

**From:** Sona Lakhanpal [slakhanpal@unicef.org] on behalf of NYHQ-DHR SSR Recruit [recruit.ssr@unicef.org]  
**Sent:** Tuesday, December 18, 2012 5:55 PM  
**To:** undisclosed-recipients:  
**Subject:** ADDENDUM TO UNICEF SSRRE 2013 SPECIAL VACANCY BULLETIN  
**Attachments:** Addendum SSRRE 2013.pdf; Annex Guidelines - SSRRE 2013.pdf

Addendum to SSRRE Vacancy Bulletin

unicef 

18 December 2012  
CF/DHR/VB-12-20



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Uganda, 2012: Mrs. Clean Compound, Alum Rose, sweeps her family's compound in Kangole Village, Karenga Sub-county, Kaabong District, Uganda

The following vacancy announcements are accessible to staff on the [UNICEF intranet](#).

**This is an addendum to the Special Bulletin on UNICEF's Senior Staff Rotation & Reassignment Exercise (SSRRE) 2013 published on 2 November 2012.**

**Note: Candidates who have previously applied per the attached guidelines will be permitted to add one or both positions to their application.**

HEADQUARTERS NEW YORK

[VN-12-058](#) D-1 Deputy Director, Public-Sector Alliances and Resource Mobilization Office (PARMO), New York, UNITED STATES OF AMERICA

EASTERN AND SOUTHERN AFRICA

[VN-12-059](#) P-5 Representative, Lusaka, Zambia

Please find attached VB-12-20 and Guidelines on SSRRE 2013

*(See attached file: Addendum SSRRE 2013.pdf)(See attached file: Annex Guidelines - SSRRE 2013.pdf)*

unite for  
children

## Vacancy Bulletin

<b>Post Title:</b>	<b>Deputy Director, Public-Sector Alliances and Resource Mobilization Office (PARMO)</b>	<b>Bulletin Ref. No.:</b>	<b>CF/DHR/VB-2012-20</b>
<b>Country:</b>	UNITED STATES OF AMERICA	<b>Budget Level:</b>	D-1
<b>Region:</b>	Headquarters New York	<b>PAT No. (IMIS):</b>	(3757)
<b>Duty Station:</b>	New York	<b>Closing Date for Applications:</b>	11 January 2013
<b>VN. No.:</b>	VN-12-058	<b>HR Officer:</b>	SSR, (recruit.SSR@unicef.org)

**Purpose:**

Under the supervision of the Director, PARMO, undertake the following:

1. Support the strategic positioning and partnerships of UNICEF with key donors to mobilise quality resources for UNICEF. This includes monitoring external developments, identifying high risk issues, providing timely analysis/advice and co-ordinating inter-divisional actions to promote UNICEF's engagement with key partners.
2. Support the development and implementation of an integrated resource mobilisation strategy for UNICEF, working closely with Private Sector Partnerships and Fund Raising office, Regional Offices and Country Offices to maximise outreach and engagement for UNICEF.
3. Guide the development of policy papers and positions and contribute to key organisational and inter-agency processes on resource mobilisation issues.
4. Oversee and assist in meeting divisional accountabilities for contribution management, including streamlining and automating internal processes and procedures.
5. Oversee planning for all of PARMO in close coordination with offices in Brussels and Tokyo. Oversee the Cluster which handles Strategic Planning and ODA policies, and ensure optimal policy advice.

**Generic Job Description:** Generic JD does not apply to this position.

**Minimum Requirements:**

Advanced university degree in social sciences, including international affairs, political science, law, economics, public health, administration, social development and/or other disciplines relevant to UNICEF activities.

At least thirteen years of progressively responsible professional work experience at senior managerial capacity in the UN system or international organization(s).

Working closely at senior level with government officials and development cooperation agencies for a minimum of ten years desirable.

Knowledge of UNICEF and UN policies and procedures. Knowledge of donor government systems and procedures.

Management experience in programme and systems operations at HQ and in the field.

Negotiating and development experience required.

Fluency in English and a second UN language. Knowledge of other UN, as well as other major country languages an asset.

**Remarks:**

Highly developed negotiation and communication skills  
 Highly developed strategic analysis skills  
 Highly developed management skills

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organisation

**Vacancy Status:** Advertised

## Vacancy Bulletin

<b>Post Title:</b>	<b>Representative</b>	<b>Bulletin Ref. No.:</b>	<b>CF/DHR/VB-2012-20</b>
<b>Country:</b>	ZAMBIA	<b>Budget Level:</b>	P-5
<b>Region:</b>	ESARO	<b>PAT No. (IMIS):</b>	(1257)
<b>Duty Station:</b>	Lusaka	<b>Closing Date for Applications:</b>	11 January 2013
<b>VN. No.:</b>	VN-12-059	<b>HR Officer:</b>	SSR, (recruit.SSR@unicef.org)

### Purpose:

Under general supervision by the Regional Director, the incumbent will:

- Be responsible for overall development, formulation, conception and management of UNICEF Country Programme of Cooperation (Medium to large size CO), approved by the Executive Board.
- Represent the Executive Director in all aspects of UNICEF's co-operation with the Government/Country Office. Collaborate as part of the UNCT in this regard.
- Be accountable for the formulation and management of the UNICEF Country Programme of Co-operation, as approved by the Executive Board.
- Be accountable for UNICEF's advocacy with the government and other partners for the enhancement of the survival, protection, development and participation of children and women in national development efforts.
- Be responsible for all aspects of office management of the UNICEF country office.
- Support implementation of the UNICEF supported emergency programme, ensuring that the Situation Analysis and EPRP are regularly updated.
- Participate in organizational and institutional initiatives to strengthen UN Coherence. Ensure that joint programming (including joint programmes) and common services are achieved to the extent possible.
- Provide policy support, guidance and advocacy on the development and establishment of common services arrangements agreed to by participating organizations/agencies at the country level. To ensure that these joint operational arrangements, assist UNICEF in its objective to provide efficient and economical support services to the implementation of the country programme.
- Provides policy support, guidance and advocacy as required in emergency situations and other humanitarian programme implementation. Collaborate as part of the UNCT in this regard.

### Generic Job Description:

GJP for Representative, Level P-5

### Minimum Requirements:

- Advanced university degree in Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or other relevant disciplines.
- Ten years of relevant professional work experience. Experience in programme/ projects management and building strategic alliances and partnerships/resource mobilization.
- International and Developing country work experience and field work experience.
- Background/familiarity with Emergency.
- Rights-based and Results-based approach and programming in UNICEF.
- Integration and synthesis of various programme activities in accordance with professional practices and UNICEF programme policy, procedures and guidelines.
- Expert knowledge of advanced concepts in primary discipline, with a broad knowledge of related disciplines, in-depth knowledge of relevant organizational policies and procedures.
- Building strategic alliances and partnerships/Resource mobilization: leverages the larger resources of national governments and other development partners.
- Fluency in English. Another UN language an asset.

### Remarks:

Over the last four years there have been improvements in the situation of children and women in Zambia; the country has also witnessed a consistent growth of the gross domestic product and a rise in average incomes. These improvements however have not been equally distributed and Gini coefficient remains the third highest among countries with low human development indices. Poverty persists in some sectors of the population, especially in remote rural areas and

in informal urban settlements. High HIV/AIDS prevalence rates, widespread and chronic health concerns, acute malnutrition will continue to drive child mortality rates and create a major barrier to economic and social development. Intensified efforts will therefore be required to achieve the Millennium Development Goals targets, with specific interventions directed towards reaching the chronically poor and most vulnerable people.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organisation.

**Vacancy Status:**

Advertised

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The UNICEF Intranet is intended for the exclusive use of UNICEF staff.

## Annex

### Guidelines on Senior Staff Rotation and Reassignment Exercise (SSRRE) 2013

The Senior Staff Rotation and Reassignment Exercise (SSRRE 2013) is a corporate exercise to pursue systematic and timely succession planning for senior positions within the Organization and facilitate the identification of the most suitable candidates to serve as UNICEF leaders globally.

The current exercise will focus on Representative positions, as well as senior positions in New York and other HQ and Regional Office locations.

The enhancements over the last few exercises have allowed for forward planning of staff movements, facilitating family-friendly considerations and the timely receipt of agreements. To this end, a streamlined and compressed process of this SSRRE is envisioned with the intent of concluding all decision actions by end February 2013 to facilitate movements over the summer months.

DHR has compiled a list of senior posts where the incumbents are due for rotation or retirement in this exercise. (See attached Special Vacancy Bulletin). In an effort to maintain continuity in dates from last year's exercise, as well as to undertake advance HR planning for positions, incumbents and applicants, the following cut-off dates have been adopted:

- 1 July 2012 to 31 December 2013 for eligibility for rotation - related to tour of duty, and
- 1 July 2012 to Q1 2014 (31 March 2014) for those due for retirement.

All Regional and Division Directors have reviewed the current compendium and have identified those posts for which programmatic or other considerations require an adjustment of the rotation timing. The positions included in the Special Vacancy Bulletin have been approved to be released for the SSRRE 2013.

This Special Vacancy Bulletin will appear in UNICEF's Intranet and Internet and may be accessed by all internal and external candidates.

### Rotation and Reassignment Exercise 2013

The exercise attracts a broad pool of internal and external candidates. The eligibility criteria specified below seeks to ensure a diverse pool of competent candidates across all functional areas who should meet the general requirements for such positions, as well as the specific profile/position requirements (where applicable).

### **Important broad principles**

Staff mobility enables the organization to effectively fulfill its global mandate by making best use of our talent while also facilitating broad career experience and the fair sharing of work assignments among staff members. Below are some broad principles that will help to achieve mobility:

1. There should be openness to valuing skills and competencies from various career tracks -both from managers and staff. For example, staff should not feel constrained to only consider management positions but be open-minded to consider senior level technical functions across their career. Movement between different career tracks – managerial or technical, or to a HQ position and back again, also laterally, is encouraged.
2. The Executive Director has the right to place/appoint a staff member in a post where he considers that they may make the greatest contribution to the mandate and mission of UNICEF.
3. It may not be feasible for all incumbents of advertised posts to be successfully placed in posts of their preference. The organization will take into account programmatic considerations, while considering staff members' career aspirations and personal circumstances in such cases.

### **Eligibility to Apply**

Staff members are invited to apply to those positions where they meet the specific profile/position requirements, as indicated in the respective vacancy, as well as the following criteria:

- a. Candidates should be at **grade P4 and above**.
- b. **Education:** Advanced university degree in Social Sciences, Economics, Public Administration, International Relations, Business Administration, Public Health, Education or other fields related to the work of UNICEF.
- c. **Work Experience:** Ten to fifteen years of progressively responsible managerial experience in international development/humanitarian programmes. In many countries, direct experience with high level policy analysis, communication and leveraging national and external resources and partnerships will be vital.
- d. **Languages:** Fluency in English and another UN language. (Fluency in French and Spanish are also required in French or Spanish speaking countries). Knowledge of other local working languages is an asset.

- e. **Tour of Duty:** The criteria as stipulated in the Staff Selection Policy (CF/EXD/2009-008) will apply for all staff as applicable under the provision of paragraph 5.2 (a) and (b):
- a. *A staff member can only apply for a new post at the same duty station after having served at least one year in his/her current post;*
  - b. *A staff member can only apply for a post at another duty station one year before the end of his/ her tour of duty at the current duty station. UNICEF Representatives are normally expected to serve their full tour of duty before they apply for another post.*

In the overall interest of the organization, as well as in ensuring consistency and transparency, a management decision may be taken to accord flexibility, as follows:

- Where no suitable candidates are identified for a particular post, the post will be re-advertised, and those with tour of duty restrictions may then apply and be considered.

### **Selection Process**

1. Each applicant is invited to express a maximum of **five** post preferences, listed in order of priority. **Please note that at least three of the posts applied to should be at the applicant's present level, again prioritized.**
2. Applicants who have not yet served in duty stations classified D and E, should be open to applying for such opportunities, as the Executive Director expects all senior staff to periodically serve in D and E duty stations.
3. Applicants are requested to submit **ONE** application containing a cover letter listing their post preferences in order of priority, P11, CV and latest two e-PAS. A separate application for each post is not required.
4. Applications should be received by COB, **23 November 2012**.
5. The SSR members will review and consider not only applicants to specific positions but also talent across the senior leader cadre, to identify staff who are the "best fit" for particular posts. There will be a corporate review of talent groups, taking into consideration individual competencies, skills and attributes and their respective match against the country/programme typology, and key profile requirements.
6. Following this review, individual desk reviews/interviews will be conducted as relevant.

7. There will be some posts that the SSR may recommend for “fast tracking” given programmatic priorities. This will entail a quick turnaround on review and decision actions, prior to the stipulated deadline of end February.
8. While desk reviews/interviews will constitute an important selection component, other considerations will include:
  - Performance Appraisal Reports (PERs), Resident Coordinator Assessment Centre (RCAC) and UNICEF Management Assessment & Development Centre (MADC) results (where available).
  - Considerations of gender and geographical diversity, cross-regional mobility, balance between hardship/non-hardship postings, position and country specific needs and post preferences as expressed by applicants.
  - Interests of the organization.
9. As with all senior positions, all recommendations will be presented to the Executive Director.
10. Regional Human Resource Chiefs and SSR Secretariat (where appropriate) will provide feedback to short-listed candidates once the selection process is complete. All other applicants, if not shortlisted, will receive written notification of the status of their candidacy.
11. The SSRRE 2013 is expected to conclude decision actions by 28 February 2013.

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