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UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH-(UNITAR) VACANCY NEWSLETTER

What is UNITAR?

The United Nations Institute for Training and Research (UNITAR) was established in 1965 as an autonomous body within the United Nations system with the purpose of enhancing the effectiveness of the UN through appropriate training and research. [Read more.](#)

What are UNITAR's mission and goal?

UNITAR's mission is to deliver innovative training and conduct research on knowledge systems to develop the capacity of beneficiaries. Our goal is to be a centre of excellence recognized within and outside the United Nations system for standard-setting methodologies, high-quality training, and research capacity on knowledge systems. [Read more.](#)

What is UNITAR's mandate?

To carry out a wide range of training programmes in the field of peace and security as well as social, environment and economic development.

To carry out result-oriented research, in particular, research on and for training and to develop pedagogical materials including distance learning training packages, work books, as well as softwares and video training packs.

To establish and strengthen cooperation with other inter-governmental organizations, faculties and academic institutions, in particular for the development of research and training activities.

To conduct training programmes in multilateral diplomacy and international cooperation for diplomats accredited to the United Nations and national officials involved in work related to United Nations activities.

[Read more..](#)

**CURRENT VACANCIES ARE AVAILABLE IN ASIA,EUROPE AND U.S.A.**

**1. Post Title: Water and Sanitation Delegate  
Vacancy Reference Code: (UNITAR/UN/WSD/01)**

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**Organizational Unit: WSD / UNITAR/UN**

**Duration: Permanent/ Grade: P3-D1**

**Application Deadline: 31 May 2013**

**Background:**

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.

**Responsibilities:**

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 hard-ware/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 Wat-San 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

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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 organization 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 license (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

## **2. Post Title: Monitoring & Evaluation Expert**

**Vacancy Reference Code: (UNITAR/UN/M&E/02)**

**Organizational Unit: M&E / UNITAR/UN**

**Duration: Permanent / Grade: P3-D1**

**Application Deadline: 31 May 2013**

We seek an accomplished professional with significant M&E experience and accomplishments applied in International development work, e.g., measuring project progress accurately in order to adjust strategies and enhance project cost-efficiency and effectiveness. The successful candidate will be based at UNITAR office and work via remote communications and traveling to project sites as required. This position reports to the Senior M&E Expert and supports all members of the M&E Team, including strengthening team member skills and practices.

The position will also mentor, coach, and train program and project field staff who have M&E responsibilities. Other responsibilities include leadership or contributions on M&E and evaluation

projects for a variety of external clients, applying and promoting M&E principles and appropriate methods flexibly and creatively, developing and improving M&E strategy for proposals, project start-up and work planning, and working in the ICT Program to conceptualize, develop, and enhance effective M&E tools using appropriate, cost-effective, locally sustainable information technology. Like all team members, this position is responsible for promoting effective, pragmatic

M&E that supports project results and meets quality standards across all program areas. The team is housed in the Information and Communication Technology (ICT) Program to help develop and use appropriate tools to support effective M&E systems that improve impact. Specific position responsibilities include the following:

- Develop and support M&E systems for field projects including strategies, plans, indicators; data collection and information management tools and training; quality assurance mechanisms; and related budgeting tasks
- Develop and support project evaluations, including data collection design, tools, and implementation; data analysis and qualitative assessments; team guidance and mentoring; collaborative development and oral and written presentation of findings and recommendations
- Support M&E Team members, field M&E staff, and field program staff with expertise, technical assistance, and mentoring to improve ongoing project M&E and effective information use
- Lead or contribute to M&E and ICT proposals
- Develop M&E sections for other program's proposals as appropriate, e.g. narrative approach UNITAR to technical approach, timeframe, and budget; illustrative results and indicators; provide M&E input for other proposal sections including staffing, budgets, and technical as needed
- Contribute technically on teams using ICT to develop effective M&E tools and strengthen applications

Qualifications

- Ph.D. preferred or Master's Degree in a social science.

- 8-10 years' experience working in M&E in international development, including significant M&E field experience in low resource countries or in conflict or fragile states

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- Technical M&E skills, including several of the following: design and implementation of program M&E systems; M&E training design and implementation; development and field-testing of data collection instruments for M&E indicators; data collection design and implementation (routine or survey); data analysis, synthesis, and communication of results; applied evaluation or research skills, including statistical analysis; M&E-related information and communication technologies
- Specialized knowledge and significant experience in M&E methods.
- Excellent management and organizational skills suitable for a complex environment with multiple competing priorities, short deadlines, and performance pressure; ability to manage several major multidimensional activities simultaneously
- Enthusiasm for providing technical leadership and mentoring on a collaborative team, including building M&E relevant capacity with non-M&E staff, non-technical staff, and international/cross-cultural staff and counterparts
- Superior skills in facilitation, team building and coordination; experience in developing strategic plans in Collaboration with stakeholders who represent a wide range of interests and needs
- Demonstrated experience with U.N and other donors' M&E approaches, current tools, practices, and expectations for program results and reporting
- Demonstrated writing skills, including technical papers, plans and reports for funding sources, communicating with colleagues and counterparts. Peer-reviewed journal articles are a plus.
- Excellent communication and interpersonal skills, including professional presentation of technical and training materials and FSI 3/3 in at least one language other than English - Ability to travel independently and work independently and professional

**3. Post Title: Senior Rural Development Specialist**  
**Vacancy Reference Code: (UNITAR/UN/SRDS/03)**  
**Organizational Unit: SRDS / UNITAR/UN**  
**Duration: Permanent / Grade: P4-D1**  
**Application Deadline: 31 May 2013**

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 UNITAR 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 worlds 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 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 05 year renewable term appointment.

**Responsibilities:**

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:

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- 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 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 that UNITAR red 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.

**4. Post Title: Public Information Officer**

**Vacancy Reference Code: (UNITAR/UN/PIO/04)**

**Organizational Unit: PIO / UNITAR/UN**

**Duration: Permanent / Grade: P3-P5**

**Application Deadline: 31 May 2013**

**Background**

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

**Responsibilities:**

- Takes the lead in strategy, planning, development and implementation of large, complex projects to improve the Office for the Coordination of Humanitarian Affairs' (UNITAR) reporting practices and promotes excellence in operational and public information reporting; where appropriate, works with departments, funds and

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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 UNITAR 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 UNITAR 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; that UNITAR 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

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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 is desirable.

**5. Post Title: Senior Programme Officer**

**Vacancy Reference Code: (UNITAR/UN/SP0/07)**

**Organizational Unit: SP0/ UNITAR/UN**

**Duration: Permanent / Grade: P4-D1**

**Application Deadline: 31 May 2013**

**Responsibilities:**

1. Ensures the administration, general coordination, supervision as well as the preparation and revision of all programme-related activities in the country;
2. Ensures that sub-project agreements are established in conformity with UNITAR financial rules and the latest Headquarters' instructions;
3. Ensures programme implementation is monitored and reported upon in accordance with established UNITAR financial and narrative reporting procedures;
4. Ensures that assistance programmes meet the common standards agreed upon, and as necessary discuss any related matters with Headquarters, seeking expert advice as appropriate;
5. Trains UNITAR staff as well as agency staff in UNITAR standard procedures related to programme planning, monitoring and reporting;
6. Drafts reports on programme-related activities as well as implementation and monitoring and makes recommendations to the Head of Office as appropriate;
7. Supervises and coordinates the work of lower level staff;
8. Undertakes other duties as required.

**MINIMUM ESSENTIAL QUALIFICATIONS**

**EDUCATION**

**ADVANCED UNIVERSITY DEGREE**

**DISCIPLINE: Business Administration, Political Science, International Law or related field**

**JOB EXPERIENCE**

Previous Job Experience : minimum 3 years

Job Experience relevant to the function : 3.4 years

**LANGUAGE(S)**

Essential to perform work of post

English Other language(s): Another relevant UN language

Communication skills

UNITAR Operations Learning Programme

UNITAR Protection Learning Programme

UNITAR Management Learning Programme

**SUPERVISION EXERCISED**

Professional : Supervises normally one or two professional staff

General Service: Normally supervises some support staff.

**WORK RELATIONSHIPS AND CONTACTS** Within UNITAR:

To persuade and obtain assistance of others on matters of non-routine significance.

With EXTERNAL Parties:

To acts as adviser or representative of the Organization with authority to discuss problems and seek common ground on which to recommend solutions based on predetermined guidelines provided by higher authority. Contacts are predominantly with persons on subject matters of importance to Organization's programmes(e.g. counterparts in other organizations or at working level in national Governments).

**IMPACT OF WORK**

Proposals may directly affect the design or operation of major systems, programmes or equipment. Decisions may directly affect the accuracy, reliability and acceptability of further processes or services. Errors normally would cause some damage to Organization's programmes in terms of time, quality or money.

**6. Post Title: Emergency Programme Officer**

**Vacancy Reference Code: (UNITAR/UN/EPO/08)**

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**Organizational Unit: EP0/ UNITAR/UN**

**Duration: 5yrs / Grade: P5-D2**

**Application Deadline: 31 May 2013**

**Responsibilities:**

- To manage UNITAR day-to-day activities in the Country , ensuring an efficient humanitarian response and an effective, accountable use .
- To represent UNITAR at all relevant co-ordination bodies, for example the Protection Working Groups and UN inter-agency meetings.
- To ensure that all programme activities in the country are firmly situated within the established humanitarian framework for response and therefore in close collaboration with the relevant local authorities, UN agencies and NGOs.
- To advocate on behalf of older people in the country in order to promote their inclusion in programmes outside the reach of UNITAR activities.
- To be responsible for all aspects of international staff management in the country including , job review and security within UNITAR's policies. This will also include international staff professional development and guidance in planning, implementation and evaluation of their programmes as well as identifying capacity building opportunities as they arise.
- To have ultimate responsibility for local staff management in The country, including the recruitment of support staff, development, guidance in their activities, and capacity building and ensuring that UNITAR's practice complies with Labour law taking advice from the country development programme.
- To control and manage expenditure of UNITAR's budget, including monitoring of expenditure, supervision of the monthly finance reporting process accounts and revision and maintenance of financial controls.
- To identify and explore new operational and strategic opportunities for the UNITAR programme.
- To take overall responsibility for the preparation of all UNITAR proposals and monitoring and reporting to donors from whom funds are secured. These will be submitted to the Country Director and then passed onto Head Office in Geneva for sign off after appropriate input from concerned departments
- To develop, in collaboration and consultation with the Programmes Department Geneva plans for on-going and future UNITAR'S activities in The country.
- To ensure the security and maintenance of UNITAR property, including vehicles, accommodation and equipment.
- To ensure staff safety through adherence to security guidelines and UN evacuation plans.
- To provide monthly narrative and financial updates to the Country Programme Director and Geneva on UNITAR's programme activities and other developments in the region.
- To travel to other areas of the country, where necessary in order to fulfil the above

**QUALIFICATIONS**

**Education**

Advanced university degree (Masters and equivalent) in related field. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree. Work Experience

At least 7 years of progressively responsible professional experience at national and international levels, including project management.

**7. Post Title: Chief Nurse Officer,**

**Vacancy Reference Code: (UNITAR/UN/CNO/010)**

**Organizational Unit: CNO / UNITAR/UN**

**Duration: Permanent / Grade: P4-D1**

**Application Deadline: 31 May 2013**

**Background**

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.

**Responsibilities:**



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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 nursing staff 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.

**8.2. Post Title: Public Health Officer,**

**Vacancy Reference Code: (UNITAR/UN/CNO/112)**

**Organizational Unit: CNO / UNITAR/UN**

**Duration: Permanent / Grade: P4-D1**

**Application Deadline: 31 May 2013**

OBJECTIVES OF THE PROGRAMME :

The objectives of UNITAR's emergency programme are to design and implement programmes that prepare the health sector to deal with emergencies and that improve health during and after crises. Within the emergency programme, the objectives of UNITAR's emergency response team are to support Member States by:

1) promptly assessing health needs of populations affected by crisis, identifying priority causes of ill-health and death; preparing damage estimates and emergency response and rehabilitation plans; providing prompt, credible health information and ensuring the continuity of essential health services;

2) coordinating and monitoring emergency health relief efforts under the aegis of the Inter-Agency Standing Committee Health Cluster, of which UNITAR is the lead agency;

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3) ensuring that critical gaps in the health response are rapidly identified and filled;  
4) revitalizing and building the capacity of national health systems to deal with preparedness, mitigation and response.

Purpose of the Post:

To support health partners in the implementation of surveillance strategies and policies to strengthen preparedness for public health threats/risks, producing and analyzing information on health threats, activities and outcomes, and ensuring dissemination to partners and local authorities, including securing information from a broad range of health sectors.

Identifying gaps in the delivery of health services or emergency interventions, and recommending appropriate actions and innovative approaches to improve the situation. Organizational Context:

Under the guidance of the WR and Sub-Regional Coordinator and in close collaboration with the field team and local authorities, the incumbent provides expertise in the areas of surveillance and strengthening preparedness for epidemic-prone diseases, gathering and disseminating information on health threats, activities and outcome, supporting analysis and consolidation of data for monitoring and early warning.

In addition to ongoing contacts with technical staff to secure sources of information and recommending work plans for medium and long-term work plans, the incumbent has contacts with counterparts from local health authorities and relevant partners to coordinate activities and provide technical expertise for the implementation of surveillance and preparedness for epidemic-prone diseases within the context of emergency response.

Description of duties:

Support health partners in the elaboration and implementation of surveillance strategies and policies to strengthen preparedness for epidemic-prone diseases; support the analysis of information on health threats, activities and outcomes, and ensure dissemination to partners and local authorities.

Secure information from a broad range of health sectors; carry out its analysis and recommend actions to support medium- and long-term plans.

Identify gaps in the delivery of health services and emergency interventions; recommend appropriate actions and innovative approaches to improve the situation;

Conduct weekly coordination meetings with all relevant partners and project staff; produce, circulate and track minutes and related decisions and develop detailed 'lessons learnt' reports documenting achievements and obstacles to implementation, recommend coordination mechanisms and improvement to current and future field operations in the area of work, constantly assess situations and needs, and redirecting efforts.

Proactively participate in the development of project proposals to mobilize resources. REQUIRED

QUALIFICATIONS

Education:

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Essential: University degree in Medicine.

Desirable: Master Degree or  
post graduate studies or  
training in disaster  
management. Skills:

Competencies:

- 1) Producing results
- 2) Creating an empowering and motivating environment
- 3) Building and promoting partnerships across  
the Organization and beyond
- 4) Fostering  
integration and team work
- 5) Respecting and  
promoting individual and cultural differences

Functional Skills and Knowledge:

Demonstrated knowledge of health sector activities in developing countries and/or in  
the context of emergency response to epidemic-prone diseases.

Excellent skills in the assessment, surveillance and monitoring in the context of  
emergency situations. Ability to conceptualize and implement innovative  
strategies and promote their implementation.

At least 5 years experience in public health and health sector coordination in a  
developing country, with emphasis on emergency response, and/or the  
management of epidemic-prone diseases, Disease early Warning System.

Desirable:

Experience in capacity building, developing and promoting collaborative partnerships.  
Sound knowledge of UNITAR mandate and goals in Health

Action in Crises; experience in UN organizations,  
international institutions or NGOs. Languages:

:

Applicants are kindly requested to pay attention to the screening questions  
as they will be used to screen out unqualified candidates. Only qualified  
applicants with the relevant experience will be considered. A written  
test/presentation and interviews will be used as a form of screening. The  
written test might be used as an eliminatory tool.

Other similar positions at the same level may  
be filled from this vacancy notice (this could  
be the basis for rosters). Candidates will be  
interviewed using a competency based  
approach.

**9. Post Title: Humanitarian Affairs Officer**

**Vacancy Reference Code: (UNITAR/UN/HAO/013)**

**Organizational Unit: HAO / UNITAR/UN**

**Duration: 5yrs / Grade: P3-P5**

**Application Deadline: 31 May 2013**

The incumbent contributes to UNITAR'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

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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 UNITAR's field offices; promotes greater knowledge and application of humanitarian principles and guidelines; and contributes to the development of common/harmonized policy positions based on humanitarian principles and international standards. Within limits of the delegated authority, the Humanitarian Affairs Officer is responsible for the following,

(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 UNITAR 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.

(05) 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 UNITAR on these issues. Organize 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 UNITAR, 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

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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 by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance. Works collaboratively with colleagues to achieve organizational goals; solicits input and participates in 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 are required.

#### **10. Post Title: Administration Officer**

**Vacancy Reference Code: (UNITAR/UN/AO/015)**

**Organizational Unit: AO / UNITAR/UN**

**Duration: Permanent / Grade: P4-D1**

**Application Deadline: 31 May 2013**

#### **Responsibilities**

##### Logistics (60%)

- Responsible for overseeing the logistical activities including local procurement, fleet and equipment maintenance, warehousing and asset management and IT support in co-ordination with the Regional Logistics Team in duty station..
- Implement and maintain 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.

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- 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 standard warehousing practices, keeping records to full audit trail standard under donor regulations as well as Internal Warehousing Procedures .
  - Maintain stock control consistent with protocols and procedures.
  - Regular monitoring of 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 Region.
  - Daily coordination of transport activities by road and air.
  - Oversee the Region 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 Region 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 Region. 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 organizational 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

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- 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

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 Goode and logistics team in duty station.

Overall Objectives (scope)

- To deliver logistical support to 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.

**11. Post Title: Social Media Officer / Grade: P4-D1**  
**Vacancy Reference Code: (UNITAR/UN/SMO/019)**  
**Organizational Unit: UNITAR/UN**  
**Duration: Permanent**  
**Application Deadline: 31 May 2013**

Within the context of the UNITAR's efforts to promote staff mobility, applicants should expect to take up different assignments (field and Headquarters) during their career. The desirable length of the assignment in this specific position is three to five years, following which period the incumbent should be willing to move to another assignment and/or duty station.

The UNITAR values diversity among its staff and aims at achieving gender parity. We welcome applications from qualified women and men, including those with disabilities.

Applications from qualified candidates from non- or under-represented member States, or from those member States which staffing forecasts indicate will become non- or under-represented in the near future, would be particularly welcome. A list of these countries is in Appendix I.

Conditions of employment are described in Appendix II.

#### INTRODUCTION

The position is located in the News and Media Unit of Department of Communication and Public Information (DCOMM). The Unit offers a vibrant, timely and distinctive news offer - on its websites and through other digital platforms (e.g. mobiles). This position is delivering an integrated daily news offer (in text, audio and video) reflecting the UNITAR's values, standards, research and message. S/he will work jointly with colleagues in the research and policy departments and in the field to ensure a comprehensive coverage of global 'world of work' news stories, and work closely with Press Officers and the Multimedia Unit to ensure that UNITAR news stories receive maximum impact in the wider media and in social media platforms. The incumbent position will report to the Chief, News and Media Unit.

#### Description of Duties

##### Specific duties

1. Manage, maintain and expand the UNITAR's presence on social media networks, including owned and third party blogs.
2. Promote and track the UNITAR brand and the work of the organization through social media networks (including future networks that may emerge on digital platforms). To scan and engage in online communities and forums in the most appropriate format, in accordance with UNITAR's policies and legal obligations.
3. Moderate news-related user-generated content as appropriate, in accordance with UNITAR's policies and legal obligations.

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4. Review and analyse web analytics for traffic trends, advising the Chief, News & Media accordingly.
5. Generate and/or edit UNITAR news content in text as well as multimedia formats, for dissemination through social media networks, blogs and other digital platforms.
6. Keep abreast of world affairs, the world news agenda and world of work issues in the news, monitor trending issues in social media networks in order to bring ideas to the daily editorial meetings and suggest stories for the UNITAR's news output.
7. Initiate and develop ideas for news output, aiming for creativity/innovation in the way the UNITAR can add value to news narratives, thereby increasing the level and quality of the UNITAR's news offer and its digital distribution through social media sites and increasing the impact/visibility of the UNITAR's work.
8. Keep abreast of innovation/online media developments, trends in social media and provide alternative strategies to leverage, benchmark measure impact of social media activity, increasing the UNITAR's news presence and visibility on digital platforms (online, podcasts, mobiles, social media, etc.)
9. Develop and nurture close, collaborative working relationships with colleagues (researchers, policy and legal officers, economists, etc) in the Office to promote and embed the work of the News Unit within the organisation.
10. Coordinate work alongside other team members (and on a rota basis when appropriate), to ensure that there is appropriate cover across different time zones and on weekends to meet the requirements of the UNITAR's international audience.
11. Contribute to the unit's news and multimedia output through the production of audiovisual interviews with UNITAR specialists as appropriate for digital and social media dissemination.

These specific duties are aligned with the relevant UNITAR generic job description, which includes the following generic duties:

1. Originate, write and edit information material for dissemination. Commission, write or edit brochures, posters, press kits, articles and/or press releases.
2. Conduct original research for information projects and publications. Analyze and prepare briefing papers on meetings and activities of the organization. Provide senior communication and public information specialists with regular updates on upcoming meetings, conferences and seminars, and with press reviews of articles published in the international media.
3. Develop automated databases and mailing lists of target audiences, and provide information through such means as press releases, interviews, features, audio/visual productions, etc.
4. Maintain contacts with media representatives and others to promote the activities of the organization. Ensure that responses to direct or indirect requests for information about the work of the organization promote better understanding of its objectives and activities.
5. Act as focal point for liaison with identified substantive offices, obtain ongoing information about their areas of activity, arrange for meetings of representatives of substantive units, and brief communication and public information specialists accordingly.
6. Evaluate the effectiveness of approaches to reach the media and public, undertake active follow up to increase impact, and assist in the launching of promotional campaigns.
7. Organize seminars, meetings and discussions with media representatives and other concerned parties, and reply to specific enquiries.



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8. Compile and maintain audio/video (A/V) libraries. Conduct research for A/V projects, propose programme formats and technical approaches, coordinate technical standards and ensure the production of language versions, and verify that production work has been completed and within approved budgets.

Required Qualifications

Education

First level university degree in communications, journalism, international relations, liberal arts or other relevant discipline, or its equivalent.

Experience

Over five years of professional experience in public information or related fields of work at the national level, or three years at the international level.

Languages

Excellent command of English and another working language of the organization.

Competencies

In addition to the UNITAR core competencies, this position requires:

Technical Competencies:

Excellent presentation skills. Good knowledge of the organization's mandate and its programme of activities. Ability to evaluate information needs and to provide appropriate and targeted information accordingly. Knowledge of audio/visual production techniques and methods.

**12. Post Title: Fleet Manager / Grade: P4-D2**

**Vacancy Reference Code: (UNITAR/UN/FMO/020)**

**Organizational Unit: UNITAR/UN**

**Duration: Permanent**

**Application Deadline: 31 May 2013**

UNITAR mission is to expand the capacity of the UN system and its partners to implement peace-building, humanitarian and development operations that matter for people in need.

Working in some of the world's most challenging environments, UNITAR vision is to always satisfy partners with management services that meet world-class standards of quality, speed and cost effectiveness.

By assisting UN organizations, international financial institutions, governments and other development partners, UNITAR makes significant, tangible contributions to results on the ground.

UNITAR employs more than 6000 personnel and on behalf of its partners creates thousands more work opportunities in local communities. With its headquarters in Copenhagen, Denmark, a network of five regional offices and a further 20 operations and project centres, UNITAR oversees activities in more than 80 countries.

**Functional Responsibilities**

Under the guidance and direct supervision of the Logistics Officer and the overall supervision of Head of Support Services (HoSS), the Fleet Manager will oversee the management of UNMAS vehicles and the workshop. He/she will be expected to maintain a repair programme that will maximise fleet availability within the mission. The main tasks and responsibilities include but are not limited to:

Produce manage and maintain a long term forecast of servicing for both in warranty vehicle and out of warranty vehicles. To ensure that he/she is fully aware all aspect of the warranty agreement are adhered to ensuring that operational capability is not disrupted.

Ensure adequate supply of spare parts is held to cover all servicing and maintenance for the various types of vehicles.

In coordination with Logistics Officer and Procurement Officer, identify dependable and suitable local suppliers for spare parts and workshops for vehicle maintenance.

Follow up contracted vehicles servicing and repair agency in South to ensure Vehicles are serviced and maintained to the required level

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Ensure that long term plans are adhered to and budget lines are managed in accordance to the approved budget.

Carry out regular inspection in line with the service and maintenance plan on all fleet, Generators and other assets.

In coordination with Logistics Officer, design and review fleet management procedures for the programme. Ensure misuse and damage is highlighted and appropriate action is taken.

Maintain an up-to-date inventory of vehicles, spare parts and workshop items.

Monitor the use of vehicles to ensure all drivers, mechanics and operators adhere to UN regulations and driving standards.

Control the receipt, issue, movement and out of service action through the fleet assets life where applicable, in liaison with the Logistics Officer.

Carry out inspection of the "Right of Use" of the vehicles and other assets assigned to Contractors as directed by Logistics Officer or Head of Support Services.

Inspect assets and report the items and equipment assigned to UN Contracted Organizations.

Ensure accident (if any) is reported in accordance to standard reporting procedures.

Provide technical information and provide quality assurance before and after repairs; and to accident damaged vehicle.

Assist the procurement department in sourcing genuine products and carry out quality control on purchased items.

Management of UNMAS Mechanics, UNMAS base workshops and the deployment of mechanics to field locations ensuring maintenance and servicing of the fleet are to the correct standard.

Monitor the fuel usage of all vehicles and generators carrying out monthly reports, including analysis of the fuel consumption.

#### Competencies

Teamwork – Strong interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Planning & Organization – Ability to manage, organize, plan and implement work assignments.

Leadership – Proven supervisory ability and/or technical leadership. Ability to maintain effective working relations both as a team member and team leader.

Judgment – Demonstrated ability to apply good judgment and decision making skills.

Communications – Strong spoken and written communication and negotiation skills.

Problem Solving – Strong analytical and problem solving skills and ability to handle a range of management and coordination issues.

Commitment to Continuous Learning – Willingness to keep abreast of new developments.

Professionalism – Professionalism: sound knowledge of, and exposure to, administrative and financial management issues.

#### Education

A Technical or professional diploma from a recognised institution in fleet management, workshop management or petrol, diesel or electrical mechanic

#### Experience

At least 4 years of progressively responsible professional experience in fleet management, experience with Toyota Vehicles with Specialized Technical or professional Diploma, or minimum of 6 years of experience with Secondary School or High School Diploma.

Sound technical knowledge/experience of fleet management, workshops management and spares requirements.

Sound knowledge of Toyota vehicles and servicing.

Knowledge of workshop planning and implementation.

Knowledge of mechanical mine clearance machines and equipment's is desirable.

Previous Mine Action experience and Mine Action training is desirable.

Should be self-reliant, able to work independently and as part of a multi-cultural team.

Experience from working in an international environment.

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**APPLICATION METHOD:**

Application method is exclusively by online application via email, below are salary scale for various post and grades in the United Nations Institute for Training and Research UNITAR

**Salary Scale for various levels:**

**P3: \$152,245.00, P4: \$164,205.00, P5: \$169,763.00, D1: \$194,784.00,  
D2: \$208,668.00, D5: \$212,350.00, G6: \$135,374.00**

How to apply:

Interested candidates are invited to submit a one-page cover letter and updated curriculum vitae (CV) along complete contact details of three professional references to [careers@unitar-un.org](mailto:careers@unitar-un.org) address contact person Dr Cathy Bay, Ensure to use vacancy code or position as the subject of your email application.

**Application Deadline: 60 days from date of publication**

**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

**Internship Programme**

The purpose of the United Nations Internship Programme is to:

- to provide a framework by which graduate and post-graduate students from diverse academic backgrounds may be assigned to United Nations Offices where their educational experience can be enhanced through practical work assignments.
- to expose them to the work of the United Nations.
- gain experience in the work of the Organization with the objective of deepening their knowledge and understanding of the United Nations's goals, principles and activities.
- to provide UN offices with the assistance of highly qualified students specialized in various professional fields.

Internships

The United Nations Institute for Training and Research offers an internship programme to individuals who have obtained a first university degree and who have completed at least one year of a university degree course. Admission to the UN internship programme is highly competitive.

The United Nations is unable to provide any financial assistance or remuneration to interns, and service as an intern must entail no financial implications for the United Nations.

Internship objectives:

Interns are normally requested to undertake tasks in connection with the ongoing projects under the supervision of a UN officer of the respective Section/Division of the Office of UN. In determining the area and substance of the intern's work, due consideration is given to the nature of the projects currently being undertaken in that area and of the purpose of the internship as expressed by the sponsoring institution or the intern. The programme has a minimum duration of two months – six months

Qualifications required:

First level university degree, in any subject.

Completed at least one year of a university degree in any course.

Students have to be enrolled in a graduate, PhD or 5th year of a degree programme during the entire duration of the internship.

Proficiency in spoken and written English; working knowledge of other UN languages (Arabic, Chinese, French, Russian and Spanish) are welcome.

Computer skills, including familiarity with applications such as Microsoft Word, Excel, PowerPoint and Internet research. Familiarity with HTML and electronic document management an asset.

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Application Procedure

All interested applicants should submit a current resume and one cover page letter to [intern@unitar-un.org](mailto:intern@unitar-un.org).

The cover letter should be addressed to "Intern Contact Person Dr Jossie Holten." Only applications submitted online will be considered. Both the resume and cover letter should be in either Word or pdf format. Only completed applications with both a resume and cover letter will be considered.

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

The United Nations wishes to warn the public at large about these fraudulent activities being perpetrated purportedly in the name of the Organisation, and/or its officials, and would appreciate your bringing suspect communications to [scamwatch@unitar-un.org](mailto:scamwatch@unitar-un.org)