

Advertisement

Associate Expert Programme

Associate Expert for Partnership

United Nations Secretariat, Executive Office of the Secretary-General (EOSG), United Nations Office for Partnership (UNOP)



Closing date 07 July 2013

Vacancy Announcement INT-010-13-P016-01-V

I General information

Title:	Associate Expert for Partnership
Sector of Assignment:	Strategic planning and partnership building
Country:	USA
Location (City):	New York
Agency:	United Nations Secretariat
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

Note : this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **candidates from developing countries** . For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

II Duties, responsibilities and Output Expectations

General

To support the United Nations Office for Partnership's mandate of strategic planning and partnership building aiming at harnessing the full power of partnership across the range of UN activities, to enable the achievement of the Five Year Action Agenda and to meet the Millennium Development Goals.

The Associate Expert is expected to

- Support the engagement with Member States regarding the Secretary-General's proposed Partnership Facility; Supports the outreach and liaising activities with relevant UN offices, agencies, funds and programmes, to strengthen and scale up UN partnership capacity and activities; Supports work to expand the UN constituency of key external actors, e.g. private sector, philanthropic organizations, civil society organizations, and academic institutions; Supports the growth and development of ongoing and potential multi-stakeholder initiatives, as models for what partnership can achieve to deliver on UN goals and mandates, including the MDGs.
- Carry out basic research on partnership activities, including collecting, analyzing and

presenting statistical data and other relevant information gathered from diverse sources; and participates in survey initiatives, including by assisting the analysis of emerging issues and trends; the design of data collection tools; the reviews, analysis and interpretation of responses; problems/issues identification; and preparation of conclusions and recommended action priorities.

- Contribute to the preparation of various written outputs, in support of the Secretary-General, as well as the Assistant-Secretary-General for Strategic Planning, e.g. draft talking points, background notes, speech elements, official correspondence, issue briefs, sections of reports and studies, inputs to publications, etc.
- Provide organizational and substantive support to consultative and other meetings, conferences, events, etc., including by proposing agenda topics, identifying and proposing participants, crafting scenarios, preparing background documents and presentations, handling logistics, etc.
- Plan and participate in workshops, seminars, luncheons, training and interactive sessions, etc., including by making presentations on assigned topics, aimed at advancing the Secretary-General's Partnership agenda.
- Contribute to activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents and reports (pledging, work programme, programme budget, etc.).
- Perform other duties as required

III Training component: Learning elements and expectations

Upon completion of the assignment the AE/JPO will have acquired:

- Extensive knowledge of and ability to engage across the whole UN system, from UN Secretariat to UN agencies, funds and programmes
- Extensive knowledge of Member State dynamics and decision-making processes and ability to successfully engage with the UN membership
- Extensive knowledge of external constituencies, such as the private sector, non-governmental organizations, philanthropy, foundations and academic institutions, and ability to advance multi-stakeholder transformational partnerships

The AE/JPO training programme includes the following learning elements:

- Orientation programme for Junior Professional Officers and Associate Experts, Turin, Italy 23 September - 4 October 2013
- On-arrival briefing for Associate Experts based in NY
- Possibility to participate in the Organization's learning and development programmes for staff at all levels. Programmes are aimed at developing core values, core and managerial competencies and promoting a shared organizational culture and values.

IV Supervision

Title of supervisor:
Assistant-Secretary-General for Strategic Planning, Executive Office of the Secretary-General

Content and methodology of supervision

- United Nations Performance Appraisal System
- Regular feedback
- Mentoring throughout the duration of the Associate Expert's engagement in the office

V Required Qualifications and Experience

Education:

Master degree or equivalent in Political Science, Economics, Business Administration, Management, Communication, Social Sciences or a related field. A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience (2 additional years of relevant working experience) may be accepted in lieu of an advanced university degree

Working experience (incl. internships and volunteering):

Preferably 2 to maximum 4 years of relevant progressively responsible experience in politically sensitive environments, project/programme management, or related area. Work experience in the field is an asset.

Languages :

Excellent written and oral skills in English is required. Fluency or knowledge in other UN working languages is an asset.

Other skills:

Strong inter-personal skills, ability to exercise political judgement, and ability to work under pressure and in a demanding environment.

Key competencies

- **Creativity:** Offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things.
- **Client Orientation:** 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. keeps clients informed and meets timeline for delivery of products or services.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; tailors language, tone, style and format to match audience.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decisions.

VI Background information on Agency/Department/Section

This position is located in United Nations Office for Partnership (UNOP) in the Executive Office of the Secretary-General of United Nations Secretariat.

The United Nations Office for Partnerships serves as a gateway for partnership opportunities with the United Nations family. It promotes new collaborations and alliances in furtherance of the Millennium Development Goals (MDGs) and provides support to new initiatives of the Secretary-General. UNOP provides Partnership Advisory Services and Outreach to a variety of entities, as well as managing the United Nations Fund for International Partnerships (UNFIP), established by the Secretary-General in March 1998 to serve as the interface in the partnership between the UN system and the UN Foundation, and the United Nations Democracy Fund (UNDEF), established by the Secretary-General in July 2005 to support democratization throughout the world.

The Secretary-General has expressed the intention to scale up UN capacity to engage in transformative multi-stakeholder partnerships with the private sector and civil society, and establish a Partnership Facility.

The Partnership Facility would upgrade the Organization's capacity of harnessing the growing power of the private sphere – business, finance, philanthropy – as well as civil society and research institutions. By doing so, it would leverage and create impact at country level; achieve the scale of partnership needed to make a catalytic and transformative contribution to advancing United Nations' goals and mandates; enhance coherence; improve transparency and accountability; and enhance efficiency and effectiveness across the UN system, to meet global needs.

VIII How to apply

Candidates who would like to apply should do so by e-mail only, indicating the VA Number in the subject heading of the e-mail to tcrecruit@un.org

Applications must include a letter of motivation and the United Nations Personal History Statement. This form can be downloaded from <http://esa.un.org/techcoop/associateexperts/index.html>

Applications must be received no later than **07 July 2013**. Applications received after this date will not be considered.

Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.