

Advertisement

Associate Expert Programme

***Associate Expert in Research,
Coordination and Management***

*UN Department of Management
Office of the Under-Secretary-
General for Management*



Closing date 30.04.2012

Vacancy Announcement INT-153-12-P037-01-V

I General information

Title:	Associate Expert
Sector of Assignment:	Research, Coordination and Management
Country:	United States of America
Location (City):	New York
Agency:	United Nations Department of Management (DM) Office of the Under-Secretary-General for Management (OUSG)
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 Associate Expert/ Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed **exclusively to people with the Dutch nationality**. For criteria see the website of the Dutch Ministry of Foreign Affairs: <http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme>. The position is for candidates with 2 to maximal 4 years of relevant working experience.*

II Duties, responsibilities and Output Expectations

General: To support the Director/OUSG/DM in the development and delivery of management policies and programs to ensure effective communication with Member States and within the Secretariat on management reform and policy issues.

Under the direct supervision of the Director of the Office of the Under-Secretary-General for Management, the Associate Expert will:

- Assist in the implementation of management reform initiatives under the purview of the Under-Secretary-General for Management
- Coordinates with the Offices within DM to ensure that all background information relative to meetings attended by the USG/DM and other substantive issues are properly collected and organized;
- Conduct research and analysis and on management issues assigned by the Director/OUSG/DM;
- Prepare minutes of meetings attended by the Director/OUSG/DM, help to identify required follow up actions, and liaise with concerned offices/units in DM re implementation;
- Draft correspondence for the signature of the USG/DM as appropriate;
- Assist the Director/OUSG/DM by ensuring that all issues requiring his/her immediate attention and/or action are followed through;
- Perform other duties that may be assigned by the Director/OUSG/DM from time to time.

<p>III Training component: Learning elements and expectations</p> <p>Learning and Training will be taking place under the supervision and guidance of the supervisor, through "on the job" training and through Duty Training Funds.</p> <p>After the assignment the Associate Expert will be able to:</p> <ul style="list-style-type: none"> • Contribute to formulation of management reform proposals based on international best practice, • Draft implementation plan and timelines for reform initiatives, • Prepare briefing materials and talking points for senior UN officials.
<p>IV Supervision</p> <p>Direct Supervision by: Director, Office of the Under-Secretary-General for Management</p> <p>Content and methodology of supervision: The Associate Expert will be under the direct supervision and guidance of the Director. Supervision will be ensured through several mechanisms: daily dialogue, establishment of goals to achieve, performance appraisal, weekly meetings, etc.</p>
<p>V Required Qualifications and Experience</p> <p>Education: Advanced university degree in public/business administration, international relations or social sciences.</p> <p>Working experience : A minimum of 2 to maximum of 4 years relevant working experience in administration and management. Relevant experience in an international organization can be an asset.</p> <p>Languages: Fluency in spoken and written English. Knowledge of French is desirable.</p> <p>UN competencies: Professionalism, Communication, Planning and Organizing, Creativity, Teamwork.</p>
<p>VI Background information on Agency/Department/Section</p> <p>The Department of Management (DM) provides services to backstop the day-to-day operations of the global United Nations Secretariat.</p> <p>Its mission is to formulate policies and procedures and provide strategic guidance, direction and support in three broad management areas:</p> <ul style="list-style-type: none"> • Human Resources • Finance and Budget • Central Support Services <p>Such support covers areas as diverse as recruitment and staff development, procurement of goods and services, financial management, travel and transportation, archives and facilities management. In addition, the Department is responsible for overseeing the refurbishment of the historic United Nations Headquarters complex in New York, the Capital Master Plan.</p> <p>The Department of Management is headed by Under-Secretary-General Ms. Angela Kane</p> <p>The Office of the Under-Secretary-General for Management acts as a catalyst for the introduction of new managerial and administrative policies, processes and procedures. The Office focuses on effective communication with Member States and within the Secretariat on management reform and policy issues. In addition, the Office coordinates the review of oversight body recommendations and follows up on the implementation of accepted recommendations.</p> <p>More information online: http://www.un.org/en/hq/dm/index.shtml</p>

VIII How to apply

Candidates who would like to apply should do so by e-mail only at tcrecruit@un.org. Applications must be received **no later than 30. April 2012**. Please indicate **the VA Number** in the subject heading of your e-mail. Applicants will receive a confirmation of receipt. Applications received after this date will not be considered. Only shortlisted candidates will be contacted.

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>.

Should you encounter any difficulties in downloading the Personal History Statement, you may contact tcrecruit@un.org.