

Change in the issuance of Vacancy Announcements

Beginning in February 2009, all International Professional (IP) positions will be advertised and recruited using our new online system, e-Recruitment. UNICEF DHR will provide more information soon.

To: Regional Directors; Representatives; Assistant Representatives; Operations Officers; Human Resources Officers in Field Offices; Directors: Brussels, Copenhagen, Florence, Tokyo; Division Directors and Chiefs of Section at Headquarters

From: Dash Joshi
Chief, Recruitment and Staffing Section
Division of Human Resources
UNICEF HQ

Attached please find **Vacancy Bulletin No. 2008-23**. Please ensure that this Bulletin is seen by all your staff, including all outposted staff. The Vacancy Bulletin is intended primarily for UNICEF staff, although applications from staff members of other United Nations organizations are also accepted.

Applications must be submitted online only. PERs can now be submitted online! Please specify the Vacancy Number and indicate whether you are currently occupying an abolished post or have received notice of abolition of your post.

Copies of your two most recent completed PERs (i.e. for 2006 and 2007) must be included for each post, or the application will not be considered. Kindly include your updated P11 form along with a cover letter outlining your competencies and reasons for applying. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

The UNICEF VB is available on the [UNICEF Intranet](#) to all staff.



VACANCY BULLETIN

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VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

Post Title: **Associate Director, Health Section, Programmes**

Bulletin Ref. No.: CF/DHR/VB-2008-23

Country: UNITED STATES OF AMERICA
Region: Headquarters New York
Duty Station: New York
VN. No.: VN-08-776

Budget Level: D-1*
PAT No. (IMIS): (13095)
Closing Date for Applications: 30 December 2008
HR Officer: (recruit.SSR@unicef.org)

Purpose: Under the overall guidance of the Director Programmes and supervision of Deputy Director, Survival, Development and Growth, responsible for the development, planning, implementation, monitoring and management of health programme at Headquarters as part of the Young Child Survival and Development area. As Chief of Health provides overall policy and programme guidance for the sector and represents UNICEF in major global health partnerships and initiatives. As head of section, supervises a significant group of professional and support staff to develop and administer the Health programme.

Generic Job Description: Generic JD does not apply to this position

- Minimum Requirements:**
- MD (or PhD in relevant field) and MPH.
 - At least twelve years experience in global health in public or private sector, including in a developing country setting, and experience operating at a global level.
 - In depth knowledge of health systems performance, health policy analysis, health financing, operational research, planning and monitoring.
 - Proven ability to develop, plan, manage and monitor programmes as well as transfer of knowledge and skills.
 - Ability to express clearly and concisely ideas and concepts in written and oral form.
 - Excellent analytical, negotiating and advocacy skills.
 - Proven ability to supervise and direct a team of professional and support staff.
 - Ability to work in a multi-cultural environment, and establish harmonious and effective working relationships both within and outside the organization.
 - Desirable: Strong networks in global health.
 - Fluency in English is required. A second UN language is an asset.

Remarks: * Project staff and external candidates selected for core posts will remain on fixed-term appointment.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

| | | | |
|----------------------|---|---------------------------------------|---|
| Post Title: | Senior Evaluation Specialist (Humanitarian), Evaluation Office | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | UNITED STATES OF AMERICA | Budget Level: | P-5* |
| Region: | Headquarters New York | PAT No. (IMIS): | (21686) |
| Duty Station: | New York | Closing Date for Applications: | 30 December 2008 |
| VN. No.: | VN-08-777 | HR Officer: | Planning, Monitoring and Evaluation, (recruit.PME@unicef.org) |

Purpose: Under the general direction and supervision of the Director, Evaluation Office, the Senior Evaluation Specialist, Humanitarian is responsible for strategy development and management of agency-specific or joint evaluations related to humanitarian action. Such evaluations include sectoral evaluations in emergency situations in areas such as health, water and sanitation and hygiene, nutrition, education and child protection. As the central focal point for evaluation of humanitarian action, s/he will ensure liaison with HQ divisions, regional offices and country offices as well as with UN and other partners. The Senior Evaluation Specialist will contribute to the development of standards, methods and skills related to the evaluation of humanitarian action throughout UNICEF.

Generic Job Description: Generic JD does not apply to this position

Generic Job Description:

Minimum Requirements:

- Advanced university degree in social science, international affairs, public health, education or a field related to the sectors that cover humanitarian programmes is required.
- Over ten years progressive experience at national and international levels in programme management and evaluation, over five years of which should be in developing countries.
- Current knowledge of evaluation methodologies.
- Proven ability to conceptualize, develop, plan and manage evaluations, as well as to transfer skills.
- Supervisory and managerial skills.
- Ability to work in a team context and good interpersonal skills to provide leadership to a team.
- Problem solving and analytical skills.
- Communication and advocacy skills.
- Thorough knowledge of computer applications and internet software.
- Good knowledge of current developments in the area of strategic information management.
- Fluency in English and a working knowledge of at least one other UN working language is required (two would be desirable).

Remarks: * Project staff and external candidates selected for core posts will remain on fixed-term appointment.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

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Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

Post Title: **Communication Specialist,
Division of Communication**

Bulletin Ref. No.: CF/DHR/VB-2008-23

Country: UNITED STATES OF AMERICA
Region: Headquarters New York
Duty Station: New York
VN. No.: VN-08-778

Budget Level: P-4*
PAT No. (IMIS): (13490)
Closing Date for Applications: 23 December 2008
HR Officer: External Relations,
(recruit.COM@unicef.org)

Purpose:

As part of a team headed by the Chief, Media Section, the post is responsible for developing, implementing and monitoring communication strategies and managing and releasing information on a regular and on-going basis to media organizations worldwide about issues of concern to the organization, with particular focus on child protection.

Responsibilities include advising senior UNICEF staff on media strategy and implications for action and policies proposed; ensuring rapid and accurate information dissemination to the media, National Committees, NGOs, the field and other appropriate audiences; planning and organizing press conferences; developing media and briefing materials; actively developing and maintaining relations with international media organizations; preparing internal documents to assist in responding to media queries; monitoring, advising on and responding to issues relating to the work of UNICEF with a view to increasing awareness of UNICEF in the international media.

Generic Job Description:

Generic JD does not apply to this position

Minimum Requirements:

- Advanced university degree in communication, journalism, public relations; or a related discipline.
- Eight years progressively responsible professional work experience in information/communications or media relations field, at least four years of which should be at an international setting. Knowledge of international media, good understanding of development issues, world affairs, and current events. Broad based knowledge and experience with both print and electronic media.
- Knowledge of current theories and practices in communication research, planning and strategy, and the role of mass media.
- Proven ability to manage relationships with media representatives, and UNICEF partners.
- Proven skills in communication, networking, strategic thinking, advocacy, negotiation, and ability to related this to mass media.
- Proven ability to conceptualize, plan and execute ideas, as well as impart knowledge and teach skills.
- Knowledge of computer systems, including internet navigation, office applications, and specifically, interactive digital media.
- Ability to exercise good judgment under pressure.
- Ability to handle multiple assignments with competing deadlines. Able to work under pressure and to tight deadlines and capacity to work long hours when required.
- Strong interpersonal communication skills and negotiating skills.
- Flexibility to take on assignments at short notice or to change assignments at short notice.
- Knowledge of United Nations or other international organizations; good understanding of world affairs, current events and international development issues.
- Fluency in English and another UN language desired, preferably French and/or Spanish.

Remarks:

* Project staff and external candidates selected for core posts will remain on fixed-term appointment.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

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Vacancy Status:

Advertised



VACANCY BULLETIN

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| | | | |
|----------------------|--|---------------------------------------|---|
| Post Title: | Human Resources Specialist, Supply Division | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | DENMARK | Budget Level: | P-3* |
| Region: | Headquarters Outside New York | PAT No. (IMIS): | (15455) |
| Duty Station: | Copenhagen | Closing Date for Applications: | 16 December 2008 |
| VN. No.: | VN-08-779 | HR Officer: | Chief, Human Resources, (cphintrecruit@unicef.org) |

Purpose: Under the supervision of the Chief of Human Resources, provides support in human resources related matters and issues with particular emphasis on human resources development. Supports the acquisition of new skills and competencies of supply and logistics function.

Generic Job Description: Generic JD does not apply to this position

Minimum Requirements:

- Advanced university degree in social sciences, MBA or MPA with specialization in Human Resources Management or related field.
- Five years of progressively responsible professional work experience in human resources management and development, preferably in an international or multi-cultural environment.
- Familiarity with UN/UNICEF field activities sufficient to have acquired full understanding of field supply activities.
- Excellent interpersonal, negotiating and communication skills essential.
- Proven skills in interview techniques.
- Ability to design and facilitate training programmes.
- Ability to plan strategically to meet constantly developing competency requirements.
- Ability to facilitate group processes, to coach and to counsel.
- Proven ability to conceptualize, plan and execute ideas.
- Ability to express clearly and concisely ideas and concepts in written and oral form.
- Good knowledge of computer management and applications.
- Ability to establish harmonious working relation in an international and multi-cultural environment.
- Fluency in English and preferably another official UN language.

Remarks:

- * Project staff and external candidates selected for core posts will remain on fixed-term appointment.
- ** Submit your application quoting VN-08-779 to: Chief, Human Resources, E: mail: cphintrecruit@unicef.org.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

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Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

Post Title: Deputy Representative
Country: SERBIA
Region: CEE/CIS
Duty Station: Belgrade
VN. No.: VN-08-780

Bulletin Ref. No.: CF/DHR/VB-2008-23
Budget Level: L-4
PAT No. (IMIS): (21699)
Closing Date for Applications: 16 December 2008
HR Officer: Leadership,
(recruit.EXE@unicef.org)

Purpose: Under the general guidance of the Representative, responsible for overall coordination, planning, development and management of a medium-sized country programme of cooperation to improve the status of women and children. Generic JD does not apply to this position

Generic Job Description:

Minimum Requirements:

- Advanced university degree in any of the following: social sciences, public administration, international relations, business administration, public health, education, or other fields related to the work of UNICEF.
- Eight years of professional work experience at the national and international levels in social development, management, monitoring and evaluation.
- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.
- Excellent office and programme results based management skills.
- Proven ability to conceptualize, innovate, plan and execute ideas, as well as to impart knowledge and teach skills.
- Ability to supervise and direct a team of professional staff.
- Good human rights based analytical, negotiating, communication and advocacy skills.
- Computer skills, including internet navigation and various office applications.
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.
- Fluency in English and another UN language is required. Knowledge of the local working language of the duty station is an asset.

Remarks: * Re-advertisement of VN-08-574 of 2 September 2008.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

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Vacancy Status: Advertised



VACANCY BULLETIN

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|----------------------|----------------------------|---------------------------------------|---|
| Post Title: | Chief, Field Office | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | CHAD | Budget Level: | L-4 |
| Region: | WCARO | PAT No. (IMIS): | (50401) |
| Duty Station: | Abeche | Closing Date for Applications: | 16 December 2008 |
| VN. No.: | VN-08-781 | HR Officer: | Leadership, (recruit.EXE@unicef.org) |

Purpose: Under the general guidance of the Representative, responsible for assuring the implementation of UNICEF programme activities and operations in eastern Chad, and the management of the UNICEF office in Abeche.

Generic Job Description: Generic JD does not apply to this position

- Minimum Requirements:**
- Advanced university degree in health, nutrition, social sciences, or other related field.
 - Eight years of progressively responsible experience in programme formulation, planning, management, and evaluation, some of which should be in emergency programme management and operations.
 - Versatility, judgment, maturity, and the ability to work on a team. Ability to cope with stressful and difficult conditions.
 - Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.
 - Knowledge of emergency response issues, policies as well as social programming policies and procedures in international development cooperation.
 - Proven ability to conceptualize, plan and manage programmes, as well as to impart knowledge and teach skills.
 - Leadership, supervisory and managerial skills.
 - Good analytical, negotiation, communication and advocacy skills.
 - Computer skills, including internet navigation and various office applications.
 - Fluency in French. Knowledge of Arabic and/or English is highly desirable.

Remarks: * Re-advertisement of VN-08-478 of 18 July 2008.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

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VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

| | | | |
|----------------------|------------------------------------|---------------------------------------|--|
| Post Title: | Chief, Health and Nutrition | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | CHAD | Budget Level: | L-4 |
| Region: | WCARO | PAT No. (IMIS): | (5806) |
| Duty Station: | N'Djamena | Closing Date for Applications: | 30 December 2008 |
| VN. No.: | VN-08-782 | HR Officer: | Health and Nutrition, (recruit.HN@unicef.org) |

Purpose: Under the general guidance of the Programme Officer, responsible for the development, planning, implementation, monitoring and evaluation of the Health/Nutrition programme within the country programme. Generic JD does not apply to this position

Generic Job Description:

Minimum

Requirements:

- Advanced university degree in medicine/public health.
- Eight years of professional work experience at national and international level in programme planning, management, monitoring and evaluation in related field. Practical experience in public health and nutrition implementation at community level.
- Current knowledge of development and technology in related field.
- Proven ability to conceptualize, develop, plan and manage programme, as well as impart knowledge and teach skills.
- Leadership and teamwork abilities.
- Good analytical, negotiating, communication and advocacy skills
- Ability to work in an international or multicultural environment.
- Knowledge of computer management and applications.
- Good writing skills
- Fluency in French and good knowledge of English required. Knowledge of Arabic is an asset.

Remarks:

None.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

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Vacancy Status:

Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

| | | | |
|----------------------|------------------------------------|---------------------------------------|--|
| Post Title: | Chief, Health and Nutrition | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | TOGO | Budget Level: | L-4 |
| Region: | WCARO | PAT No. (IMIS): | (41001) |
| Duty Station: | Lome | Closing Date for Applications: | 30 December 2008 |
| VN. No.: | VN-08-783 | HR Officer: | Health and Nutrition, (recruit.HN@unicef.org) |

Purpose: Under the general guidance of the Programme Officer, responsible for the formulation, planning, design, implementation and evaluation of the Health programme (integrated health services, nutrition, HIV/AIDS), within the country programme.

Generic Job Description: Generic JD does not apply to this position

Minimum Requirements:

- Advanced university degree in health sciences or a related technical field.
- Eight years progressively responsible professional work experience at the national and international levels in programme planning, management, monitoring, and evaluation, in a related field.
- Current knowledge of the latest developments and technology, in the field.
- Proven ability to conceptualize, develop, plan and manage programmes, as well as to impart knowledge and teach skills.
- Supervisory and managerial skills.
- Good analytical, negotiating, communication and advocacy skills.
- Ability to work in a multi-cultural or international environment.
- Computer skills, including internet navigation and various office applications.
- Fluency in French and English required. Knowledge of the local working language of the duty station is an asset.

Remarks: * Re-advertisement of VN-08-342 of 19 May 2008.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

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Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

Post Title: HIV/AIDS Specialist
Country: CAMEROON
Region: WCARO
Duty Station: Yaounde
VN. No.: VN-08-784

Bulletin Ref. No.: CF/DHR/VB-2008-23
Budget Level: L-4
PAT No. (IMIS): (51739)
Closing Date for Applications: 23 December 2008
HR Officer: HIV/AIDS,
(recruit.HIV@unicef.org)

Purpose: To provide technical and program development support to the departments of Disease Control and Family Health and the Provincial delegations of health with specific reference to ensuring national scale up of programs to prevent mother-to-child transmission of HIV (PMTCT) and Pediatric HIV Care, Support and Treatment. The incumbent will also facilitate a synergic collaboration on PMTCT/Pediatric Care between Government, UN Agencies, Global Fund to fight AIDS, TB and Malaria, Civil Society including Faith-based Organizations and other partners.
Generic Job Description: Generic JD does not apply to this position.

Generic Job Description:
Minimum Requirements:

- Advanced university degree in the Social Sciences or its equivalent. Advanced University Degree in Public Health
- Eight years progressively responsible professional work experience at the national and international levels in programme planning, management, monitoring, and evaluation, in the field of HIV/AIDS. Field experience in the design and implementation of PMTCT and Paediatric care programme in Africa would be an advantage
- Competencies: Commitment, Drive for results, Integrity, Self awareness and self regulation, Team work and Team Leadership, Coaching, Managing Resources, Judgment, Decisiveness.
- Fluency in English or French required. Knowledge of both languages will be an asset .

Remarks: None.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

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Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

Post Title: **Human Resources Specialist**
Country: LIBERIA
Region: WCARO
Duty Station: Monrovia
VN. No.: VN-08-785

Bulletin Ref. No.: CF/DHR/VB-2008-23
Budget Level: L-3
PAT No. (IMIS): (49239)
Closing Date for Applications: 30 December 2008
HR Officer: Operations,
(recruit.OPS@unicef.org)

Purpose: Under the general supervision of the Operations Manager, assists in the human resources management in the Liberia Country Office.
Generic Job Description: Generic JD does not apply to this position

- Minimum Requirements:**
- Advanced university degree in business administration, with specialization in human resources or personnel management.
 - Five years of professional work experience in the field of human resources or personnel administration. Work experience in an international organization desirable.
 - Good judgment, initiative, high sense of reasonability, tact and discretion, with sensitivity to different cultures.
 - Good analytical, negotiating, multi-cultural sensitivity, writing and communication skills.
 - Skills in interviewing techniques.
 - Computer skills, including internet navigation, and various office applications.
 - Fluency in English and another UN language required. Knowledge of the local working language of the duty station is an asset.

Remarks: None.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

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VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

| | | | |
|----------------------|---------------------------|---------------------------------------|---|
| Post Title: | Operations Manager | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | GUINEA-BISSAU | Budget Level: | P-3* |
| Region: | WCARO | PAT No. (IMIS): | (9284) |
| Duty Station: | Bissau | Closing Date for Applications: | 30 December 2008 |
| VN. No.: | VN-08-786 | HR Officer: | Operations, (recruit.OPS@unicef.org) |

Purpose: As head of operations of a small-sized office, accountable for management of cost effective, efficient and secure operations, in support of management, administration and implementation of the country programme. Manages the operational functions (finance, HR, ICT, Supply) related functions in accordance with strategy, plans and decisions made by Regional Management Team and Country Programme Management Team.
Generic Job Description: Generic JD code 1OPR3.

Generic Job Description:

Minimum Requirements:

See also JD code 1OPR3.

- Advanced university degree in accounting, business administration, economics, of financial management.
- At least five years of relevant professional work experience in office management work experience at the international or national level.
- International and/or national work experience in office management, finance, accounting, ICT, human resources, supply and administration, and/or other related fields.
- Work experience in emergency duty station.
- Proven ability to conceptualize, plan and execute ideas.
- Ability to express clearly and concisely ideas and concepts in written and oral form in both English and French.
- Ability to supervise professional and support staff.
- Proven skills in management and administration.
- Proven ability to plan, manage and monitor the effective use and safekeeping of fixed assets and financial resources.
- Good analytical and negotiating skills.
- Ability to organize and implement training.
- Computer skills, including internet navigation, and various office applications.
- Demonstrated ability to work in a multi-cultural environment, and establish harmonious and effective working relationships both within and outside the organization.
- Fluency in both English and French required. Knowledge of Portuguese is an asset.

Remarks:

* Project staff and external candidates selected for core posts will remain on fixed-term appointment.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status:

Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

| | | | |
|----------------------|--|---------------------------------------|---|
| Post Title: | Senior Social Policy Specialist | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | MOZAMBIQUE | Budget Level: | L-5 |
| Region: | ESARO | PAT No. (IMIS): | (47094) |
| Duty Station: | Maputo | Closing Date for Applications: | 23 December 2008 |
| VN. No.: | VN-08-787 | HR Officer: | Social Policy, (recruit.SP@unicef.org) |

Purpose: Under the general guidance of the Representative, responsible for management of the Social Policy, Planning, Information and Monitoring team, including the formulation, planning, design, implementation and evaluation of the Social Policy and Planning project and related Country Programme-wide functions delegated to the section, including policy oversight, planning, monitoring and evaluation.

Generic Job Description: Generic JD does not apply to this position

Generic Job Description:

Minimum Requirements:

- Advanced university degree in social sciences or a related technical field.
- Twelve years progressively responsible professional work experience at the national and international levels in programme planning, and management in a related field, with emphasis on strategic planning, leading vision and change.
- Knowledge of the latest developments and technology in the related field, including changing aid modalities and evolving development assistance environment.
- Practical and proven experience in policy dialogue, development and analysis and engagement at the policy level in the sector, within the context of UN Reform and multi-donor development partnerships.
- Expertise to leverage UNICEF's comparative advantage.
- Professional expertise in inter-disciplinary approaches to programme planning, and research and evaluation methodology.
- Proven ability to conceptualize, plan and manage programmes, as well as to impart knowledge and teach skills.
- Leadership, vision, strategic and global thinking.
- Planning and setting standards and monitoring work.
- Strong supervisory and managerial skills.
- Strong analytical and conceptual thinking skills.
- Ability to negotiate effectively and build alliances and partnerships, through strong communication and advocacy skills.
- Knowledge of innovative fundraising and resource mobilization strategies.
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.
- Good knowledge of UNICEF business and process, including navigations of various office applications.
- Fluency in English and another UN working language required. Knowledge of local working language of the duty station (Portuguese) is an important asset, given the extensive interactions with local, provincial and national level authorities and partners.

Remarks: None.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

| | | | |
|----------------------|------------------------------------|---------------------------------------|--|
| Post Title: | Chief, Health and Nutrition | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | ZAMBIA | Budget Level: | L-4 |
| Region: | ESARO | PAT No. (IMIS): | (6204) |
| Duty Station: | Lusaka | Closing Date for Applications: | 30 December 2008 |
| VN. No.: | VN-08-788 | HR Officer: | Health and Nutrition, (recruit.HN@unicef.org) |

Purpose: Under the guidance of the Deputy Representative, and in collaboration with the Programme Management Team, responsible for the development, planning, management and monitoring of the Health and Nutrition Programme within the country programme.

Generic Job Description: Generic JD does not apply to this position

- Minimum Requirements:**
- Advanced university degree in public health with emphasis on health planning and management. Medical degree an asset and experience in nutrition desirable.
 - Eight years of professional work experience at national and international level in social development, management, monitoring and evaluation in related field, four years of which should be in a developing country.
 - Current knowledge of development and technology in related field.
 - Proven ability to conceptualize, develop, plan and manage programmes as well as transfer knowledge and skills.
 - Supervisory and managerial skills.
 - Good analytical, negotiating, communication and advocacy skills
 - Ability to work in an international or multicultural environment.
 - Knowledge of computer management and applications.
 - Fluency in English and another UN working language required. Knowledge of local working language of the duty station desirable.

Remarks: * Re-advertisement of VN-08-485 of 18 July 2008.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

Post Title: Deputy Representative
Country: ZIMBABWE
Region: ESARO
Duty Station: Harare
VN. No.: VN-08-789

Bulletin Ref. No.: CF/DHR/VB-2008-23
Budget Level: P-4*
PAT No. (IMIS): (9017)
Closing Date for Applications: 30 December 2008
HR Officer: Leadership,
(recruit.EXE@unicef.org)

Purpose: Under the general guidance of the Representative, responsible for overall coordination, planning, development and management of a medium-sized country programme of cooperation to improve the status of women and children. Generic JD code 1DREP4

Generic Job Description:

Minimum

Requirements:

See also generic JD code 1DREP4.

- Advanced university degree in any of the following: social sciences, public administration, international relations, business administration, public health, education, or other fields related to the work of UNICEF.
- Eight years of professional work experience at the national and international levels in social development, management, monitoring and evaluation.
- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.
- Proven ability to conceptualize, innovate, plan and execute ideas, as well as to impart knowledge and teach skills.
- Ability to supervise and direct a team of professional staff.
- Good analytical, negotiating, communication and advocacy skills.
- Computer skills, including internet navigation and various office applications.
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.
- Fluency in English and another UN language is required. Knowledge of the local working language of the duty station is an asset.

Remarks:

* Project staff and external candidates selected for core posts will remain on fixed-term appointment.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status:

Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

| | | | |
|----------------------|---|---------------------------------------|---|
| Post Title: | Programme Communication Specialist | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | MOZAMBIQUE | Budget Level: | L-4 |
| Region: | ESARO | PAT No. (IMIS): | (18264) |
| Duty Station: | Maputo | Closing Date for Applications: | 23 December 2008 |
| VN. No.: | VN-08-790 | HR Officer: | Social Policy, (recruit.SP@unicef.org) |

Purpose: Under the general guidance of the Senior Programme Officer, and in close coordination with the Communication Officer, responsible for the design, management, execution, monitoring and evaluation of a behaviour change and social mobilization strategy in support of the country programme.
Generic JD code 1COM4c

Generic Job Description:

Minimum

Requirements:

See also generic JD code 1COM4c.

- Advanced university degree in the social/behavioural sciences (sociology, anthropology, psychology, health education) with emphasis on participatory communication, communication planning, social mobilization, participatory research, training and impact evaluation of communication interventions.
- Eight years progressively responsible work experience in the planning and management of social development programmes, including four years in developing countries, with practical experience in the adaptation and application of communication planning processes to specific programmes.
- Knowledge of current developments in the fields of communication theory, motivational psychology, adult learning theory, indigenous media, community organization and participation.
- Training in strategic communication planning, behaviour analysis, formative research and evaluation of communication interventions.
- Proven skills in communication, networking, advocacy and negotiation.
- Ability to organize and implement training, including development of curricula and methodologies.
- Ability to express clearly and concisely ideas and concepts in written and oral form.
- Computer skills, including internet navigation, and various office applications.
- Fluency in English and another UN language required. Knowledge of the local working language of the duty station (Portuguese) is an asset.

Remarks:

None.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status:

Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

| | | | |
|----------------------|----------------------------|---------------------------------------|---|
| Post Title: | Procurement Manager | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | KENYA | Budget Level: | L-3 |
| Region: | ESARO | PAT No. (IMIS): | (47006) |
| Duty Station: | Nairobi | Closing Date for Applications: | 30 December 2008 |
| VN. No.: | VN-08-791 | HR Officer: | Operations, (recruit.OPS@unicef.org) |

Purpose: Under the guidance of the Supply Officer:

- Develops and executes procurement of a range of commodities including proposing method of purchase in order to maximize cost-effectiveness.
- Assists the country offices in the development of supply specifications and related costs, update supplier database and constantly monitors suppliers' performance.

Generic Job Description: Generic JD does not apply to this position

Minimum Requirements:

- Advanced university degree in business administration, commerce or law or technical field required.
- Knowledge of public sector or commercial procurement and supply practices essential and knowledge of UNICEF/UN supply procedures and financial regulations and rules advantageous.
- Minimum of five years of progressively responsible professional work experience including at least three at the international level. Experience in commercial activities with the public or private sector in developing and industrialized countries. Developing country experience desirable.
- Proven knowledge of worldwide procurement, contract negotiations and administration.
- Good analytical skills and negotiations skills.
- Ability to clearly express ideas and concepts in written and oral form.
- Ability to manage and monitor the effective use of financial and material resources.
- Ability to establish harmonious work relationships with colleagues and in a multi-cultural environment.
- Ability to supervise and lead a team of support staff.
- Computer skills, including internet navigation and various office applications.
- Fluency in English and knowledge of French an advantage, knowledge of Kiswahili desirable.

Remarks: None.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

Post Title: Chief, Education

Country: VIET NAM

Region: EAPRO

Duty Station: Hanoi

VN. No.: VN-08-792

Bulletin Ref. No.: CF/DHR/VB-2008-23

Budget Level: L-4

PAT No. (IMIS): (2026)

Closing Date for Applications: 23 December 2008

HR Officer: Education,
(recruit.EDU@unicef.org)

Purpose: Under the overall guidance of the Representative and the supervision of the Senior Programme Officer, responsible for the development, implementation and management of programmes for Education that focus on key areas such as Early Childhood/Education; Education Policy; and Child and Adolescent Friendly Approaches to Education within the Country Programme of Co-operation 2006-2010 to improve the status of women and children and further the implementation of Convention on the Rights of the Child (CRC) in Vietnam.

Generic Job Description: Minimum
Requirements: Generic JD does not apply to this position

- Advanced university degree in social sciences or related technical field.
- Eight years progressively experience at national and international levels in programme planning and management in related field with emphasis on strategic planning.
- Knowledge of latest developments and technology in related fields.
- Proven ability to conceptualise, plan and manage programmes as well as to transfer knowledge and skills.
- Leadership and organisational ability.
- Good analytical, negotiating, communication and advocacy skills.
- Ability to work in an international or multicultural environment.
- Knowledge of computer management and applications.
- Fluency in English and another UN working language required. Knowledge of Vietnamese an asset.

Remarks: None.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

Post Title: Chief, HIV/AIDS
Country: CAMBODIA
Region: EAPRO
Duty Station: Phnom Penh
VN. No.: VN-08-793

Bulletin Ref. No.: CF/DHR/VB-2008-23
Budget Level: L-4
PAT No. (IMIS): (19758)
Closing Date for Applications: 23 December 2008
HR Officer: HIV/AIDS,
(recruit.HIV@unicef.org)

Purpose: Under the general supervision of the Deputy Representative, responsible for managing the HIV and AIDS Section and the formulation, planning, design, implementation and evaluation of the HIV and AIDS programme within the Cambodia country programme.

Generic Job Description: Generic JD does not apply to this position

Minimum Requirements:

- Advanced university degree in social sciences or medicine and postgraduate studies in HIV/AIDS related disciplines.
- Eight years of progressive experience at national and international levels in programme formulation, design, management and evaluation, with emphasis on HIV/AIDS.
- Ability to keep abreast of latest developments and issues related to AIDS.
- Proven ability to develop, plan and manage programmes, as well as transfer knowledge and skills.
- Ability to express clearly and concisely ideas and concepts in written and oral form.
- Ability to supervise and direct a team of professional and support staff.
- Proven ability to plan, manage and monitor the effective use of programme financial resources and supplies.
- Good analytical, negotiating coordinating and advocacy skills.
- Ability to organize and implement training.
- Ability to work in an international or multi-cultural environment.
- Knowledge of computer applications.
- Fluency in English, and in another UN language. French is valuable. Knowledge of Khmer language is an asset.

Remarks: None.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised



VACANCY BULLETIN

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| | | | |
|----------------------|-----------------------|---------------------------------------|---|
| Post Title: | WES Specialist | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | DEMOCRATIC P R KOREA | Budget Level: | L-3 |
| Region: | EAPRO | PAT No. (IMIS): | (DRKA-0802) |
| Duty Station: | Pyongyang | Closing Date for Applications: | 16 December 2008 |
| VN. No.: | VN-08-794 | HR Officer: | Water and Environmental Sanitation, (recruit.WES@unicef.org) |

Purpose: Under the general guidance of the WES Specialist, assists development, planning and implementation of WASH program within the country programme.

Generic Job Description: Generic JD does not apply to this position

Minimum Requirements:

- Advanced university degree in civil engineering, water supply/sanitation engineering or a related technical field.
- Five years progressively responsible professional work experience at the national and international levels in designing and supervision of WASH program activities (semi-urban water supply and sanitation)
- Current knowledge of the latest developments and technology, in the field.
- Experience with design and supervision of urban water supply and waste handling systems
- Proven ability to conceptualize, develop, plan and manage programmes, as well as to impart knowledge and teach skills.
- Leadership and teamwork abilities.
- Good analytical, negotiating, communication and advocacy skills.
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.
- Good Computer skills, including internet navigation and various office applications.
- Fluency in English and another UN language required. Knowledge of the local working language of the duty station is an asset.

Remarks: None.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

| | | | |
|----------------------|---|---------------------------------------|---|
| Post Title: | Chief, Planning, Monitoring and Evaluation | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | PAKISTAN | Budget Level: | L-4 |
| Region: | ROSA | PAT No. (IMIS): | (14707) |
| Duty Station: | Islamabad | Closing Date for Applications: | 23 December 2008 |
| VN. No.: | VN-08-795 | HR Officer: | Planning, Monitoring and Evaluation, (recruit.PME@unicef.org) |

Purpose: Under the supervision of the Representative, responsible for coordinating the formulation, planning, design and implementation of the integrated monitoring, evaluation and research plan of the country programme in collaboration with the sectoral chiefs and advocacy and communication officer.

Generic Job Description: Generic JD does not apply to this position

Minimum Requirements:

- Advanced university degree in social sciences, demography development planning, and statistics or related technical field.
- Strong statistical and analytical, quantitative and qualitative research skills.
- Good knowledge of computer usage and application of appropriate software packages.
- Specialized training in statistics.
- Eight years of progressively responsible professional work experience at national and international levels in programme monitoring and evaluation. Practical experience in community-based research essential.
- Teaching experience and ability to organize and implement training.
- Ability to work in an international and multicultural environment.
- Good analytical, negotiating, communication and advocacy skills.
- Fluency in written and spoken English. Knowledge of local working language an asset.

Remarks: None.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

| | | | |
|----------------------|---------------------------------------|---------------------------------------|---|
| Post Title: | Chief, Programme Communication | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | PAKISTAN | Budget Level: | L-4 |
| Region: | ROSA | PAT No. (IMIS): | (58784) |
| Duty Station: | Islamabad | Closing Date for Applications: | 23 December 2008 |
| VN. No.: | VN-08-796 | HR Officer: | Social Policy, (recruit.SP@unicef.org) |

Purpose: Under the general guidance of the Deputy Representative, and in close coordination with the Section Chiefs for the Health, Education, WES and Child Protection Programmes, the HIV/AIDS Specialist, the Gender Specialist as well as Chiefs of Provincial Offices, responsible for the design, management, execution, monitoring and evaluation of a behaviour change and social mobilization strategy in support of the Pakistan Country Programme.
Generic JD does not apply to this position

Generic Job Description:

Minimum Requirements:

- Advanced university degree in the social/behavioural sciences (sociology, anthropology, psychology, health education) with emphasis on participatory communication, communication planning, social mobilization, participatory research, training and impact evaluation of communication interventions.
- Eight years progressively responsible work experience in the planning and management of social development programmes, including four years in developing countries, with practical experience in the adaptation and application of communication planning processes to specific programmes.
- Knowledge of current developments in the fields of communication theory, motivational psychology, adult learning theory, indigenous media, community organization and participation.
- Training in strategic communication planning, behaviour analysis, formative research and evaluation of communication interventions.
- Proven skills in communication, networking, advocacy and negotiation.
- Ability to organize and implement training, including development of curricula and methodologies.
- Ability to express clearly and concisely ideas and concepts in written and oral form.
- Computer skills, including internet navigation, and various office applications.
- Fluency in English and another UN language required. Knowledge of the local working language of the duty station is an asset.

Remarks: * Post is effective 1 January 2009.
** Re-advertisement of VN-08-672 of 1 October 2008.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

| | | | |
|----------------------|-----------------------|---------------------------------------|---|
| Post Title: | WES Specialist | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | BANGLADESH | Budget Level: | L-3 |
| Region: | ROSA | PAT No. (IMIS): | (17078) |
| Duty Station: | Dhaka | Closing Date for Applications: | 16 December 2008 |
| VN. No.: | VN-08-797 | HR Officer: | Water and Environmental Sanitation, (recruit.WES@unicef.org) |

Purpose: In coordination with the Chief, WES Section and under the direct supervision of the WES Technology Manager, and in cooperation with the Government DPHE, NGOs and private sector, the incumbent of the post is responsible to strengthen cost effective, community based approaches for safe water supply with specific emphasis on arsenic mitigation and meeting the needs of under-served areas. Active participation and empowerment of women and the poor and enabling community water user groups to gain access as well as operate, repair and maintain facilities will be a main feature of the programme. The post will mainly support the SHEWA-B (Sanitation, Hygiene Education and Water Supply in Bangladesh) project, but also contribute to the water supply and water quality components of other projects of the section, including for emergency preparedness and response.

Generic Job Description:

Minimum Requirements:

- Masters degree in water quality, environmental/ sanitary engineering, hydro-geology, geology or related fields.
- At least five years of progressively responsible professional experience in the field of water quality, water extraction, monitoring and evaluation. Analytical skills and report writing ability are essential. Experience in low cost technological research and design and working with donors and in networking among Government agencies, NGOs, and private sector are an advantage.
- Proficiency in the use of computers and especially in word processing, spreadsheets, graphics, internet is a must.
- Experience in designing, conducting, interpreting and documenting research studies is highly desired.
- Be responsible for keeping up-to-date with the latest developments in UNICEF programme and management policies, strategies (including those related to gender), and procedures
- Be responsible for keeping up-to-date with the latest developments in the development sector, both locally and internationally, and adapt proven best practices to programme needs and situation in Bangladesh.
- Be aware of and sensitive to, the local development and political environment.
- Be aware of and committed to child rights and gender issues and mainstream them in all programme activities.
- Competencies required: Commitment, Drive for Results, Embracing Diversity, Integrity, Self Awareness and Self Regulation, Teamwork, Analytical and Conceptual Thinking, Building Trust, Managing Resources, Judgement, Networking, Communication, Technical Knowledge, Influence, Team Leadership, and Planning, Setting Standards and Monitoring work.
- Fluency in spoken and written English, knowledge of Bangla an advantage.

Remarks: None.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

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|----------------------|------------------------|---------------------------------------|---|
| Post Title: | Finance Officer | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | AFGHANISTAN | Budget Level: | L-2 |
| Region: | ROSA | PAT No. (IMIS): | (20970) |
| Duty Station: | Kabul | Closing Date for Applications: | 30 December 2008 |
| VN. No.: | VN-08-798 | HR Officer: | Operations, (recruit.OPS@unicef.org) |

Purpose: Under the general supervision of the Finance Manager and guidance of the Chief of Operations, assists in the area of account and financial controls, budget control (support budget) recording, reporting of assets, liabilities and income. Monitors the appropriate disbursements of funds and payments of accounts in accordance with the rules, regulations and established budget limits.
Generic JD code 1OPR2b

Generic Job Description:

Minimum Requirements:

See also generic JD code 1OPR2b.

- University degree in accounting, finance or business administration.
- Two years of professional work experience in finance and accounting. Experience in audit is a distinct advantage.
- Good judgement, initiative, high sense of responsibility, organizational and analytical skills.
- Supervisory ability.
- Ability to conduct training.
- Management of risk and resources.
- Computer skills, including internet navigation, and various office applications.
- Fluency in English and another UN language required. Knowledge of the local working language of the duty station is an asset.

Remarks: None.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

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|----------------------|----------------------------------|---------------------------------------|-------------------------------|
| Post Title: | Special Representative | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | OCCUPIED PALESTINIAN TERRITORIES | Budget Level: | D-1* |
| Region: | MENA | PAT No. (IMIS): | (12729) |
| Duty Station: | East Jerusalem | Closing Date for Applications: | 31 December 2008 |
| VN. No.: | VN-08-799 | HR Officer: | , (recruit.SSR@unicef.org) |

Purpose:

- Represents the Executive Director in all aspects of UNICEF's co-operation with the Government of OPT.
- Accountable for the development, formulation and management of the UNICEF Country Programme of Co-operation, as approved by the Executive Board.
- Accountable for UNICEF's advocacy with the government and other partners for the enhancement of the survival, protection, development and participation of children and women in national development efforts.
- Responsible for all aspects of office management of the UNICEF country office.

Generic JD code 1REP1

Generic Job Description: Minimum Requirements:

See also generic JD code 1REP1.

- Advanced university degree in any of the following: Social Sciences, Economics, Public Administration, International Relations, Business Administration, Public Health, Education or other fields related to the work of UNICEF.
- Ten to thirteen years of progressively responsible managerial experience in development and administration of social development programmes, and management of human, financial and material resources at national and international levels, eight to ten years of which should be in developing countries.
- Thorough knowledge of current trends (i.e., social issues), practices in specialized field(s) of the profession related to UNICEF work.
- Demonstrated ability for leadership, negotiation, advocacy, and social mobilization.
- Demonstrated ability to manage and supervise diverse professional teams of senior level and technical staff.
- Demonstrated ability to innovate and communicate ideas effectively.
- Demonstrated ability to devise, plan, develop and implement programmes.
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.
- Computer skills, including internet navigation and various office applications.
- Fluency in English and another UN language required. Knowledge of a local working language of the duty station is an asset.

Remarks: * Project staff and external candidates selected for core posts will remain on fixed-term appointment.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

Post Title: **Staff Security Officer**

Country: SUDAN
Region: MENA
Duty Station: Khartoum
VN. No.: VN-08-800

Bulletin Ref. No.: CF/DHR/VB-2008-23

Budget Level: L-4
PAT No. (IMIS): (58870)
Closing Date for Applications: 9 December 2008
HR Officer: Emergency,
(recruit.EMER@unicef.org)

Purpose: Under the guidance of the Representative, responsible for security issues regarding UNICEF staff members and their eligible family members and property.

Generic Job Description: Generic JD does not apply to this position

- Minimum Requirements:**
- Advanced university degree in social sciences. Training in security issues and/or in army desirable.
 - Seven years of progressively responsible professional work experience at national and international levels in security issues.
 - Knowledge of latest development and technology in related field.
 - Analytical, negotiating, communication and advocacy skills.
 - Supervisory and managerial skills.
 - Knowledge of computer management and applications.
 - Ability to work in an international and multicultural environment.
 - Fluency in English is required. Knowledge of Arabic is an asset.

Remarks: * Re-advertisement of VN-08-676 of 1 October 2008.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

Post Title: **Communication Specialist**

Country: JORDAN

Region: MENA

Duty Station: Amman Regional Office

Station:

VN. No.: VN-08-801

Bulletin Ref. No.:

CF/DHR/VB-2008-23

Budget Level:

P-3*

PAT No. (IMIS):

(18351)

Closing Date for Applications:

23 December 2008

HR Officer:

External Relations,
(recruit.COM@unicef.org)

Purpose:

Under the general guidance of the Regional Chief of Communication, responsible for the conceptualization, planning, execution, monitoring and evaluation of an advocacy and communication strategy to promote respect for children's rights and support UNICEF's mission in the country offices and MENARO .

Generic Job Description:

Generic JD does not apply to this position

Minimum Requirements:

- Advanced university degree in communication, journalism, public relations; or equivalent professional work experience in the communication area combined with advanced university degree in a related discipline.
- Five years progressively responsible professional work experience in communication, print and broadcast media or interactive digital media, two years of which should be in developing countries.
- Knowledge of current theories and practices in communication research, planning and strategy, and the role of mass media.
- General ability to express clearly and concisely ideas and concepts in written and oral form; specific skills in writing press releases and articles/stories for traditional and electronic media.
- Proven ability to conceptualize, plan and execute ideas as well as transfer knowledge and skills.
- Proven ability to effectively manage relationships with media representatives, government officials and other UNICEF partners.
- Knowledge of computer systems and applications, specifically interactive digital media.
- Proven ability to work as part of a team.
- Fluency in English and Arabic language required. Knowledge of French is an asset.

Remarks:

* Project staff and external candidates selected for core posts will remain on fixed-term appointment.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status:

Advertised



VACANCY BULLETIN

When applying, staff members are requested to indicate on their application whether they are currently occupying an abolished post and/or have received advance notice of abolition of their post.

| | | | |
|----------------------|------------------------------|---------------------------------------|---|
| Post Title: | Deputy Representative | Bulletin Ref. No.: | CF/DHR/VB-2008-23 |
| Country: | VENEZUELA | Budget Level: | P-4* |
| Region: | TACRO | PAT No. (IMIS): | (43737) |
| Duty Station: | Caracas | Closing Date for Applications: | 30 December 2008 |
| VN. No.: | VN-08-802 | HR Officer: | Leadership, (recruit.EXE@unicef.org) |

Purpose: Under the general guidance of the Representative, responsible for overall coordination, planning, development and management of a medium-sized country programme of cooperation to improve the status of women and children. Generic JD code 1DREP4

Generic Job Description:

Minimum

Requirements:

See also generic JD code 1DREP4.

- Advanced university degree in any of the following: Social Sciences, Public Administration, International Relations, Business Administration, Public Health, Education, or other fields related to the work of UNICEF.
- Eight years of professional work experience at the national and international levels in social development, management, monitoring and evaluation.
- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.
- Proven ability to conceptualize, innovate, plan and execute ideas, as well as to impart knowledge and teach skills.
- Ability to supervise and direct a team of professional staff.
- Good analytical, negotiating, communication and advocacy skills.
- Computer skills, including internet navigation and various office applications.
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.
- Fluency in English and Spanish required. Knowledge of the local working language of the duty station is an asset.

Remarks: * Project staff and external candidates selected for core posts will remain on fixed-term appointment.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

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Vacancy Status: Advertised



VACANCY BULLETIN

Post Title: ICT Manager

Country: ETHIOPIA
Region: ESARO
Duty Station: Addis Ababa
VN. No.: VN-08-658

Bulletin Ref. No.: CF/DHR/VB-2008-18

Budget Level: L-4
PAT No. (IMIS): (40979)
Closing Date for Applications: 29 October 2008
HR Officer: Operations,
(recruit.OPS@unicef.org)

Purpose: Under the direct supervision of the Chief of Operations, and in accordance with ITSS Policies/Regional ICT Plans,

1. Formulate a long-term ICT strategy for the Country and Zonal Offices including supervision of its implementation.
2. Lead, manage and support Information Management Systems, ICT infrastructure, Communication Systems and ICT staff capacity in support of the country programme within the opportunities and framework of UN coherence.
3. Ensure Business Continuity and Disaster Recovery for all UNICEF Systems, ensuring implementation of Information Security Policies in all locations.
4. Directly manage the functions of ICT staff and external service providers.
5. Ensure adequate staff capacity commensurate with operational systems and services.

Generic JD does not apply to this position

Generic Job Description:

Minimum Requirements:

- Advanced university degree in information management with specialized training in computer science, information systems or telecommunications, as below:
- Theoretical foundations of computer science with practical applications of software, database, network, telecommunications and systems development.
- Specifically, specialized training in information systems technology, information systems concepts and processes, and organizational functions and information management.
- Postgraduate training in: information systems principles, database management, structured systems analysis and design; information systems planning; operating systems; principles of telecommunications; and LAN applications and environment.
- Eight years of practical works experience at professional levels in support of office computerization, including the installation of and administration of LAN/WAN, MIS systems, applications and telecommunications facilities.
- Advanced knowledge and seasoned skills relating to the use of office automation equipment, information management, systems, and application software.
- Ability to identify and integrate the needs of the office automation, available resources and systems requirements.
- Ability to manage the office multi-user computer networks, and solve systems/hardware/software problems.
- Ability to identify computer-training needs of the office, formulate and co-ordinate or implement training plans.
- Foundational competencies: commitment, drive for results, embracing diversity, integrity, self-awareness and self-regulation, and teamwork.
- Functional competencies: communication, analytical and conceptual thinking, building trust, judgment, managing resources, technical knowledge, coaching, influence, team leadership, flexibility, decisiveness, leading vision and change.
- Fluency in English. Knowledge of another UN Language an asset.

Remarks: * Advertisement of this position is cancelled as of 1 December 2008.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Cancelled



VACANCY BULLETIN

Post Title: **Technical Specialist, Supply Division**

Bulletin Ref. No.: CF/DHR/VB-2008-22

Country: DENMARK
Region: Headquarters Outside New York
Duty Station: Copenhagen
VN. No.: VN-08-763

Budget Level: L-3
PAT No. (IMIS): (43431)
Closing Date for Applications: 28 November 2008
HR Officer: Chief, Human Resources,
(cphintrecruit@unicef.org)

Purpose: Under the general guidance of the Contracts Manager, provides advice on technical issues related to the supply of cold chain and waste management products to Procurement Services customers. Supports UNICEF's ability to strengthen country capacity in the area of cold chain and waste management products and supplies.
Generic Job Description: Generic JD does not apply to this position

Minimum Requirements:

- Advanced university degree in refrigeration engineering or other technical related field. Studies in business administration an asset.
- Minimum five years of progressively relevant professional experience. Extensive hands-on working experience. Sales/marketing experience in private sector, or experience in institutional procurement of cold chain and waste management products. Experience in UNICEF (WHO, WB) desirable.
- Current knowledge of the latest developments and technology in the field of work.
- Technical and communications skills required.
- Proven ability to conceptualize, plan and execute ideas as well as transfer knowledge and skills.
- Leadership and teamwork abilities.
- Membership in professional associations relevant to commodity group.
- Ability to work in a multi-cultural environment and establish harmonious and effective working relationships.
- Able to work independently and problem solving oriented.
- Computer skills, including internet navigation and various office applications.
- Fluency in English and another UN language is required.

Remarks: * Submit your application quoting VN-08-763 to: Chief, Human Resources, E:mail: cphintrecruit@unicef.org.
** The contract duration is for one year and contract renewals will be subject to availability of funding. (Note added on 17 November 2008).

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised



VACANCY BULLETIN

Post Title: **Nutrition Specialist**

Country: NIGER

Region: WCARO

Duty Station: Niamey

VN. No.: VN-08-766

Bulletin Ref. No.: CF/DHR/VB-2008-22

Budget Level: L-4

PAT No. (IMIS): (21760)

Closing Date for Applications: 12 December 2008

HR Officer: Health and Nutrition,
(recruit.HN@unicef.org)

Purpose: Under the general guidance of the Senior Project Officer, Health and Nutrition, responsible for the development, planning, implementation, monitoring and evaluation of the Nutrition component of the Health/Nutrition programme.

Generic Job Description: Generic JD does not apply to this position

- Minimum Requirements:**
- Advanced university degree in nutrition or a related technical field.
 - Eight years progressively responsible professional work experience at the national and international levels in programme planning, management, monitoring, and evaluation, in nutrition or a related field.
 - Current knowledge of the latest developments and technology, in the field.
 - Proven ability to conceptualize, develop, plan and manage programmes, as well as to impart knowledge and teach skills.
 - Supervisory and managerial skills.
 - Good analytical, negotiating, communication and advocacy skills.
 - Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.
 - Computer skills, including internet navigation and various office applications.
 - Fluency in English and French required. Knowledge of the local working language of the duty station is an asset.

Remarks: * Title of the post changed on 17 November 2008.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised



VACANCY BULLETIN

| | | | |
|----------------------|----------------------------------|---------------------------------------|---|
| Post Title: | WES Specialist | Bulletin Ref. No.: | CF/DHR/VB-2008-22 |
| Country: | OCCUPIED PALESTINIAN TERRITORIES | Budget Level: | L-4 |
| Region: | MENA | PAT No. (IMIS): | (51526) |
| Duty Station: | East Jerusalem | Closing Date for Applications: | 12 December 2008 |
| VN. No.: | VN-08-771 | HR Officer: | Water and Environmental Sanitation, (recruit.WES@unicef.org) |

Purpose: Under the guidance of the Project Officer Health, responsible for the planning, implementation, monitoring and evaluation of assigned programme/project(s) within the WES sector.
Generic Job Description: Generic JD code 1PRJ4

Minimum Requirements: See also Generic JD code 1PRJ4

- Advanced university degree in water resources management, water and environmental engineering, or other related technical field.
- At least ten years progressively responsible professional work experience at the national and international levels in programme management, monitoring and evaluation, in a related field.
- Knowledge of the latest developments and technology, in related fields.
- Proven ability to conceptualize, develop, plan and manage programmes.
- Ability to assess, organize and implement capacity development, training, including development of strategy, delivery approaches and curricula.
- Supervisory and managerial skills.
- Leadership and teamwork abilities.
- Good analytical, negotiating, communication and advocacy skills.
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.
- Computer skills, including internet navigation and various office applications.
- Fluency in English and another UN language required. Knowledge of the local working language, Arabic, is an asset.

Remarks: * Re-advertisement of VN-08-429 of 18 June 2008.
** Title of the post changed on 17 November 2008.

Applications will be considered only if accompanied by an updated CV and P11 form, as well as the two most recent PERs/Evaluations. Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply.

Vacancy Status: Advertised