



The NGO Committee on Social Development is a coalition of organizations dedicated to working towards people-centered social change and development through the United Nations.

The NGO Committee on Social Development is dedicated to raising awareness of and contributing to discussions on social development issues taken up by the United Nations (UN) System and in particular by the UN Commission for Social Development. The Committee also advocates on social development issues in other forums such as the High Level Political Forum on Sustainable Development, the Commission on the Status of Women, the Economic and Social Council (ECOSOC), and at the General Assembly. Committee members keep one another informed and deliver group statements to the UN voicing ideas and positions on key social development issues. In addition, the Committee is focused contributing to the implementation of the outcome of the World Summit on Social Development.

The NGO Committee on Social Development is a substantive committee of the Conference of Non-Governmental Organizations in Consultative Relationship with the United Nations (CoNGO).

Find Below the List of Current Vacancies;

1. Senior Technical Advisor, D1-D2
2. Senior Economic Affairs Officer, D2
3. Transport Planner, P4 Senior Programme Office, D1-D2
4. Senior Environmental Affairs Officer, D1
5. Programme Officer, P4
6. Finance Officer, P4 Chief Medical Officer, P4
7. Research Assistant, P4
9. Senior Public Health Officer, D1
10. Logistics & Administration Officer, P4 Research Assistant, P4
11. Social Work Officer, P4
12. Human Resources Affairs Officer, P5
13. Associate Procurement Officer, P4

Details of the Associated Annual net salaries in United States Dollars are as follows:

P1: \$87,553.00 - \$91,014.00

P2: \$98,441.00 - \$111,962.00

P3: \$117,554.00 - \$148,384.00

P4: \$151,031.00 - \$169,540.00

P5: \$171,226.00 - \$192,569.00

D1: \$193,577.00 - \$211,248.00

D2: \$213,676.00 - \$241,995.00

Date needed By: As soon as possible

Duration: Permanent and Full Time

Duty Station: Multiple

If you are interested and qualified for any of the above listed positions, feel free to apply by:

1. Prepare your RESUME/CV AND APPLICATION LETTER.
2. Send all 2 documents to the CO-ORDINATING OFFICER:

QUALIFIED APPLICANTS TO SEND THEIR RESUME AND APPLICATION LETTER TO:

Mr. James Darryl Shaw

ePlacement Officer

United Nations NGO Committee on Social Development (UN/NGOSOCDEV)

One United Nations Plaza

Human Resources Unit, Room DC5-2100

New York, NY 10017

Via email: recruitment@un-ngosocdev.org

Important - Kindly reflect your interested position in the subject heading of your e-mail message

Posting Title: Senior Technical Advisor, D1-D2

Job Code Title: Senior Technical Advisor

Department/ Office: Technical Section

Duty Station: Multiple

Job Opening number: 13-STA-UNNGOSOCDEV-7213-W-MULTIPLE

This vacancy announcement refers only to the described position and its duration. The appointment is for an initial duration of one year. It is exclusively related to United Nations technical cooperation activities. The contractual status of the selected candidate will be under the 200 series of the UN Staff Rules which were established for the management of Project Personnel (L category). Selection for this assignment does not imply access to further career development within the UN System.

Responsibilities

1. Work closely with the Country Program Manager to organize staff and manage technical activities.
2. In coordination with Country Program Manager, the Ministry of Health and other in-country partners, develop country proposals, plans and budgets for United Nations NGO Committee on Social Development(NGOSOCDEV) technical assistance.
3. Collaborate with Country Program Manager to update the work plans and budgets on a quarterly basis.

Technical Assistance

1. Provide direct in-country technical assistance to local counterparts and United Nations NGO Committee on Social Development(NGOSOCDEV) staff at national and peripheral levels, as appropriate within areas of expertise.
2. Act as focal point on United Nations NGO Committee on Social Development(NGOSOCDEV) activities to the Government.
3. Coordinate with the Country Program Manager to identify the need for external consultants, and to organize and manage activities related to the provision of short-term technical assistance. Collaborate with the Country Program Manager to define scopes of work (SOW) for short-term technical assistance and obtain necessary approvals as required.
4. Coordinate the implementation of project activities and staff at both national and regional levels.
5. Supervise the technical work of United Nations NGO Committee on Social Development(NGOSOCDEV) staff and consultants and assess their performance. Ensure the consistency and high quality of the technical work carried out under the United Nations NGO Committee on Social Development(NGOSOCDEV) project according to United Nations NGO Committee on Social Development(NGOSOCDEV) standards.
6. In coordination with the Country Program Manager, identify, assess and propose opportunities for United Nations NGO Committee on Social Development(NGOSOCDEV) technical assistance. Where appropriate, seek additional field support funding to finance technical assistance activities.
7. Regularly produce reports documenting technical assistance activities. Supervision of staff and recruitment, Identify staffing needs, and coordinate the recruitment process for additional staff with the Country Program Manager as needed.
8. Identify capacity gaps of existing staff and coordinate with the Country Program Manager to implement training and other capacity building activities aimed at adequately equipping them with the skills and knowledge required to accomplish their technical, administrative and financial management responsibilities.
9. Supervise staff following United Nations NGO Committee on Social Development(NGOSOCDEV) policies. Supervisory responsibilities include, but are not limited to:
 - a. Coordinating with supervisees to develop annual performance and development plans following United Nations NGO Committee on Social Development(NGOSOCDEV) policies and templates.
 - b. Regularly providing feedback and guidance to staff on their performance
 - c. Tracking progress of individual staff work plans
 - d. Ensuring consistent quality of work performed.

- e. Approving timesheets,
- f. Conducting performance reviews;
- g. Instilling United Nations NGO Committee on Social Development(NGOSOCDEV) technical standards and organizations values;
- h. Communicating relevant information on U.N policies and procedures to all staff;
- i. Facilitating the development of staff skills and knowledge.

Coordination and Communication

1. Serve as the in-country lead for maintaining regular verbal and written communications with the donor agencies and represent United Nations NGO Committee on Social Development(NGOSOCDEV) at meetings with the external partners as needed.
2. Create a mechanism for regular sharing of information on United Nations NGO Committee on Social Development(NGOSOCDEV) activities with the donor agencies, the public sector collaborating institutions and other partners.
3. Ensure effective communications within the in-country team. Establish adequate coordinating and supervision mechanisms inside the country office in order to ensure that the office functions in a participatory, collegial environment, where staff is properly mentored and responsibilities assigned according to capacity and professional growth.
4. Coordinate the communication and linkages of United Nations NGO Committee on Social Development(NGOSOCDEV) activities to in-country partners.
5. Ensure adequate coordination with other United Nations NGO Committee on Social Development(NGOSOCDEV) activities to promote the application and sharing of lessons learned as well as the dissemination of project products and information. Languages

Competencies

o Professionalism - Excellent interpretation skills with emphasis in legal and political texts; Familiarity with legal terminology; Utmost discretion and confidentiality in the performance of translation and interpretation.

o Communication skills - Strong communication skills (spoken, written and presentational); Ability to interpret/communicate in court hearings and at meetings.

o Technological Awareness - Good computer skills, fully conversant with the use of MS Word, internet/intranet services, library sources information databases, etc.

o Teamwork - Proven interpersonal skills and ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity. Positive attitude in sharing work responsibilities and establishing work priorities in a team.

QUALIFICATIONS

Education

Advanced university degree in linguistics or relevant fields and/or diploma in interpretation from an internationally recognized school of interpreters. A first level university degree with a relevant combination or academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience

At least five years' experience in the interpretation field. Experience in translation is an asset.

Languages

The official working languages of the Extraordinary Chambers are Khmer, English and French. For this position, excellent written and verbal knowledge of both English and French is required, and English must be the main language or mother tongue. Ability to interpret from English into French is desirable. Knowledge of Khmer is an asset.

Other Skills

Proficiency in computer skills (MS Word, Internet/Intranet, other translation software etc.).

2. Posting Title: Senior Economic Affairs Officer, D1

Job Code Title: Senior Economic Affairs Officer

Department/ Office: Economic Affairs

Duty Station: Multiple

Job Opening number: 6-SEAO- UNNGOSOCDEV -0892-J-MULTIPLE

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

Responsibilities

Under the supervision of the Chief, Development Strategy and Policy Analysis Unit (DSP), the incumbent is responsible for the following duties: Economic and development policy analysis: 1. Identifies emerging development issues of potential concern to the international community, particularly those relating to the macroeconomic and structural policy challenges of developing countries, linked to the internationally agreed development goals. 2. Examines key cross-cutting policy challenges, particularly those linked to climate change and conflict. 3. Formulates, organizes and undertakes studies and writes policy briefs on those development issues, identifying corresponding strategies, policies and actions for adoption by the international community; 4. Provides high-level inputs to policy briefs and resolutions for the intergovernmental process; 5. Takes shared responsibility for policy research and reporting, among others for the Department's flagship report World Economic and Social Survey, and commissions etc

Competencies

Professionalism: Ability to apply economic theories and concepts in quantitative and qualitative analysis of economic development policy issues. Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of data provided by different sources. Ability to assess economic policies and make recommendations on their implementation.

Is able to apply and interpret up-to-date statistical and quantitative techniques for economic analysis. Shows pride in work and in achievements; demonstrates professional competence and mastery of economic analysis; is conscientious and efficient in meeting commitments, and shows persistence and professionalism when faced with difficult problems or challenges.

Communications: Speaks and writes clearly and effectively; shares information and is a good communicator at work; tailors communication to match audience.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in macroeconomics, microeconomics, development economics or public economics is required; a PhD in the relevant area is desirable.

A combination of relevant academic qualifications and extensive development policy analysis experience may be accepted in lieu of the advanced university degree.

Work Experience: At least ten years progressively responsible relevant post-graduate experience involving the application of principles and concepts of economics in various contexts, including through association with national or international economic policy-making, academia and foreign assistance programmes.

Languages

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

Other Skills

Publishing of academic and policy-oriented papers, articles or books in the relevant field at the international level is required.

3. Posting Title: Transport Planner, P4

Job Code Title: Transport Planner

Department/ Office: Transport

Duty Station: Multiple

Job Opening number: 18-TP- UNNGOSOCDEV -7234-N-MULTIPLE

esponsibilities

The expert will be assigned to the Ministry of Transport (MOT) under the supervision of the National Project Co-ordinator (NPC), the Deputy Minister for Roads, and the overall supervision from the Chief of Water, Natural Resources and Small Islands Branch, United Nations NGO Committee on Social Development(NGOSOCDEV) . The expert will co-operate with the other United Nations personnel and officials of the MOT. In particular the expert will contribute to the achievement of the objectives of the project, namely: (i) National Transport Strategy (NTS) development and implementation; and (ii) Strengthening Public Administration (assist in the process of strengthening the administrative capacities) of the Ministry of Transport; (MOT). In this context the expert will perform the following functions:

(1) Assist the MOT in identifying and evaluating related issues, in preparing work programmes, terms of references, proposals for sector policies, and other papers as deemed necessary

Competencies

Professionalism: Knowledge and understanding of geographic information systems and related fields. Ability to provide technical and procedural advice in a wide range of transport planning issues; ability to integrate knowledge with broader strategic, policy and operational objectives; conceptual and strategic analytical capacity to understand cartographic/GIS production and mapping and very important GIS applications for road planning and management.

Solid understanding and demonstrated professional competence to promoting sustainability through integrated transport policies. Planning and organizing: Ability to effectively assess/develop GIS programmes for road planning and management; establish priorities, and ensure timely delivery of results; ability to coordinate inputs from a variety of sources and synthesize those inputs into a well-constructed briefs/reports; ability to plan and organize own work, manage conflicting priorities and work under pressure and ability to plan and organize technical meetings

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in civil engineering, transport planning, or related appropriate specialty or a related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of 7 years of progressively responsible experience in transport planning and/or cartography/ Geographic Information System. The expert should be familiar with information systems for road planning and management including GIS database systems and applications.

Knowledge and experience in geographic information system design and development, geo-database design and management, software programming languages and project management tools are

desirable. Professional experience in the work environment of a national road administration, and work experience in Saudi Arabia would be an additional advantage.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of Arabic is desirable.

Other Skills

Excellent computer skills, working knowledge of office automation software and practical knowledge of information technology (IT) are desirable. Knowledge and practical experience of the following GIS software is required: ArcGIS (ArcInfo, ArcEditor, ArcView, and its extension),

ERDAS Imagine; Web mapping technology (WMS, WFS, etc); RDMS (Oracle, Informix, MS SQL Server).

4. Posting Title: Senior Environmental Affairs Officer, D1

Job Code Title: Senior Environmental Affairs Officer

Department/ Office: Environment

Duty Station: Multiple

Job Opening number: 10-SEAO- UNGOSOCDEV -0800-R-MULTIPLE

Responsibilities

The United Nations Centre for Research and Development (United Nations NGO Committee on Social Development(NGOSOCDEV)) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. United Nations NGO Committee on Social Development(NGOSOCDEV) 's Division of Early Warning and Assessment (DEWA) is responsible for analyzing the state of the global environment, providing early warning information and assessing global and regional environmental trends to catalyse and promote international cooperation and action on the environment. Under the overall guidance of the Director, DEWA, and the direct supervision of the Chief, Scientific Assessment Branch (SAB), the incumbent will function as Head of the Integrated Environmental Assessment Section (IEA) and will perform the following functions

Competencies

Professionalism: Demonstrated ability to identify key strategic issues and to provide innovative technical and scientific inputs and guidance for the production of integrated, comprehensive, policy relevant, global environmental assessments and reports, including related projects, incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Proven ability to analyze and integrate diverse information and to communicate it (verbally and in writing) clearly and effectively to senior managers; while ensuring that global scientific assessments integrate, reflect and

contribute to United Nations NGO Committee on Social Development(NGOSOCDEV) 's work in all sub-programme areas. Broad knowledge of environment and development issues. Leadership: Ability to identify key strategic issues, opportunities and tasks, links between the Organizations' strategy and the work unit's goals; demonstrated innovative technical leadership by performing and/or overseeing the planning, development, and management of operations.

QUALIFICATIONS

Education

Advanced University degree in natural and/or environmental sciences, natural resources management or related disciplines. A first university degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

Work Experience

At least 10 years of relevant working experience at the national and international levels. A mixture of working experience in developed and developing countries is highly desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English is required. Knowledge of other United Nations languages an asset.

Other Skills

Track record in financial resource mobilization. Experience of managing performance with proven effective supervisory skills, and ability to delegate. Knowledge of United Nations NGO Committee on Social Development(NGOSOCDEV) institutional mandates and policies an advantage.

5. Posting Title: Programme Officer, P4

Job Code Title: Programme Officer

Department/ Office: Programme Management

Duty Station: Multiple

Job Opening number: 02-PO- UNNGOSOCDEV -1900-H-MULTIPLE

Responsibilities

Under the overall guidance of the Director of SRO-EA and the direct supervision of the Head of the Business Support Cluster, the incumbent will be responsible for programme and project management functions at the SRO throughout their entire life cycle, including conceptualization, formulation, planning, resourcing, implementation, monitoring and evaluation, and closure. Specifically, the Programme Officer:

Mainstreams results based management (RBM) and quality management in the operations of SRO-EA;

Develops and implements assigned programmes and projects;

Monitors, evaluates and analyzes programmes and project development and implementation;

Reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; and ensures follow-up actions;

Carries out research on selected programmatic and operational aspects of the work of SRO-EA including collecting, analyzing and presenting statistical data and other relevant information gathered from diverse sources;

Provides substantive support for policy coordination and evaluation functions, including review and analysis of emerging issues and trends, participation in evaluations or research activities and studies;

Generates surveys initiatives; designs data collection tools; researches, compiles, reviews, analyses, summarises and interprets responses and relevant information/data on a wide range of programmes/projects and related topics, highlighting noteworthy issues/trends for consideration by appropriate parties;

Organises and prepares written outputs, e.g. draft annual report, background papers, analysis, sections of reports and studies, and other relevant inputs to publications;

Provides full range of programme/project planning, preparation, management and implementation assistance at all phases of the SRO-EA programme/project cycle;

Tracks UN mandates, resolutions and other legislative and statutory decisions and recommendations from other relevant bodies that affect programme/project content, distills relevant information for programmatic purposes and suggests options to incorporate in SRO-EA programmatic frameworks;

Reviews, appraises and revises, as necessary, all submissions for substantive programmes/projects, ensuring compliance with mandates, guidelines and programme/project objectives and RBM principles;

Supports resource mobilization efforts and works with funding agencies and development partners in arranging financing modalities; obtains requisite clearances; ensures establishment of proper monitoring systems through scheduled reporting, review meetings and missions;

Supports activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.);

Contributes to the formulation of SRO-EA business plans and to building-up of ECA partners profile and operationalises the ECA project management manual at SRO-EA;

Drafts budget and forecasts based on submissions;

Leads the preparation of monitoring checklists, identifying stages of programme/project development, funding source, and inputs by reviewing internal and external bodies, and follow-up actions required;

Monitors budgetary commitments, including verification of charges and obligation documents in IMIS for all relevant financial transactions;

Prepares periodic budget revisions and ensures appropriate resource allocations;

Arranges for formal closures of projects, final budget revisions, and transfer of equipment, clearance, publication and distribution of final reports;

Supports the organization of meetings, workshops and events organised by SRO-EA;

Participates in the substantive activities of SRO-EA; and

Performs other administrative and technical duties as assigned.

Competencies

Professionalism: Proven ability to formulate policies, develop and coordinate projects; Demonstrated ability to research and rapidly analyze and integrate diverse information from varied sources; Ability to prepare comprehensive reports with respect to key environment and development issues; Familiarity with UN common country programming process and United Nations Development Assistance Framework (UNDAF) processes; Teamwork: Strong interpersonal skills with ability to establish and maintain effective work relationships with people of different national and cultural backgrounds; Ability to work independently and to participate effectively in a team based information sharing environment; Planning and Organizing: Excellent coordination skills, with ability to work under pressure and handle multiple activities and projects concurrently; Ability to develop clear goals for planned activities, foresee risks and allow for contingency plans; Ability to meet tight deadlines and handle conflicting priorities.

QUALIFICATIONS

Education

An advanced university degree in environmental policy/science, development or related field. A first university degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

Work Experience

At least seven years of professional working experience in developing and implementing environmental management policies and/or programme/project management in the field of environment, some of which should be at the international level, including relevant experience in the region, preferably with United Nations.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and working knowledge of Spanish is required.

Knowledge of another official United Nations language is an advantage.

6. Posting Title: Finance Officer, P4

Job Code Title: Finance Officer

Department/ Office: Finance

Duty Station: Multiple

Job Opening number: 08-FO- UNNGOSOCDEV -2190-G-MULTIPLE

Responsibilities

(The following duties are generic and may differ depending on the requirements of the field mission.) Under the supervision of the Chief Finance Officer, the incumbent will be responsible for the following duties: Approve/Confirm that proposed obligations or disbursement for services, supplies and equipment, as well as those pertaining to personnel, are in accordance with the Financial Regulations and Rules of the UN, relevant appropriations and staffing tables and corresponding approved allotments; Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained;

Assist, prepare or consolidate financial reports for inclusion in the Financial Statements to be submitted to the Controller; Respond to internal/external audit observations; Review the financial statements of other entities for which the Chief Administrative Officer has certification authority; Provide advice and guidance concerning the United Nations' Financial Regulations

Competencies

Professionalism - Sound judgement; thorough knowledge in the use and application of the Organization's financial regulations and rules as well as accounting policies and practices; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations; knowledge, skills and ability to extract, interpret, analyse and format data across the full range of finance, accounting and budget functions; demonstrated use of initiative and ability to make appropriate linkages in work processes and anticipate next steps; familiarity with the unit's operations and objectives. Planning and Organizing - Very effective organisational skills and ability to establish priorities and to plan, co-ordinate and monitor own work plan and that of more junior staff; ability to work under pressure and cope with deadlines. Commitment to Continuous Learning - Initiative and willingness to learn new skills. Technological Awareness - Solid computer QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) preferably in economics, finance, management, public administration or related fields; certification as a Certified Public Accountant (CPA), Chartered Accountant (CA) or equivalent is most desirable. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience: At least 5 years of progressively responsible experience in budgeting and financial management systems, with experience in managing programmes at the international level.

Languages

Fluency in spoken and written English or French; knowledge of a second UN language is an advantage and sometimes a requirement. Fluency in the local language may be essential.

7. Posting Title: Research Assistant, P4

Job Code Title: Research Assistant

Department/ Office: Administration

Duty Station: Multiple

Job Opening number: 20-RA- UNNGOSOCDEV -0087-P-MULTIPLE

Responsibilities:

Under the supervision of the Chief of the Division, the incumbent will be responsible of performing the following duties: 1. Assists in identifying and monitoring substantive aspects of the work of the Division in various regions/countries. Selects and analyzes a variety of documents, summarizes pertinent material, collects and analyses data and prepares background materials for assessment papers, studies, briefs and reports. 2. Systematically follows through and retrieves, highlights and compiles information from a wide variety of information sources; prepares input for the electronic database and the internet and co-operates with research institutes and organizations in the collection of data. 3. Assembles and examines original statistical material to ensure accuracy, clarity and validity; makes appropriate adjustments. 4. Designs, prepares and maintains a country profile for each country assigned to the Division.

Competencies

The incumbent must have the following skills and competencies: i) PROFESSIONALISM: Knowledge of research methodologies, data collection and maintenance. Ability to identify, extract, analyse and format data from a wide variety of standard and non-standard sources. 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; ii) 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

QUALIFICATIONS

Education

High school diploma or equivalent is required. Supplemental courses/training in research methodologies, statistical methods and procedures, project management on related fields is desirable. First level university studies in economics, sociology, statistics or related area desirable.

Work Experience

Six years of relevant experience, of which five at least of collecting, processing and systematizing information, with progressive responsibilities in managing project activities and monitoring programmes, providing inputs for project formulation and implementation.

Languages

Fluency in Spanish and intermediate knowledge of English required. Proficiency of the second language (English/Spanish) will be tested, unless knowledge of the second language can be supported by a certificate from a recognized institution.

Other Skills

Proficiency in computerized spreadsheet, database and word processor is required.

8. Posting Title: Emergency Programme Officer, P4

Job Code Title: Emergency Programme Officer

Department/ Office: Administration

Duty Station: Multiple

Job Opening number: 16-EPO- UNNGOSOCDEV -8316-S-MULTIPLE

Responsibilities:

- To manage United Nations NGO Committee on Social Development(NGOSOCDEV) day-to-day activities in the Country , ensuring an efficient humanitarian response and an effective, accountable use .
- To represent United Nations NGO Committee on Social Development(NGOSOCDEV) 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 United Nations NGO Committee on Social Development(NGOSOCDEV) activities.

- To be responsible for all aspects of international staff management in the country including , job review and security within United Nations NGO Committee on Social Development(NGOSOCDEV) '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
- To take overall responsibility for the preparation of all United Nations NGO Committee on Social Development(NGOSOCDEV) 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 United Nations NGO Committee on Social Development(NGOSOCDEV) 'S activities in The country.
- To ensure the security and maintenance of United Nations NGO Committee on Social Development(NGOSOCDEV) 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 United Nations NGO Committee on Social Development(NGOSOCDEV) '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.

9. Posting Title: Senior Public Health Officer, D1

Job Code Title: Senior Public Health Officer

Department/ Office: Medical

Duty Station: Multiple

Job Opening number: 16-SPHO- UNNGOSOCDEV -2810-F-MULTIPLE

Background /Responsibilities:

The Senior Public Health Officer is a senior position in the office that functions under direct supervision of the United Nations NGO Committee on Social Development(NGOSOCDEV) Representative and technical guidance of the concerned Units in United Nations NGO Committee on Social Development(NGOSOCDEV) HQs. He/She is expected have an expert knowledge on various aspects of Public health care and management of communicable diseases in large population with minimum hygienic conditions. The specific functions include:

1.Direct and coordinate United Nations NGO Committee on Social Development(NGOSOCDEV) activities in the health sector

- Map activities and gaps by each agency
- Conduct negotiations with the Ministry of Health to include Person of Concern (PoCs) in host Government public health services at secondary and tertiary level (already achieved at primary level)
- Closely follow up with Implementing Partners to oversee the transition of NGO- provided health services to public health services
- Coordinate and participate in assessments: qualitative and quantitative
- Coordinate and participate in development and implementation of appropriate monitoring and evaluation activities
- Chair the NGO-United Nations NGO Committee on Social Development(NGOSOCDEV) medical committee which decides on assistance to medical cases which pass the thresholds as agreed on in the United Nations NGO Committee on Social Development(NGOSOCDEV) Health Guidelines
- Develop systems to ensure proper and efficient screening for medical resettlement
- Develop systems to ensure proper and efficient NGO referral of refugees to secondary and tertiary care facilities
- Improve and standardise health information systems

2. Undertake needs and resources assessments with Governments and partners in order to prioritise needs and activities in provision of services to refugees and other persons of concern to United Nations NGO Committee on Social Development(NGOSOCDEV) .

- Review and analysis of relevant project proposals and budgetary submissions presented by United Nations NGO Committee on Social Development(NGOSOCDEV) partners within context of United Nations NGO Committee on Social Development(NGOSOCDEV) programme cycle

- Ensure that project plans and proposals submitted to United Nations NGO Committee on Social Development(NGOSOCDEV) for funding adhere to internationally accepted standards and are based on a comprehensive primary health care strategy

- Maintain and update contingency plans for potential epidemics, refugee and returnee movements

3. Monitor and evaluate country-level health and nutrition programmes against standard United Nations NGO Committee on Social Development(NGOSOCDEV) and international indicators to ensure that programmes are evidence-based and implemented in a comprehensive and cost-effective manner.

- Organisation and use of United Nations NGO Committee on Social Development(NGOSOCDEV) ?s Health Information System

- Application of standard guidelines and protocols

- Comprehensiveness of health programme.

- Apply various mechanisms and tools to ensure proper monitoring including:

- Regular meetings, in accordance with United Nations NGO Committee on Social Development(NGOSOCDEV) programming cycle

- Site visits

- Regular flow of information (reporting)

- Use of Health Sector Monitoring Forms

- Conventional/non-conventional surveys and evaluation studies

- Meeting with health implementing partners

- Providing technical support and guidance to implementing/operational partners where required

- Data analysis and interpretation Support periodic nutrition surveys

4. Support capacity building initiatives so that refugees and other persons of concern to United Nations NGO Committee on Social Development(NGOSOCDEV) , United Nations NGO Committee on Social Development(NGOSOCDEV) and its partners acquire the needed knowledge, skills, and sense of responsibility and ownership of programmes.

- Support health and nutrition focal points and coordinators to develop training plan, organise and act as resource persons in workshops and training both in-service (formal) and on the job (coaching)

5. Advocate, inform, and communicate amongst stakeholders to ensure that refugee health and nutrition issues are on the national and international agenda and that the health and nutritional needs and status of refugees and other persons of concern to United Nations NGO Committee on Social Development(NGOSOCDEV) are appropriately documented and disseminated

6. Any other responsibilities/functions deemed necessary or as delegated by the United Nations NGO Committee on Social Development(NGOSOCDEV) Representative/Chief of Section in order to meet the level of the services in the organization.

Academic: Advanced university degree (Post graduate level) in Medical science or Public Health or Epidemiology with focus on Reproductive health and HIV/AIDS related communicable diseases.

Experience: Minimum of 6 years progressively responsible functions in HIV/AIDS and Public Health or Reproductive health in tropical countries dealing with development of comprehensive public health care programmes. Of the 6 years, at least 4 years of experience should be in an international humanitarian organization dealing with HIV/Public health in large scale emergencies or displaced/refugee situations.

Specific and proven skills and training in the areas of HIV and AIDS and Public health, including reproductive health. Demonstrated ability to organise and conduct training activities, seminars and mass information campaigns for the benefit of Implementing Partners and relevant government agencies. Applied knowledge in United Nations NGO Committee on Social Development(NGOSOCDEV) programme management, project formulation and monitoring as per United Nations NGO Committee on Social Development(NGOSOCDEV) established Programme Cycle. Proven ability to deal with multiple tasks in a courteous and service oriented manner in a demanding working condition that often has short deadlines.

Skills: Ability towards analytical and creative thinking for rapid solutions. Good communicator with strong interpersonal and negotiations skills to deal with persons of various cultural and educational backgrounds. Strive to live up to high ethical and professional standards. A team player with service oriented attitudes. High IT affinity is essential with skills in PowerPoint, excel, data analysis and statistical soft-ware.

Languages: Excellent knowledge of English (written/oral/comprehension) is essential. Working knowledge of another UN language, preferably Arabic. Advanced drafting skills in English.

- Experience, advance training, balance and combined knowledge in different subjects: HIV and AIDS, Public Health, Reproductive health, Epidemiology and Tropical medicine.

10. Posting Title: Logistics & Administration Officer, P4

Job Code Title: Logistics & Administration Officer

Department/ Office: Administration

Duty Station: Multiple

Job Opening number: 21-LAO- UNGOSOCDEV -7534-P-MULTIPLE

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 Addis Ababa.

- Implement and maintain Merlin 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.
- Maintain stock control consistent with Merlin protocols and procedures.
- Regular monitoring of Merlin 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 Merlin Region vehicles and generators
- Oversee the fuel consumption as well as overall maintenance costs of vehicles and generators.
- In collaboration with the PC, develop quarterly/monthly procurement plan.

Admin and Finance (40%)

- 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.
- Good experience in: purchasing, warehousing, and vehicle management.
- Problem solving ability with equipment ranging from computers, vehicles, generators, and radios.
- Strong planning and organisational 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
- Strong time management ability and used to multiple tasking
- Able to live as part of a team
- Ability to live in insecure remote areas

Overall Objectives (scope)

- To deliver logistical support to Merlin's 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. Posting Title: Social Work Officer, P4

Job Code Title: Social Work Officer

Department/ Office: Humanitarian Office

Duty Station: Multiple

Job Opening number: 23-SWO- UNGOSOCDEV -6312-F-MULTIPLE

Background / General description

INTERSOS – Humanitarian Aid Organization is an Italian non – profit humanitarian organization, committed to assist the victims of natural disasters and armed conflicts, paying special attention to the most vulnerable and unprotected individuals. This organization has been in Afghanistan since 2002 and has been running different emergency and development projects

Responsibilities: • The social worker will be responsible for the relationship and communication with stakeholders and beneficiaries, monitoring and reporting of INTERSOS activities related to the project or other activities linked with the project. She/he is in charge of implementing, analyzing and reporting activities with beneficiaries, especially women and children, ensuring that the overall Project objectives are met.

She/he is responsible for maintaining a good team relationship and working environment, for coordinating the work of the project team, identify short comings, find appropriate solutions, and develop constructive relationship with local authorities, other national and international humanitarian actors and local communities. All the activities must be implemented in close coordination with the Project Manager and Project Manager Assistant.

- Give assistance to the Project Manager in the direct implementation of the activities of this project or other activities related to the project.
- Translate from Dari into English and from English into Dari, both written and orally, upon the Project
- Assistance and planning of official interviews with project's stakeholders.
- Help the project in building and enlarge the network system.
- Keep the Project Manager aware of any news regarding the activities directly followed.
- Planning of regular reports, in coordination with the PM.
- Perform additional tasks not listed above, as necessary and required by the organization.
- Facilitate good relations with public institutions and assist the PM for any issue related to the Project
- The social worker will be responsible for the relationship and communication with stakeholders and beneficiaries, monitoring and reporting of INTERSOS activities related to the project or other activities linked with the project. She/he is in charge of implementing, analyzing and reporting activities with beneficiaries, especially women and children, ensuring that the overall Project objectives are met. She/he is responsible for maintaining a good team relationship and working environment, for coordinating the work of the project team, identify short comings, find appropriate solutions, and

develop constructive relationship with local authorities, other national and international humanitarian actors and local communities. All the activities must be implemented in close coordination with the Project Manager and Project Manager Assistant.

- Give assistance to the Project Manager in the direct implementation of the activities of this project or other activities related to the project.
- Translate from Dari into English and from English into Dari, both written and orally, upon the Project

Manager/Head of Mission requests.

- In coordination with the PM and PMA ensure the correct implementation of ongoing activities, with regular visits to the beneficiaries and other place of interest.
- Provide facilities, in coordination with PM and PMA, for trainings, literacy courses and improved education for adults and children.
- Assistance and planning of official interviews with project's stakeholders.
- Help the project in building and enlarge the network system.
- Keep the Project Manager aware of any news regarding the activities directly followed.
- Planning of regular reports, in coordination with the PM.
- Perform additional tasks not listed above, as necessary and required by the organization.
- Availability to travel in Herat Province when requested.
- Assist the PM during her meetings when requested
- Participate to meetings with local, international organizations or any other partners related to this project when requested.
- Participate to meetings dealing with gender issues or whatever might be considered interesting for this office.
- Facilitate good relations with public institutions and assist the PM for any issue related to the Project

QUALIFICATION:

1. Fluent spoken and written in English and local languages are required.
2. University degree preferred.
3. Knowledge and experience of working with national or International NGOs. 4. Previous experience as social worker is highly desirable.
5. Good computer skills, with familiarity of MS word and MS excel and Internet is required.
6. Well behaved and respectful personality.

7. Strong leadership and ability to deal with local communities.
8. Teamwork player.

12. Posting Title: Human Resources Officer, P5

Job Code Title: Human Resources Officer

Department/ Office: Administration

Duty Station: Multiple

Job Opening number: 19-HRO- UNNGOSOCDEV -2900-J-MULTIPLE

Org. Setting and Reporting

This position is located at the Department of Management/Office of Human Resources Management. The incumbent will be reporting to the Chief of the Examinations and Tests Section of the Strategic Planning and Staffing Division.

Responsibilities

Under the supervision of the Chief of the Examinations and Tests Section, Staffing Service, Strategic Planning and Staffing Division in the Office of Human Resources Management, the Human Resources Officer will be responsible for the following duties:

- (a) Plan, organize, develop, coordinate and administer the Young Professionals Programme (YPP) examinations, the G to P examinations, Language examinations, Language Proficiency Examinations and other programmes and tests related to recruitment of professional, general service and other categories of staff;
- (b) Arrange and conduct interviews to select candidates;
- (c) Serve as ex officio in examinations boards, and prepare and present cases to these boards, and liaise with Member States in matters related to YPP and Language examinations;
- (d) Identify upcoming vacancies in coordination with client offices;
- (e) Provide advice and support to managers and staff on human resources related matters;
- (f) Assist in preparing policy papers, position papers and briefing notes on issues related to examinations and tests;
- (g) Prepare special reports and participate and/or lead special human resources project;
- (h) Keep abreast of developments in various areas of human resources; and
- (i) Advise and counsel staff in respect of eligibility to take examinations and tests.

Competencies

Professionalism: Ability to conduct independent research and analysis, identify issues, and recommend solutions in the area of human resources management; knowledge of statistics, evaluation methodologies, job analysis and interviewing techniques; proven analytical skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and organizing: Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision;

Client orientation: Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients.

Education

Advanced university degree (Master's degree or equivalent) in public or business administration, human resources management or related area. A first level university degree in combination with qualifying experience may be accepted in lieu of an advanced degree.

Work Experience

A minimum of five years of progressively responsible experience in human resources management, administration or related area. Experience in the staffing/recruitment is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (both oral and written) is required. Knowledge of a second official United Nations language, particularly French, is an advantage.

13. Posting Title: Associate Procurement Officer, P4

Job Code Title: Associate Procurement Officer

Department/ Office: Administration

Duty Station: Multiple

Job Opening number: 20-APO- UNGOSOCDEV -5214-E-MULTIPLE

Responsibilities

Within delegated authority and depending on location, the Associate Procurement Officer may be responsible for the following duties:

- Plans procurement actions for assigned projects, which typically involve the procurement of a select group of technically complex commodities or services, or for a variety of goods and services of a general nature.

- Reviews and analyzes technical specifications to ensure completeness, accuracy and competitive qualities, and identifies optional courses of action.
- Assists staff in matters regarding procurement policies and procedures, technical specifications, pricing and product/service availability, as well as appropriate substitutes or alternative options to reduce costs.
- Coordinates timely delivery of goods and services.
- Participates in the market and supplier research.
- Prepares a variety of reports, correspondence, and documents (e.g. purchase orders, contracts and amendments) on procurement-related matters.
- Performs other duties as assigned

Competencies

- **PROFESSIONALISM:** Knowledge of internationally recognized procurement standards and understanding of procurement techniques and practices used in the private sector. Knowledge of market trends and sources of supply and equipment and of procurement/contract execution and administration. Knowledge and understanding of internal procurement policies, practices and procedures. Ability to conduct research and analyze data and information to develop recommendations on procurement contracts awards. Ability to clarify and agree on terms of contracts and/or specification requirements and to apply good judgment in the context of assignments given. 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.
- **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.

Education

Advanced university degree (Master’s degree or equivalent) in business administration, public administration, commerce, engineering, law or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of two years of progressively responsible experience in procurement, contract management, administration or related area is required.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (oral and written) is required. Knowledge of French is desirable. Knowledge of other UN official languages is an advantage.

Date needed By: As soon as possible

Duration: Permanent and Full Time

Kindly find below the salary range of pensionable remuneration for the various Levels;

P1: \$87,553.00 - \$91,014.00

P2: \$98,441.00 - \$111,962.00

P3: \$117,554.00 - \$148,384.00

P4: \$151,031.00 - \$169,540.00

P5: \$171,226.00- \$ 192,569.00

D1: \$193,577.00- \$211,248.00

D2: \$213,676.00 - \$241,995.00

ALL INTERESTED APPLICANTS SHOULD SEND THEIR RESUME AND APPLICATION LETTER TO:

Mr. James Darryl Shaw

Human Resources Officer-ePlatform

United Nations NGO Committee on Social Development (NGOSOCDEV)

UN House,1818 H Street,Room 23A, NW Washington,

DC 20433 USA

Via email: recruitment@ngosocdev-un.org

Important - Kindly reflect the following information in your application:

- 1) Indicate your position in the subject heading of your e-mail message.
- 2) Include your motivation note/letter attached to the email.
- 3) Name any attached documents properly

4) As part of the UN secretariat, United Nations NGO Committee on Social Development (NGOSOCDEV) 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 United Nations NGO Committee on Social Development (NGOSOCDEV). 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.

Take note that The United Nations Secretariat is a non-smoking environment.

PLEASE NOTE:- Due to the high volume of applications received, ONLY those applicants who are selected will be notified. Incomplete applications or applications received will not be considered.