



THE UNITED NATIONS DEPARTMENT OF MANAGEMENT (UNDM) NEWSLETTER®

To assist Member States in ensuring that their governance systems, administrative and financial institutions, human resources and policy development processes function in an effective and participatory manner by fostering dialogue, promoting and sharing information and knowledge, and providing technical and advisory services.

Goal

Promoting and sharing information and knowledge, and providing technical and advisory services.

Objectives

UNDM will ensure that poor rural people have better access to, and the skills and organization they need to take advantage of:

- A broad range of financial services

Local and national policy and programming processes

We currently have the following openings in our New York , Geneva, Africa/Asia Regional Offices

Education Officer

Education Officers with UNDM provide leadership in the review, evaluation and analysis of education sector data and provide advice on education issues. They analyze constraints to development, both sector-wide and country-specific; develop, coordinate and manage strategies (e.g., basic education, higher education), policies, procedures, and guidelines for establishing programs in the education sector; conduct research and assessments; and initiate courses of action. Meet frequently with high level country officials and advocate for sound education policies, programs, and interventions in the country of assignment.

Environment Officer

Environment Officers at UNDM serve as technical leaders in strategic planning exercises and the design and management of programs across a wide range of development issues including climate change, natural resource management (forests, wetlands, wildlife and coastal and marine zones), biodiversity, water, energy, pollution prevention, environmental law, tourism, and urban programs -- that maximize environmental, social and economic benefits. Officers conduct policy and trends analyses and provide technically expert leadership to inform planning exercises at the country, regional, agency, and inter-agency scale. At a country level, officers analyze the status of environmental threats, environmental policy and governance, and their environmental impact. They coordinate and negotiate with host country ,community organizations, universities, Non-Governmental Organizations, corporations, other donors, and other UNDM partners on what needs to be done and how best to accomplish it within the framework of the U.N program.

Executive Officer

Executive Officers are key to the functioning of our overseas Missions and serve as primary advisors to the country Director on administrative matters. Executive Officers provide overall direction for general service operations, facilities management, information technology and security, occupational safety and health programs, and construction management. Officers possess strong knowledge of federal rules, regulations and guidelines concerning management issues and develop/monitor internal systems and procedures ensuring efficient and proper use of government resources within the mission. Executive Officers collaborate with all other Mission units on staffing and workforce planning issues; plan and direct the personnel management operations; coordinate training and staff development activities; and provide counseling to employees and their families on a wide range of subjects (e.g. allowances, education, medical evacuations). They sign administrative procurements and personnel contracts. Executive Officers represent UNDM on numerous inter-agency committees such as the Housing Board, the Interagency Administrative Council, and the Post Employment Committee. The Executive Officer interacts regularly with the Embassy Management Officer, Budget and Finance Officer and General Services Officer and collaborates with the Regional Security Office and UNDM's Office of Security to ensure compliance with and implementation of all security programs. In addition, officers are responsible for the administrative budget for the Mission in coordination with the Controller. The Executive Officer provides regular advice to UNDM implementing partners on administrative issues.

Contracting Officer

Foreign Service Contracting Officers serve as one of the key business advisors in our overseas Missions. UNDM Contracting Officer responsibilities include the negotiation, award and administration of both acquisition and assistance and as such, officers must possess detailed knowledge of federal and agency acquisition and assistance laws regulations and policies. UNDM Contracting Officers use their expertise to support key programs in support of US foreign policy interests including disaster assistance, HIV/AIDS, and environmental programs. Contracting Officers train and support technical staff in the implementation and monitoring of sound development programs while ensuring compliance with award terms and conditions.

Program/Project Development Officers

Program/Project Development Officers play a critical role in planning and managing UNDM programs worldwide. They are responsible for country strategy development, policy formulation, performance reporting, programming/budgeting of resources, coordinating with other donors and USG agencies, and public communications and outreach. Program/Project Officers also ensure sound planning, design and implementation of a wide variety of international development programs, by providing policy guidance, advice and support to technical program teams in the overseas field missions. They make sure cross-cutting issues such as gender, climate change, food security, youth, and other issues are included in projects as appropriate, and that programs comply with federal law and agency policy. They prepare and negotiate program agreements with host country governments. Duties also include building alliances with clients and partners, supporting senior management decision-making, defining strategic development objectives, monitoring and evaluating performance, and managing the budget cycle.

Population /Health/Nutrition (PHN) Officer

UNDM Population/Health/Nutrition (PHN) officers are responsible for developing, overseeing, managing (staff, financial and technical resources), and evaluating PHN programs in any or all of the following areas: population/family planning and reproductive health; child survival (including immunizations, acute respiratory infections, diarrheal diseases); maternal health; HIV/AIDS and sexually transmitted infections; infectious diseases

such as tuberculosis and malaria; nutrition (including micronutrient supplementation and fortification); social marketing of commodities as well as behavior change endeavors; population, health or nutrition policy reform; operations/programmatic research and biomedical/clinical research; commodity/pharmaceutical logistics and supply chain management; health systems strengthening and health economics.

Economists

Economists at UNDM provide technical expertise to country, regional, and agency-wide programs, as well as directly to developing country governments. They carry out strategic analysis of current trends and emerging opportunities and challenges as an input to strategic planning. They also apply economic analysis and insight to help guide decisions concerning the allocation of resources among sectors, program design within sectors, and programs affecting cross-cutting issues such as environment or gender. In addition, UNDM economists help design and implement programs directed at achieving more rapid, sustained and broad-based growth economic growth. In this capacity, they develop project proposals, prepare technical project specifications and related analyses, and initiate related procurement actions. Programs typically emphasize technical assistance and support for capacity-building among the host country government's key economic policy agencies (central bank, finance ministry, etc.), as well as among private non-government organizations, business associations, think tanks, and academic institutions.

Agriculture Officer

UNDM's Agriculture Officers analyze constraints to agricultural development and recommend action to overcome them. They design, manage and evaluate a wide variety of interventions (including crop and livestock production and marketing, agribusiness development and trade, farm to market roads, irrigation systems, human and institutional capacity development, innovation systems, and agricultural policy) to enhance food security and increase rural livelihoods. They are proactive and utilize performance monitoring plans and evaluations to improve program and sector performance.

Private Enterprise Officer

Private Enterprise Officers with UNDM work across sectors and institutions in the public and private sectors to stimulate economic growth and create an environment in which private enterprise can flourish. Officers serve as a technical resource in their missions, assessing data and providing assistance and advice on economic growth issues. They assist in developing and managing strategies, policies, plans, procedures and guidelines for a wide array of private enterprise programs in the economic growth sector (e.g., enterprise development; commercial law and institutional reform; business association development; financial sector reform; trade and investment; fiscal reform; and economic policy and institutions). Private Enterprise Officers work to promote and generate partnerships between UNDM and the private sector to support development objectives.

Crisis, Stabilization and Governance Officer

UNDM's Crisis, Stabilization and Governance (CSG) Officers research, plan, negotiate, implement, and evaluate emergency, crisis, transition, humanitarian assistance, food assistance and democracy and governance (which include rule of law, electoral and political processes, civil society and media, and good governance) programs. These programs also include conflict management and mitigation,

transitional governance, security sector reform, and demobilization, disarmament and reintegration. CSG officers manage U.S. government financial and human resources, implementation teams, contractors and grantees to achieve specific program objectives and results. CSG officers develop requirements and subsequently manage financial instruments (contracts, cooperative agreements, and grants) with Agency partners. In addition, CSG officers develop strategies, assessments, concept papers, project authorizations, and project amendments in line with regulations and guidance.

Engineering Officer

Engineering Officers with UNDM provide technical expertise in design, construction and maintenance of infrastructure facilities and other construction projects including water and sanitation infrastructure, roads and transportation, energy, hospitals, clinics, schools and other public facilities and housing). Officers research and analyze data, and provide construction management advice and services (design and bid documents for performance-based and incentives contracts, design-build and design-bid-build contracts, construction oversight and management services, etc.) using advanced engineering techniques that support lesser cost, decreased construction time, or better product. Officers are experts concerning the requirements for constructing and designing any project under host country standards and laws and are responsible for reviewing, modifying, accepting, or rejecting claims which builders may present for additional compensation and/or extension of time, considering the legal and engineering constraints of the contract.

Finance and Budget officer

Reviews, analyses and finalizes cost estimates and budget proposals, in terms of staff and non-staff requirements to ensure compliance with the approved biennial plan/strategic framework and other legislative mandates; Provides detailed input with respect to resource requirements for budget submissions; Review, analyze and prepare programme budget implication statements for draft resolutions of intergovernmental bodies related to the work of UNDM. Provides substantive support to relevant intergovernmental and expert bodies in their budget review.

The working languages of the UNDM secretariat are English and French.
Salary and Benefits

As part of the UN secretariat, UNDM offers attractive remuneration packages and benefits. Starting salaries are based upon academic and professional qualifications, as well as the level of the post. We thank all applicants for their interest in employment opportunities with UNDM. Only candidates whose skills and experience are under serious consideration shall be contacted.

Applicants are strongly encouraged to apply early due to the high volume of mails received

Salary Scale

Kindly find below the Net salary range for the various Levels;

P4: \$133,982.00 - \$138,426.00
P5: \$145,690.00 - \$170,257.00
D1: \$173,609.00 - \$180,602.00
D2: \$183,112.00 - \$201,974.00

How to apply

Interested and qualified applicants should submit a one-page cover letter and updated curriculum vitae (CV) together with complete contact details of three professional references. CVs should be in English. Our minimum requirements for these positions are a master's degree and at least 3 years of work experience , or a Bachelor's degree and 5 years of work experience. Send your application by e-mail recruitment@undm.org with the position as the subject of your email,

Deadline:8th February,2012.

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.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING OR TRAINING)