adviser must stay abreast of key climate change policy issues, be able to advise on options under the UNFCCC, and be able to effectively communicate lessons learned, foster and maintain partnerships with other UN agencies and relevant organizations/institutions, and play a strong advocacy role in relation to corporate global climate change policy initiatives. In carrying out these functions, the policy advisor will help to enhance the skills of staff in UNCAC country offices and Regional Bureaus.

Duties and Responsibilities

Climate Change Policy and Support:

- * Develop UNCAC policy position papers and internal briefing notes on climate change for senior UNCAC management;
- * Provide strategic policy advice, and guidance on climate change to Regional Bureaus, regional centres, and country offices;
- * Provide training and technical support to UNCAC Country Office Energy & Environment programme officers to build their capacity to incorporate climate change concerns into national plans, poverty reduction and achievement of MDGs;

Mainstreaming climate Risk Management:

- * Support integration of climate change risk into national development and investment decisions, through UNCAC Regional Bureaux, regional centres, and country offices;
- * Support integration of climate change risk into UN Programming Frameworks to ensure achievement of Millennium Development Goals under Climate Change.

Partnerships:

- * Develop and maintain strategic partnerships with relevant institutions, including UNEP, World Bank, OECD and other UN agencies;
- * Coordinate inputs to United Nations Framework Convention on Climate Change (UNFCCC) international meetings (such as the annual COP/MOP), draft UNCAC-UNFCCC correspondence, registration and communications.

Knowledge Management:

- * Document and analyze UNCAC experiences at the country, regional and global level in support of climate change activities;
- * Build and maintain linkages with UNCAC knowledge networks.

Competencies

Technical Competencies

- * Strong policy analytical skills that can be applied to the development and application of methods and tools for mainstreaming adaptation;
- * Ability to translate scientific climate information into policy and practical guidance for non-technical audience;
- * Understanding of political issues under international climate negotiations;
- * Skills and knowledge to build linkages between poverty reduction, MDGs, macroeconomic policies, environment, energy, climate change and sustainable development.

Product-oriented

- * Ability to advise on problems carefully and logically, leading to fact-based and practical recommendations;
- * Ability to produce high-quality outputs in a timely manner while understanding and anticipating the evolving client needs;
- * Ability to focus on impact and results for UNCAC and/or the recipient country or institution.

Partnerships & Teamwork

- * Strong interpersonal skills, and capacity to build strong relationships with partners;
- * Ability to lead, manage complexity and contribute effectively to team work.

Communications & Organization's Core Values

- * Ability to write and speak clearly and convincingly, including strong presentation skills;
- * Demonstrate commitment to the UN's core values; respect for individual, gender and cultural differences in dealing with others and to achieving the goals of UNCAC as a whole.

Job Title	ENDING VIOLENCE AGAINST WOMEN IN SOUTHEAST EUROPE – IMPROVING DATA COLLECTION AND INDICATORS ON VAW
Vacancy Notice No.	UNCAC-VAN-COD-0035A
Location	Sparta Greece / Baghdad Iraq / Nairobi Kenya
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$200,570: 00)Usd
Appointment Type	Permanent

As part of the Bureau of Development Policy (BDP), the substantive policy arm of UNCAC, the Climate Change Adviser will provide global advice to BDP on issues related to Climate Change, Convention of the Parties, Clean Development Mechanism (CDM) as well as the Kyoto Protocol among other important related policies and mechanisms. The Advisor will also respond to demands for advice from the 166 countries served by UNCAC network of country offices.

S/he will be part of a multi-disciplinary advisory team, based in New York, which combines technical competences in particular fields with a holistic approach to development. This will involve keeping abreast of research and policy developments, gathering and communicating lessons learned from experience, partnering with other advisers, consultants and global institutions, and playing a strong advocacy role for corporate global policy frameworks and a resource mobilization role that would enable the implementations of these policies on global, regional and country levels. In carrying out these functions the policy advisor will also help enhance the skills of staff in UNCAC country offices.

The Climate Change Adviser will provide policy advice to UNCAC, focusing on (i) aligning UNCAC climate change management and human development work; (ii) mainstreaming adaptation into national development in developing countries; and (iii) promoting a One UN response to climate change. In particular, the Climate Change Adviser will advise on evolving issues under the United Nations Framework Convention on Climate Change (UNFCCC), and the Kyoto Protocol. The Climate Change Adviser will act as the UNCAC focal point with external partners, including the UNFCCC, and will coordinate UNCAC activities in meetings. A core component of the assignment is to prepare UNCAC policy papers and briefings on climate change.

The Climate Change Adviser must stay abreast of key climate change policy issues, be able to advise on options under the UNFCCC, and be able to effectively communicate lessons learned, foster and maintain partnerships with other UN agencies and relevant organizations/institutions, and play a strong advocacy role in relation to corporate global climate change policy initiatives. In carrying out these functions, the policy advisor will help to enhance the skills of staff in UNCAC country offices and Regional Bureaus.

Duties and Responsibilities

Climate Change Policy and Support:

- * Develop UNCAC policy position papers and internal briefing notes on climate change for senior UNCAC management;
- * Provide strategic policy advice, and guidance on climate change to Regional Bureaus, regional centres, and country offices;
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Partnerships:

- * Develop and maintain strategic partnerships with relevant institutions, including UNEP, World Bank, OECD and other UN agencies;
- * Coordinate inputs to United Nations Framework Convention on Climate Change (UNFCCC) international meetings (such as the annual COP/MOP), draft UNCAC-UNFCCC correspondence, registration and communications.

Knowledge Management:

- * Document and analyze UNCAC experiences at the country, regional and global level in support of climate change activities;
- * Build and maintain linkages with UNCAC knowledge networks.

Competencies

Technical Competencies

- * Strong policy analytical skills that can be applied to the development and application of methods and tools for mainstreaming adaptation;
- * Ability to translate scientific climate information into policy and practical guidance for non-technical audience;
- * Understanding of political issues under international climate negotiations;
- * Skills and knowledge to build linkages between poverty reduction, MDGs, macroeconomic policies, environment, energy, climate change and sustainable development.

Product-oriented

- * Ability to advise on problems carefully and logically, leading to fact-based and practical recommendations;
- * Ability to produce high-quality outputs in a timely manner while understanding and anticipating the evolving client needs;
- * Ability to focus on impact and results for UNCAC and/or the recipient country or institution.

Partnerships & Teamwork

- * Strong interpersonal skills, and capacity to build strong relationships with partners;
- * Ability to lead, manage complexity and contribute effectively to team work.

Communications & Organization's Core Values

- * Ability to write and speak clearly and convincingly, including strong presentation skills;
- * Demonstrate commitment to the UN's core values; respect for individual, gender and cultural differences in dealing with others and to achieving the goals of UNCAC as a whole.

Job Title	Mobile Medical Unit Nurse
Vacancy Notice No.	UNCAC-VAN-COD-0036A
Location	Belgium/ New York-USA
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$215,570: 00)Usd
Appointment Type	Permanent

Its mission is to improve the quality of life through health interventions and related activities that build local capacity in areas worldwide. By offering training and health care to local populations and medical assistance to people at high risk, and with the flexibility to respond rapidly to emergency situations, IMC rehabilitates devastated health care systems and helps bring them back to self-reliance.

The primary responsibility of the Mobile Medical Unit Nurse is to provide hands-on care, and upgrade the skills and knowledge of local counter parts and/or community health workers.

Responsibilities:

- Provide direct patient care in diagnostic and treatment in emergency primary healthcare in case of absence of local health care providers
- Identify the educational needs of community health workers and local counter parts and supervise them on a daily basis
- Monitor and supervise health care delivery by local counterparts and community health workers
- Teach basic sanitation and public health; theory of disease causation; treatment and prevention; disease diagnosis and drug treatment of common diseases; community nutrition; techniques for the identification of the malnourished child, treatment and growth monitoring, and MCH
- Ensure that patients have up to date patient cards and are accurately registered and recorded for reporting and case management
- Ensure aggressive drug management (stockage, dispersment, warehousing, and reconciliation).
- Oversee clinic staff and ward management

Qualifications:

- Minimum clinical nursing degree
- Registered Nurse/Midwife
- Experience in overseas programs relating to primary health care, communicable diseases; experience in maternal and child health, reproductive health, HIV/AIDS is useful
- Minimum of 3 years of experience required, of which 1 year should be of developing country experience or resource deprived environment
- Experience in effectively dealing with international and headquarters staff, as well as donor agencies, government officials, and other NGO's
- The ability to work with a broad spectrum of people.
- Ability to write reports, and procedure manuals
- Must work independently under difficult conditions

Language Skills:

- Ability to read, analyze, and interpret, technical and non-technical English language documents and manuals.
- Ability to write reports, and manuals.
- Ability to effectively present information and respond appropriately to questions from senior managers in the field and HQ,

counterparts, senior government and other related regional players.

- Fluent in English and French.

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Job Title	Nursing Lead Manager
Vacancy Notice No.	UNCAC-VAN-COD-0037A
Location	Belgium/ Afghanistan, Bamyan
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$255,570: 00)Usd
Appointment Type	Permanent

Aga Khan Health Service, Afghanistan (AKHS,A), an agency of the Aga Khan Development Network (AKDN), is a long-term partner of the Ministry of Health, Islamic Republic of Afghanistan for the implementation of Basic Package of Health Services (BPHS) in three provinces (Baghlan, Bamyan and Badakhshan), and implementation of Essential Package of Hospital Service (EPHS) in Bamyan and Badakhshan provinces through the Bamyan and Faizabad Provincial Hospitals.

AKHS,-A is currently looking for a qualified candidate for the position of Nursing lead Manager for Bamyan Provincial Hospital.

Reporting to: Hospital Manager

Summary: Responsible for overall nursing service leadership, planning, management, supervision and capacity building of Nurses in the hospital and ensure that competencies are adhered to.

Duties and Responsibilities:

- Manage day to day activities of nursing services
- Ensure appropriate supervision and assessment, planning and implementation of action of on individual care plans and ensure evaluation of the effectiveness of care given by nurses
- Coordinate and monitor nursing supplies and equipment for quality nursing care provision
- Develop nursing protocols and competencies and provide guidance in implementation
- Ensure that all infection control practice is up-to-date and in line with set standards and practice
- Demonstrates professional nursing practice by working with nurses at the bedside.
- Ensure Nurses are responsible for 24 hour provision of patient care in the hospital
- In conjunction with the unit managers, set weekly and monthly goals and objectives for nurses and units
- Coordinate external support for nursing services including necessary liaison with FMIC
- Coordinate referrals & emergencies in coordination with Clinical Director
- Ensure / participate in the development of unit and hospital standards and participate in the review of all existing unit policies, procedures and protocols to meet international best practice
- Ensures that quality performance targets are met and to rectify areas of sub-optimal performance
- Conduct regular nursing clinical audit activities and provide feedback to quality assurance committee
- Supervise housekeeping and laundry services and support catering services
- Supervise unit heads in arranging staff for shift duties and ensure proper coverage of all shifts
- Ensure that the appropriate duty exchange forms are completed and accurately filled
- Prepare duty rosters for the front line team and ensure a fair and equitable annual leave rota.
- Supervise and monitor performance of nursing students and nursing staff and provide guidance accordingly and provide feedback to senior management
- Evaluate results of nursing interventions on assigned patients and ensure that nursing care plans are modified accordingly.
- Maintain and develop nursing professional competencies and knowledge by implementing training plan through continuing education sessions within the Hospital and externally to other AKDN hospital institutions
- Maintain and develop nurses own professional profile and identify their development needs, set and meet objectives annually
- Attend Mortality and Morbidity meetings and ensures that active follow-up is done with the recommendations and conclusions from there-in
- Reinforce compliance with hospital and nursing policies and procedures and quality assurance processes
- Support linkage of hospital to community health programs across the province
- Any other duties assigned by Hospital Manager.

Qualifications

Qualification and Experience

Essential:

- B.Sc degree or higher diploma in Nursing from a reputable university
- At least 3 years experience as Nurse Manager in a health care institution
- Proven experience as a clinical nurse in a complex organization
- Experience in quality assurance in nursing
- Good communication and inter-personal skills.
- Proven skills in ,managing developing and implementing nursing competencies
- Excellent computer skill in word, excel, MS office,
- Excellent spoken and written English and Dari language
- Able to work independently and can take initiative
- Flexible team player

Submission Guideline

Desirable:

- Knowledge of Essential Package of Hospital Service and Basic Package of Health Service policies

Job Title	Midwifery and Community Nursing Manager
Vacancy Notice No.	UNCAC-VAN-COD-0038A
Location	Lebanon - Beirut
Appointment Status	Currently Accepting Application
Job Posted	10-Jun-2010
Closing Date	28/11/2010
Remuneration Per Annual	(\$284,570: 00)Usd
Appointment Type	Permanent

In accordance with Agency policies and procedures and under the supervision of the Deputy Director of UNCAC Affairs, the incumbent of this post is responsible for the delivery of effective and efficient procurement and logistics services to meet and satisfy assessed programme needs across the broad spectrum of its regular, emergency and discrete project activities, as applicable. The incumbent supervises seven to ten support staff.

Primary Duties and Responsibilities

- Plan, develop and manage the procurement activities of the Field Office involving multi-million expenditures for procurement of a broad range of commodities, services and construction works. Serve as a principal advisor on procurement to the Field Office management;
- Is responsible for all aspects of supply chain management within the Field in support of its operations, departments and programmes, resource allocation, sourcing, supplier management, inventory and channels for distribution, forecasting, supply chain initiatives as well as flow and processes management, including:
 - a)Ensuring compliance with established tendering and quotation procedures for the supply of goods and services;
 - b)Conducting quality control on supplies and materials received;
 - c)Carrying out local market research and procuring local supplies;
 - d)Facilitating the receipt of supplies by land, sea and air through liaison with customs, port, shipping and government authorities and the processing of customs, tax exemption, insurance, clearing and forwarding documentation;
 - e)Supervising the sale of surplus, obsolete or unserviceable stock and stock control, warehousing and asset management functions;
- Develop and ensure the efficient implementation of the procurement annual plan and overall procurement strategies using the best procurement practices and approved policies;
- Represent the Field Officer with internal and external parties on contractual matters and advise thereon. Recommend to the Field Director appropriate action to be taken in relation to procurement contracts and/or orders. Authorize procurement contracts up to an approved limit;
- Analyse all procurement proposals to determine appropriate strategy or approach. Perform market research to develop proposals on revisions of procurement plans, procedures and policies;
- Is responsible for managing the receipt, storage, issue and distribution of basic commodities to the refugee special hardship cases and pregnant women and nursing mothers in the Field, as well as the pre-packing of food rations and the operation and maintenance of the

related machinery and equipment;

- Is responsible for all aspects of the motor transport management within the Field, including driver testing, vehicle and maintenance, registration and insurance and related machinery and equipment;
- Lead, manage, and train the procurement team to efficiently perform the procurement activities as planned;
- Serve as a member of the Committee and Board as applicable.

Professional Knowledge and Experience

- Advanced university degree (Master degree or equivalent) in a supply chain management discipline, business administration, public administration, commerce or related field. A first level university degree with a relevant combination of academic qualifications and experience in supply chain management, procurement and logistics or related areas may be accepted in lieu of the advanced university degree;
- Additional study, course-work or training in the areas relevant to supply chain management, procurement and logistics and/or a recognized qualification in procurement is preferable;
- At least 8 years of experience in the application of the knowledge acquired from a relevant advance degree (as stated above) with progressively responsible professional experience in procurement and logistics operations in large commercial or international organizations, of which at least five years at the international level preferably in a developing country OR
- At least 10 years of experience in the application of the knowledge acquired from a combination of related experience and a relevant university degree (as stated above) with progressively responsible professional experience in high volume procurement and logistics operations in large commercial or international organizations, of which at least five years at the international level preferably in a developing country;
- Proven record of delivering procurement programmes and services;
- Excellent command of spoken and written English.

Competencies

- Professionalism: Exhibits broad knowledge of all facets of international procurement including knowledge of procurement and contract principles, techniques, practices, regulations, as well as current knowledge of broader economic and market perspectives; sound knowledge of and experience in best value procurement and in-depth cost analyses evaluation techniques combined with knowledge of administrative and management principles relevant to the direction of procurement and logistics operations of significant complexity, volume and financial and/or operational impact; demonstrated intellectual leadership and ability to integrate knowledge with broader strategic, policy and operational objectives; empowers others to translate vision into results; original and creative thinking, independent judgment and discretion in advising on and handling major procurement and logistics issues and problems; excellent negotiation skills and ability to persuade and influence others to reach agreement on complex issues;
- Vision: Identifies strategic issues, opportunities and risks; clearly communicates links between the Agency's overall strategy and the Department's goals; generates and communicates broad and compelling direction;
- Planning and organizing: Proven ability to plan and organize work, requiring understanding of strategic direction and the ability to integrate the work into the Agency's/Field plans and work programmes; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently;
- Technological awareness: Keeps abreast of available technology, understands applicability and limitation of technology actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology;
- 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; ability to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials, advisory committee's and oversight bodies; ability to communicate complex concepts orally; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed;
- Client orientation: Considers all those to whom support and services are provided to be "clients" and seeks to see things from the 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 support, services and products deliveries; meets timeline for delivery of support, services and products to client; establishes and maintains effective relationships with outside collaborators, suppliers and other contacts, including representatives of donor communities/states and the public;
- Leadership: Serves as a role model that other people want to follow; proven record of building and managing teams and creating an enabling environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge/skills; anticipates and resolves conflict by pursuing mutually agreeable solutions; drives for change and improvement; does not accept status quo; shows courage to take unpopular stands; provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in the supply chain management and procurement and logistics areas of work;
- 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; places confidence in colleagues, subordinates and clients; follows through on agreed upon actions; treats sensitive or confidential information appropriately;
- Managing performance: Ability to establish priorities and to plan, coordinate and monitor work of others; ability to make timely decisions; delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities, accountabilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches tasks to skills; monitors performance against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly;
- Teamwork: Strong interpersonal skills including ability to operate effectively across organizational boundaries and ability to establish and maintain effective working relations with people in multi-cultural, multi-ethnic environment with sensitivity and respect to diversity;
- Proficiency in the use of internet and MS Office programmes for word processing, spreadsheets, database management and presentation; working knowledge of the use of computer applications relevant to supply chain management or procurement and

logistics operations including knowledge and work experience with any modern ERP system desirable.

Desirable Qualifications

- Knowledge of UNCAC and UN procurement rules and directives, of UN policies, procedures and operations as well as leading-edge supply chain management or procurement and logistics methods;
- Knowledge of Arabic language;
- Working knowledge and experience in the Agency operations area and knowledge of Middle Eastern culture.

Additional Information

The incumbent is required to travel to different UNCAC areas of operation and to possess a valid driving license.

UNCAC is a United Nations organization whose staff are expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for human rights, for diversity, and for non-violent means of dealing with all kinds of conflict. UNCAC staff are expected to uphold these values at all times, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for UNCAC jobs.

WARNING TO APPLICANTS:

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

United Nations' s Children and Armed Conflicts are currently aware of fictitious vacancy announcements that are being circulated through the internet, the purpose of which is to get people to register for training and send in a fee. If you believe that you have received such a notice, please forward it, and any other related information you have received, to scamalert@cac-un.org . Since logos, emblems, names and addresses can be easily copied or reproduced, you are advised to take particular care in applying for vacancies, including undertaking all appropriate measures to protect against the unauthorized use of any personal information you may have provided as a result of the scam.

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