



Ref. No.: _____

TEMPORARY VACANCY ANNOUNCEMENT

P4	Humanitarian Affairs Officer
TVA Grade Level	Functional Title
OCHA/PDSB	
Department/Office/Division	
Humanitarian Affairs	
Occupational Group (See list on last page)	
P4	24 February, 2009
Open to (Current Grade of Applicant)	Deadline (DD/MM/YYYY)

Service/Section: ESS	Estimated Start Date: 01/04/2009
Duty Station: New York	Possibility of Extension? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Duration: 11 months	Open to External Candidates? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Under the overall management of the Chief, Evaluation and Studies Section (ESS), Policy Development and Studies Branch (PDSB), the incumbent will:

The Humanitarian Evaluations Officer will be responsible for the following duties:

- Plan, organize, manage, lead and/or participate in large, complex humanitarian assistance evaluations, lesson learning reviews, and inter-agency evaluations;
- Organize and prepare studies, reviews and evaluation reports on humanitarian, emergency relief and related issues; organize follow-up work, including interagency technical review meetings to support policy development work and decision-making on important issues; and ensure the implementation of recommendations emanating from relevant studies;
- Lead or assist, as appropriate, in the preparation of OCHA reports, studies, reviews, background papers, policy guidelines, correspondence, presentations, background papers, policy guidelines, etc.
- Partner with other humanitarian agencies to plan and evaluate complex humanitarian and emergency assistance programmes; help ensure that latest findings, lessons learned, policy guidelines, etc. are incorporated into these activities, including gender-related considerations;
- Establish and maintain contacts with member states, other UN agencies, non-governmental organizations, media, etc.; ensure appropriate mechanisms to facilitate collaboration and exchange of information both in and outside the UN system, including on early warning and contingency planning, etc.
- Serve as the primary focal point on specific topics or policy-related issues; keep abreast of latest developments, liaise with other humanitarian organizations, donors, and member states,
 - Organize, facilitate and participate in work groups, lesson reviews, meetings, conferences, consultations with other agencies and partners humanitarian and emergency relief-related matters.
- Provide technical support to field offices; review and clear evaluation proposals and terms of reference.
- Perform other duties as required.

COMPETENCIES

Professionalism -Comprehensive knowledge of and exposure to a wide range of humanitarian assistance, emergency relief and related human rights issues; conceptual and strategic analytical capacity, to include ability to analyze and articulate the humanitarian dimension of complex issues that require a coordinated UN response; demonstrated problem-solving skills and ability to use sound judgment in applying technical expertise to resolve a wide range of complex issues/problems; good grasp of evaluation methods and their application in humanitarian emergency context; ability to relate humanitarian affairs issues and perspectives, including gender issues, to political, economic, social and human rights programmes in affected country/region.

Communication - Excellent communication (spoken and written) skills, including the ability to convey complex concepts and recommendations to staff at senior levels, both orally and in writing, in a clear, concise style.

Planning and Organizing - Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects/activities.

Teamwork - Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Managing Performance - Leadership and supervisory skills and ability to coach, mentor and develop staff.

For Managerial Positions:

QUALIFICATIONS

Experience: A minimum of seven years of progressively responsible experience in the evaluation of humanitarian assistance, emergency preparedness, crisis/emergency relief management, rehabilitation and development, or other related area, including at least 3 years of experience at the international level is required. A minimum of 3 years of field experience in complex emergencies or natural disasters is required.

Education: Advanced university degree (Master's degree or equivalent) preferably in political or social science, international studies, public administration, economics, or other relevant 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. Course work or continued education on evaluation methods or on related research methods are required

Languages: English and French are the working languages of the Secretariat. For this post, excellent written and oral English is required; ability to work in French is highly desirable; knowledge an additional UN language is desirable

Other Skills: Good general facilitation and training skills and experience are required; Formal or hands-on training on evaluation methods is required. Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internal databases etc is required.

ADDITIONAL COMMENTS

DOCUMENTS REQUIRED:

- ☒ **Cover Letter**
☒ **PHP**
☒ **Signed PAS** **Periods:**
☐ **Others:**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Scott Green Email Address: green10@un.org
 Celeste Evangelista evangelista@un.org
Copy (cc): Loreto Aldana Email Address: aldana@un.org

Please choose from this list of Occupational groups:

Administration	Jurists
Civil Affairs	Legal Affairs
Civilian Police	Logistics
Conference Services	Management and Programme Analysis
Drug Control and Crime Prevention	Medical
Economic Affairs	Ombudsman
Electoral Affairs	Political Affairs
Engineering	Procurement
Finance	Programme Management
Human Resources	Public Information
Human Rights	Science and Technology
Humanitarian Affairs	Security
Information Management	Social Affairs
Information Systems and Technology	Social Sciences
Internship	Statistics

Note:

While this temporary assignment will provide the successful applicant with an ideal opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Internal candidates for this purpose is defined as staff members currently serving under 100 series appointment who have been recruited after a competitive examination under staff rule 104.15 or after the advice of a Secretariat joint body under staff rule 104.14. External applicants may be considered when it is not possible to identify suitable internal candidates of the same department/office.

Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and will therefore be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post.

For information on the provisions for special post allowance, please refer to ST/AI/1999/17.