



THE UNITED NATIONS COMMISSION FOR PEOPLES DEVELOPMENT FORUM (UNCPDF)

OUR MISSION

The main objective of the Division for Social Policy and Development is to strengthen international cooperation for social development, in the context of the comprehensive and detailed framework of commitments and policies for action by Governments, intergovernmental and nongovernmental organizations provided by the Copenhagen Declaration on Social Development and Programme of Action of the World Summit for Social Development, with particular attention to the three core issues of poverty eradication, employment generation and social integration, in contributing to the creation of an international community that enables the building of secure, just, free and harmonious societies offering opportunities and higher standards of living for all.

1. Arranging for studies and advising the Council on:

- (a) Development issues and trends;
- (b) Integrating population and development strategies;
- (c) Population and related development policies and programmes;
- (d) Provision of population assistance, upon request, to developing countries and, on a temporary basis, to countries with economies in transition; and
- (e) Any other population and development questions on which either the principal or the subsidiary organs of the United Nations or the specialized agencies may seek advice.



CURRENT VACANCIES

1. Chief of Branch

Location: Canada

Salary: \$139,250 USD (net/annum)

Responsibilities: Under the supervision of the Director of the UNCPDF, Department of Economic and Social Affairs, the incumbent as Chief of the Demographic Analysis Branch performs the following functions: (a) Assists the Director in planning and organizing the work programme of the Division, and oversees its implementation in relation to the Demographic Analysis Branch and its sections, namely the Fertility and Family Planning Studies Section, the Mortality Section and the Migration Section; (a) Assists the Director in the substantive servicing of the Commission on Population and Development, other intergovernmental bodies and intergovernmental negotiations in which the Population Division has secretariat functions; (b) Oversees and coordinates cross-sectional activities of the Demographic Analysis Branch; (c) Provides substantive direction to the work of the Demographic Analysis Branch related to technical cooperation; (d) Oversees and contributes to the preparation of parliamentary documents mandated by intergovernmental bodies, in particular the annual report of the Secretary-

General on the special themes of the Commission on Peoples Development Forum, preparing drafts and organizing, reviewing and substantively editing inputs from within the Division, regional commissions and specialized agencies; (e) Assists the Director in the review and clearance of all substantive publications of the Demographic Analysis Branch; (f) Oversees the preparation of the United Nations Population Bulletin and the Population Newsletter; (g) Coordinates and maintains liaison with relevant Secretariat units, specialized agencies and other United Nations organizations as well as organizations outside the United Nations system; (h) Performs other tasks as assigned by the Director.

Competencies:

• Professionalism: Expert knowledge in the technical field of demography and sound understanding of the intergovernmental processes involved in the implementation of the Programme of Action of the International Conference on Population and Development. • Planning and organizing: Proven ability to plan and organize work, requiring an in-depth understanding of the Division's strategic direction and ability to integrate the work of the Branch into the work programme of the Division. • Communications: Excellent drafting ability and communication skills, both oral and written. • Gender mainstreaming: Ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance and geographic balance in staffing. • Teamwork: Good interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds. Ability to lead and promote cooperation in a team endeavor. • Judgment/Decision-making: Mature judgment and initiative, imagination and resourcefulness, ability to provide strategic direction and ensure an effective work structure to maximize productivity and achieve goals • Managing Performance: Ability to exercise leadership and proven supervisory skills. Ability to establish priorities and to plan. Ability to coach, mentor and develop staff. Capacity to encourage good performance, to coordinate and monitor the work of others, and to delegate appropriate responsibility, accountability and decision-making authority.

Education:

Advanced university degree (PhD or equivalent preferred) in demography or in sociology, statistics or economics with emphasis on population is required.

positions to senior officials; ability to provide advice and guidance to others, particularly junior staff. Teamwork Excellent interpersonal skills and ability to operate effectively across organizational boundaries. Leadership Creativity, vision and judgement; ability to take responsibility as line manager.

Education:

Advanced university degree in economics with specialization in macroeconomics, development economics or political economy.

Work Experience:

At least seven 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 or foreign assistance programmes. Proven technical expertise in economic analysis based on written samples.

Languages:

Fluency in spoken and written English. Good working knowledge of French and Spanish is an advantage.

Other Skills:

Strong public relations abilities.

2. Senior Social Affairs Officer

Location: Cairo

Salary: \$103,500 USD (net/annum)

Responsibilities:

The Senior Social Affairs Officer will serve as Team Leader of the Social Policy Framework and Instruments Cluster. She/He will be primarily responsible for the following two programme areas: a) forging a common understanding among governments about social policy objectives, scope, processes and outcomes and b) assisting countries in according a higher priority to the design, implementation, institutionalization and monitoring of well-informed public policies that are socially equitable, economically productive, and environmentally sustainable. In particular, S/he will Oversee, supervise, conceptualize, formulate and develop research and programme activities falling under the scope of work of the cluster i.e., - Coordinate, facilitate the establishment of networks and consultative committees and liaise with social development stakeholders (e. g. governments, local authorities, research institutes, academia, UN system and other international organizations, NGOs, the private sector, etc); - Represent ESCWA and CPD at national, regional and international fora; - Organize, coordinate and/or contribute substantively to technical seminars training programmes, workshops and expert group meetings on social policy formulation, institutionalization, instrumentation and monitoring; - Provide substantive technical and programme services to intergovernmental and subsidiary bodies (e. g. annual sessions of the Commission, Committee on Social Development, etc); - Secure extra-budgetary funding for implementation of technical assistance programmes and oversee and take the necessary actions to ensure smooth execution of field projects; - Provide technical assistance to member States on social policy concept, processes and implementation; - Contribute to the development, planning and implementation of work plans and budgets; - Carry out and supervise programme activities; - Plan and allocate work assignments; - Coach, mentor and evaluate staff; Participate in recruitment, selection and training of new staff and in the development of training programmes; and Perform other duties as required by the CPD Chief.

Competencies:

Professionalism - Advanced technical, conceptual, analytical and authoritative knowledge related to social policy and social policy analysis issues; ability to edit and synthesize technical papers of social policy and social development studies, ability to advise senior management on approaches and techniques to address highly complex sensitive issues including governance issues, social policy processes, instrumentation within particular socio-economic framework; Technological awareness: Computer literacy with skills in using M.S. office; - Commitment to continuous learning: Staying abreast with the state-of-the art in theoretical and practical relevant technical information: - Planning and organizing: Ability to plan, organize and work under pressure and to tight deadlines and handle multiple concurrent projects/activities; Managing performance - Seasoned management experience with ability to delegate effectively and to consult in the decision making process; ability to integrate knowledge and information on needs of member States with broader strategic, policy and operational objectives and translate it into a results-oriented work programme; Leadership: Demonstrated ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance in staffing; -

Strong communication skills (oral, written) with ability to convey complex technical concepts to members of the team and to senior officials as well as to member States; ability of advocacy and public speaking on social development and public policy making matters, excellent drafting and presentation abilities and strong negotiations skills; coordinate the work of others, effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge/skills. - Teamwork: Excellent interpersonal skills, proven track record of building and managing teams and creating an enabling work environment including the ability to work with others.



Education:

Advanced university degree (Master's degree or equivalent), in social sciences, social policy, sociology, social economics, social development studies or related humanities 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:

Minimum 7 years of progressively responsible experience in social and economic development. Experience in programme management is required. Experience in research or policy development and monitoring is desirable.

Experience with both national and intergovernmental regional organizations is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written

English is required. Knowledge of Arabic is highly desirable and knowledge of French or Spanish is an added advantage.

Other Skills:

Familiarity with UN rules and regulations is desirable. Networking and fund-raising skills are highly desirable for the post.

3. Planning Officer

Location: Geneva

Salary: \$110,700 USD (net/annum)

Responsibilities:

Participate in the development, implementation and evaluation of assigned programmes/projects; monitor and analyze programme/project development and implementation; review relevant documents and reports; identify problems and issues to be addressed and propose corrective actions; liaise with relevant parties; identify and track follow-up actions. Research, analyze and present information gathered from diverse sources. Assist in policy development, including the review and analysis of issues and trends and the preparation of impact evaluation or equivalent studies. Undertake survey initiatives; review, analyze and interpret responses, identify problems/issues and prepare conclusions. Prepare various written outputs, such as draft background papers, analysis, sections of reports and studies, and inputs to publications. Provide substantive support to meetings and conferences including proposing agenda topics, identifying participants, preparation of documents and presentations. Undertake outreach activities; conduct training workshops and seminars; make presentations on assigned topics. Participate in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries. Coordinate activities related to budget and funding (programme/project preparation and

submissions, progress reports, financial statements, etc.) and prepare related documents/reports, including work programmes, programme budgets, etc.) .Other duties as required.

Competencies:

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field, etc.; practical experience in operational planning, programme/project management and administration; good research, analytical and problem-solving skills, including ability to identify and participate in the resolution of issues/problems; familiarity with and experience in the use of various research methodologies and sources, including electronic sources on the internet, intranet and other databases; ability to apply good judgment in the context of assignments given; ability to plan own work and manage conflicting priorities. Commitment to Continuous Learning - Willingness to keep abreast of new developments in the field. Communications

- Good communication (spoken and written) skills, including the ability to draft/edit a variety of written reports, studies and other communications and to articulate ideas in a clear, concise style.

Technology Awareness - Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, graphics software, spreadsheets and other statistical applications, Internet, etc. Teamwork - Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance. Gender Mainstreaming: - Ability to identify and address relevant gender perspectives in substantive work.

Education:

Advanced university degree in business administration, public administration, management, international relations or other related area. 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 progressively responsible in the areas of operational planning, coordination, security management, policy analysis, political affairs. Prior military experience would be an asset.

Languages:

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

4. Environmental Affairs Officer

Salary: \$138,000.00

Location: London

Responsibilities: Under the direct supervision of the Chief, Environment Section and the general supervision of the Chief, Environment and Sustainable Development Division, the incumbent develops and implements programmes and projects to promote regional and sub regional environmental cooperation in the Asia-Pacific region that support global and other internationally-agreed environmental initiatives and programmes, and promotes the integration of environmental concerns into national planning processes to achieve sustainable development. The duties include: (1) Undertake periodic reviews and analytical studies including analysis and assessment of global, regional and sub regional environmental cooperation; (2) Conduct normative and analytical studies concerning the innovative socioeconomic policies to promote environmentally sustainable

economic growth in the region; (3) Provide support to intergovernmental processes dealing with environment issues in the region; (4) Assist in the organization, document preparation, management and servicing of expert group meetings, training activities, consulting services, and studies; (5) Assist in the preparation of project documents and in implementation and monitoring of the progress of technical cooperation programmes/projects; (6) Contribute to the strategic planning, formulation and implementation of the programme of work and priorities towards the protection of environment and sustainable development; (7) Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work unit's services, as assigned by the Chief of Section.

Competencies: Professionalism: Sound analytical and research skills combined with substantive experience in project management and implementation; Familiarity with scientific/technical backgrounds of multilateral environmental conventions on air and water pollution, climate change, and waste management; Ability to apply sound theory and concepts to work; Ability to determine suitability, validity and accuracy of data provided by others and make assessments of research documentation and studies. Planning and organizing: Good planning and organizing skills to effectively develop own work and ensure timely delivery of results. Communications: Very good written and oral skills. Technology awareness: Proficient in computer systems including word processing, database management systems, knowledge of statistical and spreadsheet packages. Teamwork and respect for diversity: Good interpersonal skills; Strong communication skills, both written and oral; Ability to establish and maintain effective working relations with people of different national and cultural background; Ability to identify and address relevant gender perspectives in substantive work. Client orientation: Ability to establish and maintain working relationships with colleagues, other staff and outside clients. Creativity: Ability to think outside the box and propose new ideas and activities that would support the overall implementation of the work programme. Education Qualifications: Advanced university degree in environment or related fields. Candidate with first level university degree with a minimum of eight years of progressively responsible professional experience in the relevant fields would be acceptable. Work Experience: A minimum of five years of professional experience including two years of international experience in the field of environmental policies, sustainable development and technical cooperation.

5. Chief Finance Officer

Salary: \$159,000.00

Location: Vienna

Responsibilities: Under the general guidance and direction of the Chief Administrative Officer (CAO) and/or direct supervision of the Chief Administrative Services (CAS), the incumbent is responsible for exercising delegated authority from the Assistant Secretary-General/Controller for approving the Mission's payments and maintaining the Mission's accounts; exercising overall supervision of the work of the Finance Section staff; ensuring full implementation of all UNCPDF Financial Rules, Regulations and Instructions. Specifically, the incumbent will: Manage overall financial administration of the Mission's accounts as follows:

Approve, record financial obligations and payments; review and submit monthly accounts/financial statements; analyze and monitor status of obligations and expenditures; Exercise overall supervision of the section's staff by providing advice where deviations from routine occur; Arranging deployment of finance staff, and preparing staff performance reports; Plan, integrate and coordinate the work of supervisors responsible for the various units of the finance section and monitor achievement of objectives; Provide authoritative advice, financial interpretations, adaptations and corrective actions in response to audits and other queries to ensure adherence to the UNCPDF financial Regulations and Rules, Staff Rules, Administrative Instructions, Bulletins and Circulars; Direct the installation and implementation of new financial systems and other information technology systems in the mission. Evaluate their efficiency, performance and enhancement of the systems; Ensure that accounting and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained; Coordinate audit responses with all Units of the Section and ensure full implementation of the accepted recommendations; Arrange end of month and year-end closure of accounts, reports and bank reconciliations; Review payments, advances and interfile:/// office charges on the basis of proper supporting vouchers and other documents which indicate that the goods and services have been received; Act as Approving Officer for mission expenditures ensuring that payments are disbursed in accordance with certified documents establishing the obligation; Ensure that the administration has sufficient funding in its bank accounts and cash imprest to meet its obligations at all time; Be the custodian of cash receipt vouchers, cheques and other payment systems established documentation; Perform any other relevant duties as and when required.

Competencies: Professionalism: Proven conceptual, analytical, and evaluative skills. The ability to conduct independent research and analysis, identify issues, formulate options, arrive at conclusions, and make sound recommendations. A complete, in-depth grasp of financial principles and practices with sound knowledge and command of budget development, and financial administration of resources recently introduced in DPKO; Planning and Organizing: Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision; Technological Awareness: Sound computer skills, including proficiency in word processing and complex computerized financial systems such as IMIS, SUN and MERCURY

Systems; Communications: Proven ability to write in a clear and concise manner and effective oral communication skills.

Demonstrated ability to develop and maintain effective work relationships with financial counterparts; Teamwork: Strong

interpersonal skills and the ability to establish and maintain effective working relations with people in a multi-cultural, multiethnic environment, with sensitivity and respect for diversity.

Education Qualifications: Advanced University degree (Masters or equivalent) in accounting, business administration or finance. First level university degree with a combination of relevant academic qualifications and extensive experience in accounting, budget or finance may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of 9 years of progressively responsible experience in budgeting and financial management, preferably in an international organization. Experience in peacekeeping or other field operations some of which must be in the area of budget or finance is highly desirable.

6. Administrative officer

Salary: \$115,000.00

Location: Paris

Responsibilities: Within delegated authority, the Administrative Officer will be responsible for the following duties: Human Resource Management -Initiate and coordinate actions covering the entire span of human resource activities, e.g., recruitment, placement, promotion, performance appraisal, vacancies, job classification reviews, separation of staff members, training, etc., ensuring consistency in the application of UNCPDF rules and procedures. - Provide expert advice with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations. -Review post incumbency reports for purposes of vacancy management and staffing table control. Budget and Finance -Assists in the preparation of the proposed programme budget in terms of staff and non-staff requirements; -Initiate and conduct studies to improve budget reporting systems and cost-effective utilization of resources in particular human resources. -Review, analyze and assist with the preparation of budget performance reports for submission to the Budget Division; -Monitor and control budgetary allocations and expenditures through regular reviews; draft routine and ad hoc outputs; and provide effective monitoring reports and data. Identify deviations from plans and propose corrective measures. - Establish and maintain a set of sound policies, procedures, standards and tools which are consistent with UNCPDF policy and practice in order to ensure proper accounting, financial management and control. General Administration -Supervise a staff team and provide expert advice, guidance and leadership to more junior staff on human resource administration, financial administration and management information issues and practices. -Produce major/complex reports for management. -Perform other related duties as required.

Competencies: Professionalism - Expert knowledge and command of planning, programming, budgeting, financial management and other relevant administrative policies; 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; Commitment to continuous learning - Willingness to learn and keep abreast of new developments in the field of administration; Technological awareness - Advanced computer skills, including proficiency in word processing and relevant software packages such as IMIS; Communication - Proven and sustained communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying the maximum necessary information, making and defending recommendations; Teamwork - Proven interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Leadership - Proven supervisory ability and technical leadership; Ability to establish and maintain effective working relations both as a team member and team leader.

Education Qualifications: Advanced University Degree (Masters or equivalent), preferably in business administration, finance or accounting. A first level university degree with a relevant combination of professional training, certification and experience may be accepted in lieu of the advanced university degree.

Work Experience: At least 7 years progressively responsible experience in human resources, financial management and administrative policies and procedures

7. Chief Geographic Information Systems Officer

Salary: \$125,000.00

Location: Brindisi

Responsibilities:

The incumbent, as the Chief of the Geographic Information Systems (GIS) Centre, shall perform the following duties in the DPKO GIS Centre at the UNLB (UN Logistics Base), Brindisi (Italy): Be responsible for the overall management, planning, scheduling and monitoring of all geographic information-related works; Acquire and produce base geographic information database (base geo-database) including topographic base maps for start-up missions and mission planning, and gradually extend to the existing missions, which do not have base maps; Provide geographic analyses (terrain analyses), thematic maps and planning maps, particularly for mission planning and start-up in detailed scale (1:250,000 or larger); Maintain a DPKO geodatabase repository including backup/replica of missions and DPKO Cartographic Section's geo-database; Interface and streamline geographic information exchange between missions and the UN Headquarters (UNHQ); Provide map dissemination via Internet/Intranet (web mapping and terrain visualization); Provide training for GIS, Remote Sensing, digital cartography, GPS, surveying and mapping related tasks; Deploy a GIS start-up team to provide on-site assistance during the start-up and, as required, by the mission GIS Unit; Manage and supervise staff members assigned to the DPKO GIS Centre in UNLB; Whenever necessary, travel to field missions to provide technical assistance, training, and to coordinate projects; Perform other duties as required.

Competencies:

Professionalism: Advanced technical qualifications and broad knowledge of digital cartography/ mapping, photogrammetry, geography, geographic information systems (GIS), terrain analysis and related fields; recognized expertise in the field of cartography, geography, GIS and satellite remote sensing for GIS services, mapping and terrain analysis; ability to integrate data, information and knowledge with broader strategic, policy and operational objectives linked, among others, to peacekeeping, security and humanitarian operations; 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. Planning and Organizing: Ability to effectively assess/develop geographic information programmes; ability to establish priorities and direct others in the execution of the programmes and ensure timely delivery of results; ability to improve the process and approaches for geographic information programmes. Client Orientation: Demonstrated ability to assess user-requirements, develop plans and prioritize them to best meet the requirements of demanding field operations. Leadership: Demonstrated managerial, technical and human resources leadership skills; ability to perform analyses of programme issues; ability to create an enabling environment including the skill to effectively lead, supervise and mentor staff; practical experience of building and managing teams; demonstrated ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal

of achieving gender balance in staffing. Technological Awareness: Computer literacy. Communication: Demonstrated ability to write in a clear and concise manner and to communicate effectively orally; Ability to explain complex and technical issues to senior officials.

Education:

Advanced university degree (Master's degree or equivalent) in cartography, geographic sciences, GIS and/or other disciplines that involve geographic information, terrain analysis, mapping and satellite remote sensing related programmes; A first level university degree with a relevant combination of academic qualifications and experience in geographic information and/or related area may be accepted in lieu of the advanced university degree.

Work Experience:

At least 7 years of progressively responsible professional experience in cartographic production, geographic/terrain analysis including IPB, planning and management of geographic information, terrain analysis, mapping and imagery analysis-related projects. Practical experience to understand cartographic/GIS production standards (e.g. NATO, OGC, ISO/TC211, etc.) and various methodologies of mapping is required. Practical experience of project management in geographic information related works is required. Comprehensive knowledge of UN practices and procedures would be an asset. Direct working experience in field operations specifically in geographic information, terrain analysis and mapping is desirable.

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 language may be essential.

Other Skills:

Good computer skills, particularly in Microsoft Word, Excel, PowerPoint and project management required. Knowledge of geographic information, remote sensing, photogrammetry and their related software and applications, and Global Positioning system (GPS) are required. Practical knowledge/experience in project management is required. The incumbent must possess good writing skills and be able to prepare concise reports. Must be able to brief large groups and train classes of ten or more.

8. Telecommunications Engineer

Salary: \$118,400.00

Location: Vienna

Responsibilities:

Within delegated authority, the Telecommunications Engineer duties are as follows: Responsible for planning, coordinating and implementation of all telecommunications and information technology (ICT) systems deployed in the Region. Supervises all Communications and IT staff (International, UNV, Contractor and national) in Region of responsibility. Oversees the communications and IT equipment and related items within the Region enforcing DPKO's property management regulations and using Galileo inventory system to issue, track and write off equipment. Provide advice, guidance and assistance on communications and IT policies and procedures and other related matters with the Regional Administrative Officer. Prepares performance reports for CITS staff assigned to the Region under his/her supervision. Maintains regular contacts and liaison with the Regional Administrative Officer (RAO), military staff and other civilian sections within the Region. Collects and consolidates weekly/daily reports from Sectors. Coordinates the implementation of new technologies, upgrades of existing

solution in the Region of responsibility. Assists in formulating strategic plans and the ICT budget for the Region. Assures compliance with Disaster recovery and Business continuity plan in the Region of responsibility. Assures proper network security level in the Region to MOSS (Minimum Operating Security Standards) compliance through recommendation and new technology upgrades. Drafts strategic plans for future expansion of the Region of responsibility. Ensures effective coordination with other UN Agencies in order to maximize possibilities of inter-agency collaboration in the field of telecommunications and information technology. Performs other duties as required.

Competencies:

Professional - Display a thorough and sound managerial knowledge of the organization's financial rules and regulations, plus budgetary, managerial procedures, policies and directives, with respect to executing routine and specialized tasks. Demonstrated use of initiative and the supervisory ability to make appropriate linkage in work requirements and anticipate next steps.

Communications - Ability to formulate clear and concise reports and submissions on all telecommunications and IT matters, plus the ability to communicate effectively in the oral manner with all staff.

Technological Awareness - Excellent telecommunications and IT expertise, including proficiency in word processing, spreadsheets and software packages. Teamwork

- Good managerial interpersonal skills, ability to establish and maintain effective supervisory working relations in a multicultural, multi ethnic environment with sensitivity and respect for diversity, motivating staff to work in team effort. Planning and organizing - Ability to perform as a supervisor and work under pressure of frequent and tight deadlines, performing as a manager and displaying effective organization skills plus the ability to coordinate a large volume of work in an efficient and timely manner.

Education:

Advanced University degree in Telecommunications Engineering and/or Information Systems or other technical related fields. A University degree with extensive relevant experience may be accepted in lieu of advanced degree.

Work Experience:

At least 5 years of progressively responsible experience in the field of communications and/or IT. International experience highly desirable. A valid driver's license is essential.

Languages:

Fluency in written and spoken English is essential. Knowledge of French would be an asset

9. Research Assistant

Salary: \$107,000.00

Location: Belgium

Responsibilities: The Research Assistant will provide reliable research services to the Economic Development Unit; prepare well organized, accurate reports and data; and provide specialized support services such as organization of meetings.

Competencies: Candidate must have the following skills and competencies:

Communication skills; planning and organizing; technological awareness; commitment to continuous learning; initiative; and teamwork.

Education Qualifications: Completion of post-secondary education supplemented by technical studies or university courses in the area of economics

Work Experience: At least five years of relevant research experience. A first degree in a relevant area of study may compensate for two years of experience. An advanced degree may compensate for an additional year of experience.

GENERAL REQUIREMENTS/SELECTION

Applicants are selected on the basis of academic credentials, experience and other relevant factors. Successful applicants are invited to come to Washington, DC for an interview/ Training. Candidates are interviewed on their related knowledge, skills and abilities.

Application is open to all interested applicants from any nationality and should be sent not later than 2 weeks from this publication HOW TO APPLY

Please send your resume/CV to jobs@uncpdf.corp.st.

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