



## TEMPORARY VACANCY ANNOUNCEMENT

<b>P3</b>	<b>HAO</b>
TVA Grade Level	Functional Title
<b>IASC ECHA Secretariat New York, OCHA</b>	
Department/Office/Division	
<b>Humanitarian Affairs</b>	
Occupational Group (See list on last page)	
<b>P2/P3</b>	<b>10 July, 2009</b>
Open to (Current Grade of Applicant)	Deadline (DD/MM/YYYY)

Service/Section:	<b>IASC ECHA Secretariat</b>	Estimated Start Date:	<b>01/08/2009</b>
Duty Station:	<b>New York</b>	Possibility of Extension?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Duration:	<b>Through 31/12/2009</b>	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

### DUTIES AND RESPONSIBILITIES

#### BACKGROUND

The Inter-Agency Standing Committee (IASC), established by Resolution 46/182, is a unique interagency mechanism for humanitarian dialogue and decision-making involving a range of UN and non-UN humanitarian partners. Under the leadership of the Under-Secretary-General for Humanitarian Affairs, in his capacity as Emergency Relief Coordinator (ERC), the primary role of the IASC is to shape humanitarian policy as well as to ensure a coordinated and affective response to emergencies. The Executive Committee on Humanitarian Affairs (ECHA) is chaired by the Under-Secretary-General for Humanitarian Affairs and brings together UN humanitarian agencies and the political, peacekeeping and security departments of the UN Secretariat to address issues related to humanitarian crises.

A joint Secretariat based in OCHA Geneva and in New York serves the IASC and the Secretariat in New York serves ECHA, ensuring that discussions in the two Committees are based on a common understanding of problems and effective decision-making processes. The Secretariat supports the Under-Secretary-General as the chairperson of both committees, and the Director of OCHA Geneva in his capacity as chairperson of the IASC Working Group.

#### RESPONSIBILITIES

##### IASC

With guidance from the HAO, and in collaboration with the IASC Secretariat Geneva, contribute to the agenda setting, preparatory processes and follow up for IASC meetings, including the IASC Principals, IASC Working Group, ad-hoc IASC meetings, and IASC Task Forces; participate in, and draft summary records and action points of IASC meetings, as appropriate; remain abreast of policy issues covered by the IASC in order to provide technical and substantive support to IASC members and subsidiary bodies on these issues; organize the New York IASC weekly meetings, including agenda setting with inputs from OCHA colleagues and IASC members; monitor OCHA implementation and follow up to IASC decisions through mapping and tracking outcomes of IASC Principals and Working Group meetings; collect and analyze, for the attention of OCHA senior managers, issues arising from IASC meetings which may require action and follow up, in consultation with the IASC Secretariat Geneva; support preparation of IASC Principals and Working Group meetings by ensuring timely and relevant inputs by OCHA; brief OCHA staff on the outcomes of IASC meetings, support the ERC in his relations with IASC members by preparing talking points and briefing papers in consultation with the IASC Secretariat Geneva.

##### ECHA

Contribute to the planning of ECHA's agenda, including ECHA core group meetings, in consultation with OCHA colleagues; liaise with ECHA focal points on issues related to the meetings in order to enhance effectiveness of future meetings; liaise with OCHA departments and ECHA members to ensure that ECHA background documents are strategic and include concrete proposals

for action, and are prepared in a timely manner; coordinate with relevant OCHA departments on the preparation of talking points/briefing notes for the chairperson; draft summary notes and action points from the meetings; monitor timely follow up to decisions and action points taken by ECHA and alert relevant colleagues to gaps in implementation; and monitor and provide support to all ECHA related meetings, including ECHA and ECHA/ECPS Task Forces and other fora.

#### **IASC/ECHA Secretariat**

Support the day-to-day work of the IASC/ECHA Secretariat in New York, including the supervision of support staff and interns, as appropriate; support, including by notetaking for, the Front Offices of the USG and ASG as appropriate; support other Executive Committees of the UN Secretariat, as appropriate; and act as Officer-in-Charge of the IASC/ECHA Secretariat New York in the absence of the head of the unit.

### ***COMPETENCIES***

**Professionalism** – Sound knowledge of and exposure to a range of humanitarian assistance, emergency relief and related human rights issues, including approaches and techniques to address difficult problems; strong analytical capacity and in particular the ability to analyze and articulate the humanitarian dimension of issues which require a coordinated UN response; ability to identify issues and to use sound judgment in applying technical expertise to resolve a wide range of problems; strong research skills, including ability to evaluate and integrate information from a variety of sources; ability to provide guidance to new/junior staff.

**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.

**Planning & Organizing** - Ability to plan own work, manage conflicting priorities and work under pressure of tight and conflicting deadlines.

**Communications** - Excellent communications (both written and oral) skills. Impeccable English drafting skills are a must; ability to draft/edit a variety of written reports and communications and to articulate ideas in a clear concise style.

***For Managerial Positions:***

***QUALIFICATIONS***

**Experience:** At least five years in humanitarian emergencies and/or international development at the international level preferably in different types of organizations (governmental, intergovernmental non-governmental). At least three years of experience should be in the humanitarian field, preferably in an inter-agency setting in which a solid understanding of all humanitarian issues have been gathered. Experience from within the UN System is essential especially in the coordination of humanitarian response. Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian assistance. Knowledge of the institutions of the UN system. Relevant experience at both Headquarters and in the field.

**Education:** Advanced university degree in international relations/development/law/social science or related subject. A first level university degree with the relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

**Languages:** Fluency in oral and written English is essential; knowledge of a second official UN language an advantage.

**Other Skills:**

***ADDITIONAL COMMENTS***

**DOCUMENTS REQUIRED:**

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

**ALL SUBMISSIONS TO BE SENT TO:**

Contact Name: Ms. Letizia Rossano, Ms. Melanie Lachica      Email Address: rossano@un.org, lachica@un.org  
Copy (cc): Ms. Cristina Gomez      Email Address: gomez3@un.org

**Please choose from this list of Occupational groups:**

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

**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.