06/0975

United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: Mr. Edward Tsui, Director
A: Policy Advocacy & Information Division, OCHA
S-3600J

DATE: 30 May 2006

REFERENCE:

THROUGH:
S/C DE:

FROM: Tom Rudi, Recruitment Officer
DE: Personnel Service, TCMS, DESA

SUBJECT: **June 2006 Circulation of Associate Expert Vacancies to**
OBJET: **Donor Countries**

We are currently in the process of preparing our periodic distribution of Associate Expert vacancies to the donor countries to be released on **16 June 2006.**

In this regard, we kindly request that you review the attached list of vacancies and confirm the viability of the posts. Please feel free to add new job descriptions to the list. Any vacancy, for which we already have a commitment for a candidate, or funding of a post, is intentionally excluded.

As a reminder, please note that the donor countries have established a format for the job descriptions and have requested the submission of our circulation in electronic form. It is requested that this is strictly adhered to in the preparation of job description(s). In order to conform to the standards set by the donor countries, you are requested to submit all job descriptions accordingly. An organizational chart of the office where the associate expert will be assigned should also be attached. We will only circulate job descriptions that have all the required elements and those that comply with the accepted format.

Kindly submit all your job descriptions electronically to Ms. Lissy Joseph [josephl@un.org] latest by 9 June 2006. The next circulation will be in October 2006.

Thank you for your attention.

OCHA/NY

JUN 02 2006

Focal Point: MLM by: 08 JUNE 06
Info copy to: JE, MN, SA, CE
KK

Post Nos.				Post Title	Duty Station	Country Name	Status	Substantive	DEPT.
INT	024	5	P157	ASSEX IN PUBLIC INFORMATION	NEW YORK	USA	000	AERS/OCHA	OCHA
INT	090	2	P44	ASSEX IN PUBLIC INFORMATION & EXTERNAL RELATIONS	NEW YORK	USA	000	OCHA	OCHA
INT	150	3	P96	ASSEX IN HUMAN RESOURCES, ADMIN OFFICE	GENEVA	SWITZERLAND	000	OCHA	OCHA
INT	153	3	P139	ASSEX IN RELIEFWEB MANAGING	GENEVA	SWITZERLAND	000	OCHA	OCHA
INT	153	4	P26	ASSEX IN HUMAN INFN MANAGEMENT - RELIEFWEB PROJ	NEW YORK	USA	000	OCHA	OCHA
INT	160	3	P106	ASSEX IN IT SYSTEMS ANALYST PROGRAMMER-MR. GHALY	GENEVA	SWITZERLAND	000	OCHA, GENEVA	OCHA
INT	160	3	P62	ASSEX IN GEOGRAPHIC INFORMATION	NEW YORK	USA	000	OCHA	OCHA
INT	160	5	P136	ASSEX IN NEEDS ASSESSMENT, MONITORING & EVALUATION	GENEVA	SWITZERLAND	000	AFRICA II, OCHA	OCHA
INT	160	5	P213	ASSEX IN ENVIRONMENTAL EMERGENCIES	GENEVA	SWITZERLAND	000	EES-UNEP/OCHA	OCHA
INT	162	3	P90	ASSEX IN ISDR on Implementation of the Hyogo Framework for Action	GENEVA	SWITZERLAND	000	ISDR/OCHA	OCHA
INT	162	4	P32	ASSEX IN FELLOWSHIP PROGRAMME	GENEVA	SWITZERLAND	000	ISDR/OCHA	OCHA
INT	162	4	P33	ASSEX IN EARLY WARNING PLATFORM	BONN	GERMANY	000	ISDR/OCHA	OCHA
INT	162	6	P231	ASSEX IN ISDR ACTIVITIES & WORLD CONFERENCE ON DISASTER REDUCTION	GENEVA	SWITZERLAND	000	ISDR	OCHA
INT	171	3	P140	ASSEX FOR OCHA (ASIA and PACIFIC SECTION)	GENEVA	SWITZERLAND	000	OCHA	OCHA
RAB	160	5	P89	ASSEX IN INFORMATION FOR IRIN	DUBAI	UAE	000	IRIN	OCHA
RAF	194	5	P88	ASSEX IN INFORMATION MANAGEMENT IN AFRICA	NAIROBI	KENYA	000	IRIN	OCHA
RAS	160	5	P90	ASSEX IN INFORMATION FOR IRIN	ANKARA	TURKEY	000	IRIN	OCHA
RAS	160	6	P109	ASSEX IN HUMANITARIAN AFFAIRS FOR REGIONAL OFFICE IN ASIA & THE PACIFIC	BANGKOK	THAILAND	000	ROAP/OCHA	OCHA
RAS	162	6	P107	ASSEX IN REGIONAL ISDR ACTIVITIES	BANGKOK	THAILAND	000	RUA/ISDR	OCHA
RLA	160	6	P110	ASSEX IN EMERGENCY PREPAREDNESS FOR LAC	PANAMA CITY	PANAMA	000	LAC/OCHA	OCHA
RLA	160	6	P115	ASSEX IN HUMANITARIAN AFFAIRS	PANAMA CITY	PANAMA	000	RO-LAC	OCHA
RLA	162	3	P71	ASSEX FOR ISDR IN LATIN AMERICA	PANAMA CITY	PANAMA	000	ISDR/OCHA	OCHA
INT	160	6	P265	ASSEX IN EARLY WARNING, CONFLICT PREVENTION & CONTINGENCY PLANNING	NEW YORK	USA	NEW	EWCPU	OCHA