

**From:** vacancy@unfpa.org  
**Sent:** Wednesday, December 19, 2012 10:40 AM  
**To:** ALL STAFF; HR OUTREACH CONTACTS  
**Subject:** Vacancy Announcement - Job ID 2158 - Special Assistant to Regional Director, WCARO, ICS-10 (P-3), Dakar

We are pleased to announce the following vacancy:

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VACANCY NO.: Job ID 2158

CLOSING DATE: 10 January 2013, 5:00 p.m. New York time

POST TITLE: Special Assistant to Regional Director

CATEGORY: ICS-10 (P-3)

POST TYPE: Rotational

POST NUMBER: New

DUTY STATION: Dakar, Senegal

DURATION: One year (renewable)<sup>i</sup>

ORGANIZATIONAL UNIT: Western and Central Africa Regional Office

## BACKGROUND:

The Special Assistant will provide operational support to the Director acting as a key interface with all units within and outside the Regional Office.

- coordination of Director's participation in various fora
- backstopping of the Directorate
- knowledge management of the RO

## ORGANIZATIONAL SETTING:

The Special Assistant reports directly to the Regional Director (RD).; s/he works with both the RD and the Regional Deputy Director (RDD) by providing operational, planning, managerial, technical and coordination support to all aspects of the work of the Regional and Sub-regional Offices and outside the Region.

## MAJOR DUTIES AND REponsibilities

1. Co-ordinates the Director's participation in UN reform, etc., prepares background papers/briefing documents for the Director; conducts research on organizational thematic areas and other topical issues for the Director and management; follows up on decisions related to UN reform, regionalization and other key initiatives; and fields queries related to these issues.
2. Backstops the Directorate, analyzes and appraises incoming documents; drafts statements, talking points and correspondence for the Director ensuring quality and relevance to subject and themes; coordinates preparation of the RO's inputs to the annual and other reports.
3. Assists the Director and his/her colleagues in coordinating the sharing of relevant information within the Regional Office; provides support to the overall office management and attends meetings and monitors the implementation of tasks assigned by the Director.
4. Liaises between his/her Regional Office and other offices of UNFPA and the UN system, to obtain relevant information and provides feedback and advice to the Director; monitors and follows up all of the Regional Office's activities, as necessary.

5. Undertakes any other tasks assigned by the Director.

#### ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

- Advanced University degree (preferably an MBA) with specialization in management or a related subject in international development
- 5 years of increasingly responsible professional experience in developmental work
- Good network within the academic and development community
- Knowledge of UN reform and UNDG ExCom agencies, an asset;
- Familiarity with UN development programmes and working methods, particularly with UNFPA'S agenda, policies and programming procedures, highly desirable.
- Field experience is a strong asset
- Fluency in English and French.

#### Required Competencies:

#### CORE COMPETENCIES:

- Integrity/cultural sensitivity/valuing diversity;
- Analytical and strategic thinking/results orientation/commitment to excellence
- Working in teams

#### FUNCTIONAL COMPETENCIES:

- Promoting organizational change and development;
- Client orientation;

- Building strategic alliances and partnerships;
- Organizational awareness;
- Business acumen;
- Job knowledge/Technical expertise.

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/vacancy.htm>

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.

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<sup>i</sup> No expectancy of renewal in accordance with UN Staff Regulation 4.5