04/0879

United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: Mr. Edward Tsui, Director
A: Policy Advocacy & Information Division, OCHA
S-36000J

DATE: 18 May, 2004

REFERENCE:

THROUGH:
S/C DE:

FROM: Kaplinghat Natarajan, Human Resources Officer
DE: Associate Experts Programme, PS, TCMS, DESA

SUBJECT: **June 2004 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 **18 June 2004.**

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). Attached are the formats in English and French versions for your perusal. 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 10 June 2004. The next circulation will be in October 2004.

Thank you for your attention.

Cc: Mr. Martin Harrich

OCHA/NY

MAY 26 2004

Focal Point: MLH /RP by: 18 June '04
Info copy to: ET, MH, AC

J.Ennis

POSTS AVAILABLE IN OCHA

					Post Title	Duty Station	Country Name	Substantive	DEPT.	ADDL Information
RLA	160	3	P79	01-V	ASSEX IN HUMANITARIAN AFFAIRS FOR PROJECT	BOGOTA	COLOMBIA	OCHA	OCHA	
INT	160	4	P30	01-V	ASSEX HRO, FIELD COORDINATOR	KINSHASA	CONGO	OCHA	OCHA	
RLA	162	3	P71	01-V	ASSEX FOR ISDR IN LATIN AMERICA	SAN JOSE	COSTA RICA	ISDR/OCHA	OCHA	
INT	162	4	P33	01-V	ASSEX IN EARLY WARNING & WORLD CONFERENCE	BONN	GERMANY	ISDR/OCHA	OCHA	
RAF	160	3	P68	01-V	ASSEX IN REGIONAL SUPPORT OFFICE	DAKAR	SENEGAL	OCHA-AFRICA II	OCHA	
RAF	160	4	P04	01-V	ASSEX IN INFORMATION/HUMANITARIAN AFFAIRS - IRIN	JOHANNESBURG	SOUTH AFRICA	IRIN/OCHA	OCHA	
INT	150	3	P96	01-V	ASSEX IN HUMAN RESOURCES, ADMIN OFFICE	GENEVA	SWITZERLAND	OCHA	OCHA	
INT	153	3	P139	01-V	ASSEX IN RELIEFWEB MANAGING	GENEVA	SWITZERLAND	OCHA	OCHA	
INT	160	2	P41	01-V	ASSEX IN RESPONSE COORDINATION BRANCH	GENEVA	SWITZERLAND	OCHA	OCHA	Was reserved for UK originally.
INT	160	3	P105	01-V	ASSEX IN MONITORING & EVALUATION	GENEVA	SWITZERLAND	OCHA, GENEVA	OCHA	Forwarded to NET for cons.
INT	160	3	P106	01-V	ASSEX IN IT SYSTEMS ANALYST PROGRAMMER-MR. GHALY	GENEVA	SWITZERLAND	OCHA, GENEVA	OCHA	
INT	160	4	P28	01-V	ASSEX IN INTER-AGENCY STANDING COMMITTEE SECRETARIAT	GENEVA	SWITZERLAND	OCHA	OCHA	
INT	160	4	P29	01-V	ASSEX IN HRO, RESPONSE COOR.BRANCH AFRICA I	GENEVA	SWITZERLAND	OCHA	OCHA	
INT	162	3	P74	01-V	ASSEX IN DISASTER REDUCTION	GENEVA	SWITZERLAND	ISDR/OCHA	OCHA	
INT	162	3	P90	01-V	ASSEX IN ISDR (Conf. on Disaster Reduction)	GENEVA	SWITZERLAND	ISDR/OCHA	OCHA	
INT	162	4	P32	01-V	ASSEX IN FELLOWSHIP PROGRAMME	GENEVA	SWITZERLAND	ISDR/OCHA	OCHA	
INT	171	3	P140	01-V	ASSEX FOR OCHA (ASIA, PACIFIC & ME SECTION)	GENEVA	SWITZERLAND	OCHA	OCHA	Generic JD revised
INT	171	3	P141	01-V	ASSEX IN HUMANITARIAN AFFAIRS RCB-AMERICAS&CARIBBEAN SECTION	GENEVA	SWITZERLAND	OCHA	OCHA	
INT	203	4	P31	01-V	ASSEX IN ENVIRONMENTAL EMERGENCIES	GENEVA	SWITZERLAND	ESB/OCHA	OCHA	
INT	090	2	P44	01-V	ASSEX IN PUBLIC INFORMATION & EXTERNAL RELATIONS	NEW YORK	USA	OCHA	OCHA	
INT	153	4	P26	01-V	ASSEX IN HUMAN INFN MANAGEMENT - RELIEFWEB PROJ	NEW YORK	USA	OCHA	OCHA	

INT	160	3	P62	01-V	ASSEX IN GEOGRAPHIC INFORMATION	NEW YORK	USA	OCHA	OCHA	
INT	160	3	P63	01-V	ASSEX FOR OCHA EARLY WARNING, CONFLICT PREV.	NEW YORK	USA	OCHA	OCHA	

Standard format for ASSOCIATE EXPERT positions

Request from
(Please indicate the Organization/Office)

JOB DESCRIPTION

General Information
Title: Associate Expert in:
Duration:
Date Required:
Duty Station (location, sector):

Supervision
Direct supervision by: Mr./Ms
Title of the supervisor:
Content and methodology of the supervision:

Duties, responsibilities and output expectations:

Qualifications and experience
Qualifications:
UN competencies (Refer to OHRM guidelines):
Work experience:

Learning Elements
It goes without saying that the learning elements result from the tasks the ASSOCIATE EXPERT has to carry out during his/her assignment. The learning elements in the job description should be defined in the form of measurable results, for instance:

After the assignment the ASSOCIATE EXPERT will be able to
- Write assessment reports
- Assess project proposals
- Draft project budgets according to UN standards
- Formulate job descriptions and project documents to address environmental problems in the region
- To monitor progress in solving the industrial pollution problems and to formulate remedial action proposals
- Etc.

Background information
The information should include:
- General information about the organizational structure of the local UN organization (including an organigram)
- General outlines about the programme or project the ASSOCIATE EXPERT will be working in (history, recent developments, etc)
- Outline about planned developments concerning the programme/ project
- Information about the living conditions at the post is appreciated.

Format standard pour le descriptif de poste des Experts Associés

Requête de
(Prière de bien vouloir indiquer l'Organisation/ le bureau)

DESCRIPTION DE POSTE

Information générale
Titre du poste: Expert Associé en:
Durée:
Date requise :
Lieu d'affectation (secteur d'activité):

Supervision
Superviseur direct: M. /Mme
Titre du superviseur :
Contenu et méthodologie de la supervision:

Fonctions, responsabilités et valeur ajoutée attendues

Qualifications et expérience
Qualifications
Compétences des Nations Unies (référence aux lignes directrices du bureau de la gestion des ressources humaines)
Expérience professionnelle

Eléments d'apprentissage
Il va sans dire que les éléments d'apprentissage dépendent directement des tâches que l'expert associé devra accomplir au cours de son affectation.
Les éléments d'apprentissage contenus dans le descriptif de poste doivent être définis sous forme de résultats mesurables, par exemple :

Après l'affectation l'expert associé sera capable de:
- rédiger des rapports d'activité
- évaluer des propositions de projet
- préparer le budget du projet conformément aux principes définis par l'ONU
- préparer des descriptifs de poste et des documents permettant de répondre aux enjeux environnementaux de la région
- superviser le progrès réalisé dans le traitement des déchets industriels et élaborer des propositions pour faire face à ce problème
- etc.

Information sur le cadre général

Cette information doit inclure:

- de l'information générale sur la structure organisationnelle de l'agence locale des Nations Unies (dont organigramme)
- les grandes lignes du programme ou du projet dans lequel va travailler l'expert associé (historique, développements récents, etc.)
- les développements prévus dans le cadre du programme/ projet
- les informations concernant les conditions de vie sur le lieu de travail sont utiles