



TEMPORARY JOB OPENING ANNOUNCEMENT

P3

TJO Grade Level¹

Programme Officer

Functional Title

DPKO/OROLSI/UNMAS

Department/Office/Division/ Service/Section

Administration Programme Management

Job Network and Job Family (See list on page 3-4)*

14/05/2013

Deadline
(DD/MM/YYYY)

Duty Station: **New York**

Estimated Start Date: **01/06/2013**

Duration of need: **6 months**

Open to External Candidates? **YES NO**

DUTIES AND RESPONSIBILITIES

The incumbent will report directly to the Chief of the Programme Planning Management Section of the UN Mine Action Service (UNMAS), Office of Rule of Law and Security Institutions (OROLSI), Department of Peacekeeping Operations (DPKO), and works closely with all other staff of the Service. The Programme Officer is responsible for facilitating the implementation of a Mine Action Programmes within a specific country or countries. The programme may be established to support a new or existing peacekeeping mission; or, alternatively implemented as a result of a request for assistance from a Member State, or Senior UN Official without a mandated DPKO presence within the country. The incumbent must be able to assess the need for mine action within a specific country, determine the most effective course to achieve objectives, and facilitate the implementation of the programme accordingly. Extensive liaison with both UN and outside agencies will be required throughout all phases of the programme. During the implementation of a Programme, the Officer will consistently, prepare financial agreements and amendments, review status reports, financial summaries, and technical procedures used in order to provide feedback or reporting action as required. Particular emphasis will be placed upon the provision of reports to Member States which are providing monetary, personnel or material support to a Programme.

¹ For eligibility and other conditions, please see the Notes at the end of this form.

COMPETENCIES

Professionalism: Sound knowledge of and exposure to a range of mine action issues including related political, social and economic dimensions; demonstrated problem solving skills; ability to work under pressure; ability to identify issues and to use sound judgment in applying expertise to solve a wide range of problems; conceptual and analytical abilities; ability to build and sustain effective working partnerships with various internal and external contacts; demonstrated ability to persuade and influence others; and, willingness to keep abreast of new developments in the field of mine action.

Planning and Organizing: Proven ability to allocate appropriate time and resources for completing work; manages conflicting priorities; monitors and adjusts plans and actions as necessary; and foresees risks and allows for contingencies when planning.

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.

For Managerial Positions:

QUALIFICATIONS

Experience: Minimum of 5 years of progressively responsible experience in humanitarian and/or development activities. Experience directly related to UN mine action activities highly desired. Qualifying years of experience are calculated following the receipt of the first level university degree recognised by the United Nations

Education: Advanced university degree (Masters Degree or equivalent) in the field of management, social science or other relevant field. First level university degree with a combination of relevant academic qualifications and extensive experience in humanitarian mine action may be accepted in lieu of the advance university degree

Languages: English and French are the working languages of the UN Secretariat. For the post advertised, fluency in oral and English language is required. Knowledge of a second official UN language is an advantage

Other Skills:

ADDITIONAL COMMENTS

THIS POSITION IS SUBJECT TO AVAILABILITY OF FUNDING..

DOCUMENTS REQUIRED:

- Cover Letter**
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)**
- Proof of required academic credentials (for external applicants)**
- Employment verification letter from most recent employer (for external applicants)**
- Last two completed Performance Appraisal or two Reference Letters for external applicants**
- Other:**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Cynthia Boyson

Email Address: Boyson@un.org

Copy (cc): DPKO-TVA

Email Address: dpko-tvas@un.org

* Hiring Manager/Recruiter, please choose from the list of Job Networks the appropriate Job Family:

ECONOMIC AND SOCIAL DEVELOPMENT Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention	LEGAL Jurists Legal Affairs Ombudsman
MANAGEMENT AND OPERATIONS SUPPORT Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management Logistics	PUBLIC INFORMATION AND EXTERNAL RELATIONS Public Information Protocol

POLITICAL, PEACE AND SECURITY	CONFERENCE MANAGEMENT
Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law	Conference Services Language
INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY	SAFETY AND SECURITY
Information Systems and Technology Information Management	Security Safety

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.
- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English .