UNEDCEMPLOYMENT/INTERNSHIP NEWSLETTER

United Nations Economic Development Council (UNEDC) is dedicated to the task of promoting global financial development and advanced financial system and financial environment for countries from all over the world. UNEDC integrates and exploits successful global finance experience to help other countries develop suitable strategy. The primary focus resides in financial law making, financial strategy, and financial professional training.

Every year, UNEDC organizes an annual conference which represents a new trend of international conferences and provides a platform for well accredited financial professionals to share, discuss and learn. The UNEDC conference is characterized by its unique feature: the combination of ‘art of war’ spirit and financial development strategy.

UNEDC also enjoys cooperation with worlds’ top financial groups and US media industry in many investment projects which are great facilitated by over 100 international financial experts and economists. The headquarters of UNEDC is located in United Nations in New York USA, attracting 200 elites from all over the world.

The UNEDC in collaboration with other UN Agencies and NGOs presently require the services of resourceful, experienced and dynamic candidates for the following positions listed below:-

1. Senior Staff Counsellor, P-4

Responsibilities

The Senior Staff Counsellor in close cooperation with the medical officer and under the technical guidelines of Critical Incidents Stress Management Unit (UNDSS/CISMU) will be responsible for the performance of the following duties: Provide adequate Counseling Services to UNAMA staff mission wide (e.g. overall assessment of the psycho social needs of the staff members, development of the services, etc.); Perform individual assessments in the case of individual staff members experiencing difficulty coping and/or presenting mental health-related symptoms or syndromes; Advise other Personnel Officers, as necessary, on individual cases where an identified problem is likely to have professional, vocational and/or counselling effect (e.g. work-related problem due to a psychological problem, conflict resolution, need-oriented medication, etc); Advise Chiefs of Section, as necessary, or upon request, with the aim at improving the working atmosphere in their Section and resolving problems of a work-related or personal nature that adversely affect job performance and productivity; Perform critical incident stress defusing and/or debriefings (e.g. individual and/or group) whenever and wherever a need occurs; Assure in conjunction with the Medical Services, a continuum of services (referral, short-term supportive intervention) to individual staff members suffering from serious or chronic illnesses or diseases drug or alcohol use; Establish a link and liaise with the members of the Staff Welfare Committee in order to develop Programs designed to improve the quality of life of staff members in the mission area; Provide training sessions on 'crisis and stress management', 'conflict resolution' and cultural sensitivity as needed; Monitor environmental factors that could lead to stress, focusing particularly on stress related to critical incidents including emergency and crisis situations, with respect to all categories of personnel in the mission; Develop, organize and implement a stress management Program for such staff; The position will require frequent travel to the Provincial and Regional field offices in Afghanistan in responding to critical incidents and provision of support to staff posted in field offices; Work closely with the substantive and mission support sections; Develop and implement support strategies to improve staff well-being mission wide; Develop a mission wide support network to respond to critical incidents and staff needs.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in Psychology, Psychiatry or Psycho-educational studies. Additional training or certification is also required in a broad range of related fields, such as alcohol/substance abuse, stress management, critical incident stress, cross-cultural communication, conflict resolution, etc. 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 7 years of progressively responsible professional experience in counseling at the international level is required. Experience in Peer to Peer Counseling networks and Organization wide Counseling Services would be an asset.

Languages

Fluency in spoken and written English is essential.

Other Skills.

2. Coordination Officer, P-3

Responsibilities

Under the supervision of the Chief, Coordination Unit, the Coordination Officer will work 80% of his/her time within the UNSCO and 20% of their time as the UN's secondee to the Office of the Quartet Representative. In both offices, the focus will be on engaging both parties on strategic issues, focusing particularly on Gaza, and the West Bank (particularly Area C and Jerusalem). In addition, the individual will be responsible for a range of standard reporting functions internal to UNSCO including the preparation of inputs for the monthly Security Council Briefing as well as report to the Ad Hoc Liaison Committee (AHLC). The Coordination Officer will be responsible for the following; • Function as a liaison with the Office of the Quartet Representative (OQR), principally working to advance priority issues, in particular with regards to Area 'C' of the West Bank; planning and permitting. • Support the OQR and Quartet representative, including advising and accompanying the QR on field trips, • Engage the Government of Israel (GOI) and Palestinian Authority (PA) on policy and operational issues related to Gaza and the West Bank. • Represent UNSCO in meetings with the GoI and PA. • Ensure effective cooperation and coordination between UNSCO and other UN entities on access issues. • Ensure coordination of positions on issues related to access, programming and policy within the UN and with donors in engagement both with the PA and the Government of Israel. • Engage the diplomatic/donor community on critical programming issues for which they seek UNSCO support. Reporting: • Focus particular attention on the situation in Gaza, including early recovery and reconstruction work, including coordination with key partners on situation analysis, policy and negotiations • Support the development of accurate and concise documentation, for use by the Resident/Humanitarian Coordinator, UNSCO and the United Nations Country Team to inform policy development and interventions with the parties and to expedite access • Prepare briefs, talking points and coordination of data inputs from UN agencies (with HC/RC Special Assistant and UNOCHA Access Support Team) • Input into the Security Council Briefs and AHLC reports in area of competence. • Support other negotiations as necessary Planning and programming: • Support evaluations and policy initiatives related to the UNCT. • Support the development of niche initiatives involving multiple agencies, linking to the Medium Term Response Plan and the UN Development Assistance Framework. • Participate in relevant sector/cluster and MTRP Strategy Area Group meetings as necessary to support improved planning, monitoring and reporting, as well as to early recovery and transitional programming. Miscellaneous: • Organize and manage meetings for the UNSCO Coordination Unit and the RC/HC as directed, ensure that relevant issues are included in the working agendas and facilitate the necessary follow up actions. • Support to UN interventions with Government of Israel and Palestinian Authority on other issues as necessary • Perform other duties as requested by the Chief, Coordination Unit.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in political science, history, international affairs or related fields. First level university degree in combination with extensive experience in operational and analytical work in the field of international affairs may be accepted in lieu of the advanced university degree.

Work Experience

At least 5 years of progressively responsible experience coordinating humanitarian or development activities in international organizations at field or HQ level. Experience in coordination of development activities in post-conflict countries is required. Previous experience in international organizations or peacekeeping operations is an asset. Experience in supporting high level representatives in providing policy advice is an asset. Experience in the region and/or working on the Middle East Peace Process is required.

Languages

Fluency in spoken and written English and Arabic is required; knowledge of Hebrew is a strong advantage.

Other Skills

Must be mobile and able to frequently undertake travel in the mission area and beyond. A valid driver's license is required.

3. Senior Disarmament, Demobilizatioin and Reintegraton (DDR) Officer, P-5

Responsibilities

The Senior DDR Officer will function as the Chief of the Community Violence Reduction (CVR) Section and will be responsible for the following: Support the SRSG and DSRSG/RC/HC in building and adopting an integrated CVR strategy; Manage all aspects of the CVR Program as called for in Security Council Resolution 1542, 1702 and 1743, in close coordination with the Government of Haiti, all components of MINUSTAH, the United Nations Country Team and the donor community; Lead and manage the CVR Section, by providing support, guidance and direction to the staff of the section in particular on the development, implementation and monitoring of projects; Ensure coherence and coordination of actions in the section; Liaise with national actors including local authorities, as well as regional, and international partners working on CVR and DDR issues; Authorize and monitor financial projections and expenditures of the Program, which include projects on a wide spectrum of issues from environmental issues to professional skills training. Ensure that expenditures from the peacekeeping assessed budget of the Program also conform to General Assembly Resolution 59/296; Ensure that the support of the MINUSTAH CVR draws on the best practices on CVR and relevant United Nations policies, including the Integrated DDR Standards (IDDRS); Support the DSRSG/RC/HC to ensure that MINUSTAH provides expert CVR advice to other components in the mission, the UN family in Haiti, the Haitian government, donors and NGO partners; Ensure that the work of the CVR section is synchronized with the strategies, plans and efforts of MINUSTAH's political, military, police, justice, and public information components and the United Nations Country Team.

QUALIFICATIONS

Education

Advanced University Degree (Masters degree or equivalent) in political science, international relations, development, social affairs, history, law, public administration, or related fields. 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 10 years (12 years if only first level (Bachelors or equivalent) is held) of progressively responsible and relevant professional experience obtained after the first university degree is required. Experience in peacekeeping and peacebuilding operations in the field of DDR of ex-combatants, including experience in working on small arms reduction Programs is desirable. Experience in the development process and post-conflict related issues particularly

on the DDR process is highly desirable. Additional experience in developing support strategies for IDPs, refugees, disaffected populations, children and women in post-conflict situations is desired.

Languages

Fluency in spoken and written English. High level of oral French is highly desirable. Knowledge of a second UN language is an advantage and sometimes a requirement.

Other Skills.

4. Human Resources Officer, P-3

Responsibilities

Within limits of delegated authority, and under the guidance of the Chief of Section, the Human Resources Officer will be responsible for the following duties: ADMINISTRATION OF ENTITLEMENTS: (1) Ensure consistent application of the staff rules and regulations in the provision of benefits and entitlements. (2) Provide guidance and clarification to managers and staff on policies, rules and procedures on contractual issues, conditions of service, performance management, and career issues. (3) Provide advice on exceptions to human resources policies, regulations and rules. (4) Administer and provide advice on salary and related benefits, travel and social security entitlements. (5) Review and approve personnel actions prepared by Human Resources Assistants. (6) Work closely with the Team to ensure consistent and transparent application of rules, regulations and procedures. (7) Determine and recommend benefits and entitlements of staff on the basis of contractual status. SUPERVISORY: (1) Manage and motivate staff in the Team to ensure smooth and effective delivery of services. (2) Monitor performance and activities of staff in the Team, providing guidance and support to ensure the highest standards of client orientation and output. (3) Develop knowledge and skills of staff under supervision. GENERAL: (1) Prepare special reports, policy papers, position papers and briefing notes and participate and/or lead special human resources projects. (2) Contribute to the enhancement of services provided by HRMS. (3) Initiate and/or contribute to reviewing work processes, including developing new HRMS procedures and policies. (4) Provide guidance to Program managers on the application of job classification policies and procedures and by undertaking whole office reviews, as necessary. (5) Contribute to various HR Working Groups. (6) Keep abreast of developments in various areas of human resources management. (7) Represent HRMS in joint staff management bodies and working groups related to HR issues.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in human resources management, public or business administration or related area. A first level university degree with 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 human resources management, public or business administration or related area. Experience in administering benefits and entitlements and UN human resources policies, procedures, practices, regulations and rules highly desirable. Experience in other human resources functions (recruitment, job classification, training etc) would be an asset.

Languages

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

Other Skills

Familiarity with UN human resources policies, procedures, practices, regulations ad rules is desirable. Solid computer skills, including proficiency in word processing. Good knowledge of human resources databases (such as IMIS) highly desirable.

5. Engineer, P-3

Responsibilities

Under the direct supervision of the Chief, Engineering Section, or his/her designated officer, the Engineer will provide engineering support to the Engineering Section, Logistics Support Division (LSD), Department of Field Support (DFS), and is responsible for the following duties: Apply commonly used engineering calculations, practices and precedents in completing portions of larger projects related to the design, construction, or repair of buildings, roads, bridges, airfields, helipads, railways, docks, waste disposal systems, flood control systems, water treatment facilities, electrical power generation and distribution systems, environmental control systems, field defenses, mine detection and clearance, and other related structures and activities in the field. Plan and designs specifications for projects. Conducts preliminary site investigations to obtain field data such as soil characteristics, drainage and other data required for building site selection. Prepares design layout for smaller or less complex portions of buildings and facilities. Develop technical data regarding materials, sizes, dimensions, and quantities and costs to be incorporated in formal specifications. Estimates costs of repairs of damaged buildings, facilities and systems to determine feasibility of repairs or replacement. Liaise with other engineers and mission specialists responsible for related specialized phases to arrive at mutually satisfactory approaches to problems by exchanging and comparing data. Conduct investigations to develop improved designs and construction techniques. Produce cost data and estimates on engineering-related requirements of current and planned field missions. Analyze project proposals to ensure technical feasibility and to ensure that project objectives are attainable within prescribed resources. Conduct research on development of new technical systems, and follow development to identify improved methods and equipment.

QUALIFICATIONS

Education

Advanced University Degree (Masters degree or equivalent) in Civil Engineering, Electrical Engineering, Mechanical Engineering, Architecture or a related field. First level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of 5 years of progressively responsible experience in the overall management of engineering projects engineering projects and activities. At least one year of experience in UN peacekeeping or other field operations is desirable. Experience in engineering support and the logistics of international peacekeeping or military operations is desirable.

Languages

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

Other Skills.

6. Environmental Affairs Officer, P-3

Responsibilities

Under the supervision of the Team leader, Policy Review Team, and the Environmental Performance Review Program Leader the incumbent assists in planning and monitoring the implementation of Environmental Performance Reviews (EPRs) in Eastern Europe, Caucasus and Central Asia (EECCA) and South East European (SEE) countries; carries out research and drafts chapters on specific issues related to EPRs. (1) As project

coordinator for the implementation of the Environmental Performance Reviews the incumbent will: - plan, implement and monitor the implementation of EPR reviews; - Schedule pre-missions and fact finding missions and participate in these missions. Assist in selecting and building up teams of international experts; in charge of liaising and coordinating national experts consultants and experts from other international organizations. Liaise and cooperate with environment and other ministries in the reviewed countries, with other government's officials, representatives of national, regional and global organizations and organizations of the UN system and NGOs dealing with environmental policy and management issues; - Assist in planning, organizing and servicing of technical and ad hoc expert group meetings, and provide support to intergovernmental processes dealing with environmental policy and management in particular of the Peer-review Meeting of the ECE Committee on Environmental Policy; draft reports, policy papers and prepares summaries of the meetings. - Assist in the organization of panels and round tables and in particular of EPR launching events; (2) As environmental expert the incumbent will: - Participate in the analysis of environmental policy and management; evaluate frameworks of strategic nature and management practices on the basis of empirical research; carry out interviews in the reviewed country, crosscheck the information and prepare a series of recommendations; participate in integrating/assembling the chapters of the report, and in verifying and harmonizing information contained in the report as well as the recommendations therein; - prepare/contribute to the preparation of publications, various other written reports, documents and communications e.g. draft reports or sections of analytical reports, studies, background papers, parliamentary documents, briefings and correspondence. Undertake on-the-job and other training activities, both internally and externally. (3) Perform other related duties as required, including a variety of administrative tasks necessary for the delivery of the work unit's service - Represent the work unit at international and other meetings; prepare inputs to statements by secretariat staff to such meetings. - provide input to the strategic framework reporting in IMDIS - Prepare press releases, provide substantive input for updating website contents - Provide support to the management of the Division and Office of the Executive Secretary (OES) on substantive and administrative issues.

QUALIFICATIONS

Education

Advanced university degree in economics, social science, natural sciences, environmental management or environmental sciences, or related fields.

Work Experience

At least 5 years of professional experience in Government service, research institutions or in international organizations on environment related issues and or sustainable development.

Languages

Fluent in English with drafting and editing ability. Fluency in one of the other two official languages of UNECE, French and Russian, highly desirable.

Other Skills.

7. Deputy Executive Secretary, D-1

Responsibilities

The functions of the secretariat are, among others, to make arrangements for sessions of the Conference of the Parties (COP) and its subsidiary bodies. In addition the secretariat also provides assistance to Parties in implementing the Convention. In accordance with the decisions adopted by the Conference of the Parties and its subsidiary bodies, the Executive Direction and Management Unit (EDM) defines the strategic planning and provides the policy guidance to the units of the secretariat that is necessary to the effective discharge of their missions. EDM also organizes internal management processes and ensures an adequate information flow within and through the secretariat. It manages the mobilization of resources, analyses emerging policy issues, coordinates the representation of the secretariat at external meetings and related UNCCD events and ensures that appropriate follow-up actions are taken with the aim to promote the Convention's objectives and facilitate the UNCCD implementation process. EDM further provides support and advice to the COP, its subsidiary bodies and the respective Bureaus. It coordinates working relationships with various counterparts, including Parties, United Nations bodies and other international,

intergovernmental and non-governmental organizations. DUTIES AND RESPONSIBILITIES Under the general guidance of, and in close cooperation with the Executive Secretary, the incumbent oversees to the work of the Secretariat, and specially; 1. Advises and assists the Executive Secretary in the management of the Secretariat, in his resources mobilization efforts, his representation functions and the overall administration of resources, in order to ensure the Secretariat's delivery under 10 Year UNCCD Strategy; chairs weekly management meetings in the absence of the Executive Secretary; 2. Assist in high level advocacy, coalition building and the establishment of a global framework for the UNCCD, represents and speaks on behalf of the Secretariat at meetings of other international organizations, agencies and bodies, on matters to the Convention and its implementation; 3. Acts as a Secretary of the COP and ensures, coordinates the servicing to the COP and its subsidiary bodies; advices the COP and its subsidiary bodies, and Bureau thereof, on matters relating to the Convention and its implementation; 4. Advises the Executive Secretary on Program budget, and coordinates the preparation of the Program budget; provides guidance to the Chief of Administration on behalf of the Executive Secretary in the overall management of the Secretariat; 5. Advises on issues relating to, coordinates, undertakes, fundraising for supplementary funds; initiates contacts with the officials of fundraising agencies and governments, and ensures follow-up; 6. Undertakes any other assignments, as required by management.

QUALIFICATIONS

Education

Advanced University Degree in law, management studies, social or environmental sciences. A first-level university degree in combination with qualifying experience may be accepted in lieu advanced university degree.

Work Experience

About fifteen (15) years progressively responsible experience in development, environment and multilateral diplomacy, of which at least 5 years in an international environment. Management experience in, and familiarity with United Nations system and procedures are particularly desirable.

Languages

Fluency in oral and written English and French essential. Knowledge of another United Nations official language is an advantage.

Other Skills

Good organizational skills, ability to work under pressure and respecting deadline. Good interpersonal skills and ability to work in a multi-cultural environment, with diplomacy and discretion, particularly at the highest diplomatic levels.

8. Medical Officer, P-4

Responsibilities

Within delegated authority, the Medical Officer reports to the Deputy Medical Director and the Medical Director of the UN Medical Services Division, Office of Human Resources Management, and will be responsible for the following duties: Clinical Duties: Undertake day-to-day clinical duties in a walk-in clinic; respond to medical emergencies; refer staff to outside specialists as necessary and follow-up with outside specialists. Organizes/Participates in addressing work environment and occupational health issues: conducts pre-placement and periodic medical examinations; prepares UN staff for travelling by providing advice on immunizations and malaria prophylaxis; provides health education and implements health promotion Programs. Medico-Administrative Duties: Advises administration, as per United Nations policies and guidelines, on medical clearance for recruitment, travel and mission assignment; sick leave certification; medical evacuations and repatriations. Advises Medical Director on work-related illness/injury compensation cases, including those of Military Observers, United Nations Police and peacekeeping troops; on possible cases of medical disabilities and assists in preparation of medical boards. Undertakes field travel to assess health environment and existing medical facilities in the field duty stations and advises administration accordingly. Performs other duties as required.

QUALIFICATIONS

Education

Advanced University degree (Master's degree or equivalent) in Medicine with post graduate training in one of the medical specialties. Preferably occupational/internal medicine. A first level university degree in medicine combined with qualifying experience may be accepted in lieu of post graduate training. Currently registered to practice medicine in own country or other UN member state is required.

Work Experience

At least 7 years of progressively responsible clinical experience in the medical field. Knowledge and experience in occupational, travel and tropical medicine is desirable. Previous UN/international medical experience 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 a second official UN language is an advantage.

Other Skills

Proficiency in electronic medical records and modern information office technology is desirable.

9. Chief Nurse, P-3

Responsibilities

Within limited delegated authority, the incumbent is responsible for ensuring smooth day to day functioning of the walk-in-clinic at the UN Medical Facility and arrange appointments for medical exams of mission personnel. Design and implement outreach programs for mission personnel. Liaise with local hospitals to secure treatment of staff in these facilities preventive and promotive medical programs. Conduct medical orientation for incoming mission staff. Arrange first aid training for mission personnel. Prepare monthly medical reports. Medico Administrative Duties: Assist the Chief Medical Officer in coordinating medical evacuations/repatriations Identify supplies and equipment requirements for the clinic and with approval of the Chief Medical Officer raise requisitions accordingly. Liaise with the Procurement Supply section for this. Provide support to the satellite clinics and ensure regular medical supplies. Supervisory Duties: Supervise the nursing staff at mission headquarters and satellite clinics to ensure smooth functioning of the clinic. Assist the Chief Medical Officer in preparing Performance Appraisal Reports of nursing staff in the clinic. Ensure periodic upgrading of medical skills of nursing staff. Perform other related duties as required.

QUALIFICATIONS

Education

Registered Nurse who is a graduate of either an accredited Baccalaureate Nursing Program (University) or an accredited Diploma Program (4 years). Certificates in ECG, CPR or Basic Life Support is an asset.

Work Experience

At least 5 years of experience in the general nursing/intensive care with some experience in health administration. Experience of UN peace keeping operations and familiarity with relevant UN administrative policies and procedures is highly desirable.

Languages

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

Other Skills.

10. Protocol Officer, P-3

Responsibilities

The Protocol Officer is responsible for performing the following duties: • Manages the Protocol Unit and supervising its staff; • Provides protocol and liaison services with the authorities of the host country, embassies, high level visitors from the UN Secretariat, Funds, Programs and Agencies of the United Nations and other international and inter-governmental organizations; • Advises the SRSG and senior Mission management on protocol issues and related matters; • Coordinates the participation of MINUSTAH's officials in diplomatic functions; • Assists the Chief of Staff in the organization of official visits and of the SRSG's travel inside and outside of the country; • Assists the Chief of Staff in planning and coordinating the logistics of high level visits; • Coordinates military and police medal award ceremonies, and any other relevant Mission events as directed by the Chief of Staff; • Maintains up-to-date biographical and contact information on the authorities of the Host Country, embassies and intergovernmental organizations; • Supervises national staff of the Protocol Unit; responsible for capacity building of national staff in the Protocol Unit; • Performs other duties as required.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in political science, international relations, public administration, international law or other related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience planning and organizing activities in an international setting and experience in protocol procedures in the United Nations system are required. At least two years Field Mission experience also required. Experience working in Haiti is an advantage.

Languages

English and French are the working languages of MINUSTAH. For this post, fluency in both written and oral English and French is required.

Other Skills.

11. Finance Officer, P-4

Responsibilities

Under the overall guidance and direction of the Executive Head of the UNCC Secretariat (who also serves as the Director of the Program), the Financial Program Officer will be responsible for the following duties: • Review relevant documents from claimant Governments and Independent Reviewers, including correspondence, plans and reports, to monitor claimant Governments' implementation of projects under the Program. • Provide authoritative advice, financial interpretations, adaptations and corrective actions; • Work cooperatively with claimant Governments and Independent Reviewers, in coordination with colleagues within the Secretariat, to conduct the financial evaluation of the environmental projects, and prepare necessary related correspondence and reports; • Provide recommendations on claimant Governments' compliance with Governing Council decision 258 (2005); and assist in the preparation of reports for the Governing Council; • Develop methodologies, design and maintain tracking systems for the review and monitoring of the financial progress of the claimant Governments' project implementation; • Monitor relevant expenditures ensuring that accurate and complete accounting, reporting and

internal control systems are functioning and that all relevant records are maintained; • Assists in the preparation of the Program internal biennial budgets and the interim performance reports; • Approve the Program financial documents under delegated authority as approving officer; • Review and analyze the Program Financial Statements and bring any arising issues to the attention of the Executive Head; • Perform other duties as required.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in accounting. A first level university degree in combination with qualifying experience may be acceptable in lieu of the advanced university degree. Certification as a Certified Public Accountant (CPA), Chartered Accountant (CA) or equivalent is desirable.

Work Experience

A minimum of seven years of progressively responsible professional experience in an accounting firm including at least two years audit experience is required. Experience in dealing with large projects, in particular with environmental projects, is preferred.

Languages

Fluency in written and spoken English is required. Knowledge of Arabic is an asset.

Other Skills

Ability to draft comprehensive reporting documents and to communicate on sensitive issues with a variety of audiences.

12. Research Officer, P-3

Responsibilities

As far as review projects are concerned, he/she receives substantive guidance from the Inspector(s) in charge of the project and supervise by a Senior Research Officer. During the reviews the incumbent is expected to work with a large degree of independence. Under the authority of the Executive Secretary, the supervision of a Senior Research Officer and the guidance of the Inspector(s) concerned, the incumbent:- Participates in the preparation of a structured work plan for evaluation and inspection reviews, taking into account their scope and complexity; - Analyzes information collected by the assigned Research Assistant and conducts preliminary desk reviews; - Prepares questionnaires, surveys and interview guides and drafts correspondence related to the reviews; - Participates in the Inspectors' missions and assists in the interviews conducted by the Inspectors; - Analyzes data, identifies problems and issues and suggests solutions; - Participates in drafting the Unit's reports; - Ensures accuracy of the information contained in the reports; - Guides and oversees the work of the assigned Research Assistant;- Performs focal point responsibilities in respect of assigned organizations, including the drafting and updating of management assessments; - Assesses and screens proposals for the annual Program of Work of the Unit; - Participates in internal JIU meetings and assists in the preparation of JIU attendance at meetings of legislative organs; - Performs other duties as assigned by the Executive Secretary.

QUALIFICATIONS

Education

Advanced university degree, preferably in business or public administration, economics, statistics, international affairs, law or in a related field. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of 5 years of progressively responsible experience, of which at least 3 years involving research and analysis, preferably in the area of oversight (evaluation, audit, inspection, investigation) or a related field.

Languages

English and French are the working languages of the United Nations secretariat. For the post advertized, fluency in oral and written English is required. Working knowledge of French is desirable. Knowledge of another official United Nations language is an advantage.

Other Skills

Excellent drafting skills required. Ability to use IT tools for research and proficiency in the use of standard computer applications (in particular spreadsheets, presentations, etc) is required.

REMUNERATION/DUTYSTATIONS

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered. Annual salary ranges from US$105,000.00 to US$250,000.00 for respective level of positions. Applicants considered for employment will be posted to any of our DUTY STATIONS in the following cities: Bangkok, Geneva, New York, Hong Kong, Beijing, Bruges, Kunming and Copenhagen.

UNEDC INTERNSHIP PROGRAM

The UNEDC also provide opportunities for students enrolled in a graduate Program to undertake an internship at the United Nations Headquarters in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok, Beirut and Santiago.

The purpose of the UNEDC Internship Program is:

- to provide a framework by which graduate and post-graduate students from diverse academic backgrounds may be assigned to United Nations Offices where their educational experience can be enhanced through practical work assignments.

- To expose them to the work of the United Nations.

- To gain experience in the work of the Organization with the objective of deepening their knowledge and understanding of the United Nations' goals, principles and activities.

- To provide UN offices with the assistance of highly qualified students specialized in various professional fields.

To qualify for the Internship Program, the following conditions must be met:

1. Applicants must be enrolled in a degree Program in a graduate school (second university degree or higher) at the time of application and during the internship; or

2. Applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages must have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.

Please use the following table to check your eligibility for the Internship Program before you send us an application:

Eligibility Self Check Table:	Yes	No
1. You have completed or currently enrolled in a Master or PhD (or similar Program) and will be during the entire internship, or You are pursuing studies in a country where higher education is not divided into undergraduate and graduate stages, and you are currently enrolled in your fifth year (or higher) at a university or equivalent institution towards the completion of a degree.	_	__
2. You are able to obtain the necessary visa and to arrange your travel to the United Nations Headquarters in New York.	_	_
3. You are able to cover the costs of travel, accommodation, as well as living expenses of the internship (approx. US$5,000).	_	_
4. If selected, you will be able to prove valid medical insurance coverage for your stay in the USA, provide a medical certificate stating that you are in good health and prove your enrollment in graduate studies.	_	_
5. You are able to communicate in English.		

Note: To be eligible for the Internship Program, you must answer "Yes" to all 5 questions. If you answer "No" to one or more of the above question(s), you should consider postponing your application until the above requirements are met.

HOW TO APPLY

Interested and qualified applicants should send their detailed Resumes/Cvs to recruiting@un-edc.org on or before 30th August 2013. Only Applicants considered for employment will be contacted.

For the Internship Program, interested and qualified applicants should send their application to intern@un-edc.org. Please put "UNEDC Internship" in the subject line. Deadlines for application will vary based on departments' needs and availability.

Dr. Patrick Ferguson. (UNEDC).
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"A Stronger UN For A Better World..."