

From: Vacancy [vacancy@unfpa.org]
Sent: Tuesday, December 11, 2012 2:56 PM
To: allunfpastaff@unfpa.org; HRoutreach.group@unfpa.org
Subject: Vacancy Announcement - Job ID 2154 Special Assistant to Director, TD, P-3

We are pleased to announce the following vacancy: **Re-advertised**

VACANCY NO.: Job ID 2154

CLOSING DATE: 8 January 2013 (5.00 p.m. New York time)

POST TITLE: Special Assistant to Director

CATEGORY: ICS-10 (equivalent to P-3)

POST NUMBER: 36539

DUTY STATION: New York

POST TYPE: Non-Rotational

DURATION: One year (renewable)ⁱ

ORGANIZATIONAL UNIT: Directorate, Technical Division

BACKGROUND INFORMATION:

The Special Assistant post will provide day-to-day operational support to the Director acting as an interface with all units within and outside the Division, strongly supporting coordination and collaboration, within the Division's overall integrated, and systems strengthening approach.

The primary roles of the Special Assistant are:

- Support for planning and management
- Technical support
- Support for monitoring and evaluation
- Support for coordination

ORGANIZATIONAL STRUCTURE:

The Special Assistant reports to the Director of the Division. S/he provides operational, planning, managerial, technical and coordination support to all aspects of the work of the Division. The Special Assistant works with both the Director and the Deputy Director in assisting them to carry out their Division level responsibilities.

DUTIES AND RESPONSIBILITIES:

Support for planning and management

- Provide backstopping support for the planning and management functions of the Office of the Director;
- Analyze and appraise incoming technical documents, and advise on actions required;
- Draft statements, talking points, briefing notes and correspondence; prepare background papers and briefing documents; and, draft substantive content for presentations;
- Maintain communication with the Branches, with other Divisions and offices of the Fund, and with other partners including the UN system, to obtain relevant information and provide feedback and follow-up for the Director;
- Coordinate the Division's input to the annual and other reports.

Technical support

- Prepare substantive analyses and summaries of reports and documents requiring the Director's review, comment, clearance and approval;
- Undertake literature reviews and desk research on substantive and management issues;
- Coordinate the preparation of and/or draft position papers, technical reports and other documents required by the Director; and,
- Undertake bibliographic searches, and prepare analyses from databases.

Support for monitoring and evaluation

- Monitor the implementation of tasks assigned by the Director; and,
- Assist the Director and Deputy Director on specific tasks in monitoring and follow-up on the Division's OMP.

Support for coordination

- Coordinate and facilitate the Director's participation in UN reform processes;
- Follow-up on decisions related to UN reform and other key corporate initiatives; and draft responses on questions related to these issues;

- Coordinate, schedule, and record the minutes of Division, Branch Chiefs, and other meetings attended and chaired by the Director, and follow-up on actions required as a result of these;
- Facilitate the Director's coordination work with Programme Division and Regional Offices;
- Assist the Director and his/her colleagues in coordinating the sharing of relevant information within the Division;
- Participate in Divisional and inter-Divisional task forces, working groups, and coordination meetings; and,
- Facilitate collaboration and coordination between Branches.

Carry out any other duties as may be required by the Office of the Director.

Core competencies

- Values/Guiding principles
- Working in Teams;
- Communicating Information/Ideas;
- Results Orientation;
- Analytical Strategic Thinking;
- Organizational Awareness.

Functional Competencies:

- Business acumen – basic design and project management
- Implementing management systems – designing and implementing management systems;
- Innovation and marketing of new approaches – developing new approaches;
- Client orientation – contributing to positive outcomes for the client;
- Organizational awareness – applying systematic thinking and using sound judgment;
- Job knowledge / technical expertise – in-depth knowledge of own discipline.

QUALIFICATIONS:

- Advanced University Degree or equivalent, in public health, social science, demography, management, public administration, international development or a related field.
- 5 years of increasingly responsible professional experience in development work
- Strong analytical ability and professional experience in policy development;
- Basic research skills and familiarity with quantitative and qualitative methods;
- Strong writing and oral communication skills;
- Good network within the academic and development community;
- Field experience is a strong asset.
- Fluency in English is required. Working knowledge of another official UN language is desirable.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

We offer an attractive remuneration package commensurate with the level of the position. The package includes a competitive salary plus housing allowance, home leave, health insurance and other benefits.

How to Apply:

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at http://www.unfpa.org/employment/application_guide.doc.

Please print out the Guide for your reference during the registration and application process.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Notice to applicants: In accordance with the rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, are required to renounce such status upon their appointment. Exceptions to this rule are very limited and can be made only for: (a) stateless persons; (b) newly appointed staff members who have applied for citizenship by naturalization, when such citizenship will be granted imminently; (c) acting staff members in the General Service and related categories with permanent residency status, on promotion to the Professional category; (d) staff members appointed under a temporary appointment. Please understand that UNFPA is not in a position to provide advice on or assistance in applying for any citizenship.

*This is a project-funded post.

ⁱ No expectancy of renewal in accordance with UN Staff Regulations 4.5