

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. 2008-24**. 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.

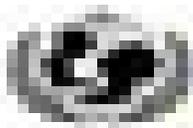


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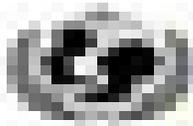
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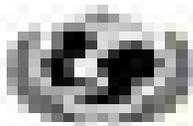
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VACANCY BULLETIN

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: **Director, Division of Human Resources**

Bulletin Ref. No.: **CF/DHR/VB-2008-24**

Country: UNITED STATES OF AMERICA
Region: Headquarters New York
Duty Station: New York
VN. No.: VN-08-803

Budget Level: D-2*
PAT No. (IMIS): (1064)
Closing Date for Applications: 10 January 2009
HR Officer: (recruit.SSR@unicef.org)

Purpose: The Director, DHR provides overall leadership to the management of UNICEF's human resources/ human talent. S/He is responsible for establishing an overall human resources management vision, strategy and action plan. S/he manages DHR staff in the provision of strategic, client focused service to UNICEF line managers and staff. S/he leads, negotiates and directs continuous improvement initiatives in human resources policies and programmes to align the workforce with UN's and UNICEF's core values and business objectives in development and emergency contexts. The Director serves as the senior HR policy advisor to the Executive Director, Deputy Executive Directors, Global Management Team (GMT) and other senior managers across the Organization while championing the core values of transparency, equity, fairness and diversity for the Organization. While the post reports to the Deputy Executive Director, the Director, DHR, maintains a direct working relationship with the Executive Director for purposes of strategic guidance. Generic JD does not apply to this position

Generic Job Description:

Minimum Requirements:

- ~ Advanced university degree in human resource management, business or public administration or one of the social sciences is required.
- ~ At least fifteen years of progressively responsible experience in the management of human resources is required, of which five should be with an international organization. Experience in the UN Common System is desired.
- ~ Delivery of HR Practice:
- ~ Commitment: trustworthy and honours commitments; promotes equity, fairness, transparency, and diversity; treats others in a consistent and fair manner.
- ~ Diversity and inclusion: promotes equity, fairness and diversity. Ability to deal with individuals from all backgrounds; sets example by exhibiting tolerance and respect towards others; proactive in ensuring fair and equitable treatment for all; willingness to challenge inequalities and inappropriate behaviour of individuals at all levels.
- ~ Integrity and Commitment: courageous and upholds the ethical standards of the Organization and of the international civil service in actions and deeds; words and actions are congruent.
- ~ Formulating strategies and concepts: Ability to provide senior-level and sensitive counselling and strategic advice to the GMT, as well as the Executive Director and the Deputy Executive Director.
- ~ Strategic Alignment: Lead development of clear office strategy – anticipates and understands client needs, formulates clear strategic plans.
- ~ Position human resources as a strategic partner within the organization rather than an administrative service.
- ~ Analyzing: Overall knowledge of current HR principles and practices; thorough understanding of the UNICEF's mandate, objectives, priorities and key policies.
- ~ Relating and networking: Applies team process and problem solving technique; inspires respect, mutual understanding productive working relationships.
- ~ Adapting and responding to change: Keeps abreast of UN Common System policies and conceptualizes new initiatives or amends current HR policies or practices to promote the welfare of UNICEF as well as Common System staff as a whole.
- ~ Leading and supervising: Leadership and management skills including the ability to conceptualize a vision for the Organization's human resource management and development needs, actualize that vision into an HR Strategy and implement the strategy into a work plan. Management of core HR functional areas, i.e. strategic HR planning, learning and career development, org. design and development, staffing and recruitment, staff relations, staff welfare, classification and compensation.
- ~ Business Partnership: Establishes strategic working relationships with all levels of staff from the Executive Director and senior management to individual staff members; also facilitates the establishment of corporate relations with donors and collaborators in other UN organizations.
- ~ Fluency in English and a practical working knowledge of at least one other UN Official language.

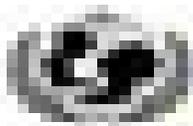
Remarks:

* 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 Director, Office of Internal Audit

Bulletin Ref. No.: CF/DHR/VB-2008-24

Country: UNITED STATES OF AMERICA

Budget Level: D-1*

Region: Headquarters New York

PAT No. (IMIS): (7972)

Duty Station: New York

Closing Date for Applications: 12 January 2009

VN. No.: VN-08-804

HR Officer: (recruit.SSR@unicef.org)

Purpose: Assists the Director of the Office of Internal Audit to discharge responsibilities for planning and supervision of broad scope and global audit activities of UNICEF as a whole, and general organization of work within Internal Audit.

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

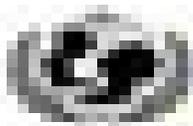
- Minimum Requirements:**
- ~ Advanced university in business/public administration, economics, accounting, or other related field.
 - ~ Thirteen years of professional work experience in either: a) operational and management auditing in government, NGOs and/or private sector; or b) UNICEF programme and/or operations activities with strong knowledge of UNICEF procedures and systems.
 - ~ Capacity to develop and implement multi-year and annual plans for the business unit, and to support and supervise professional staff.
 - ~ Capacity to interact with other divisions and offices for the development of audit guidance, implementation of audits, and to undertake advisory services.
 - ~ Excellent capacity to write and edit in English for audit guidance and audit reports.
 - ~ Fluency in English and one other UN working language required.

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:	BCU Manager (Business Continuity Unit), Office of Emergency Programmes	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	UNITED STATES OF AMERICA	Budget Level:	P-4*
Region:	Headquarters New York	PAT No. (IMIS):	(49655)
Duty Station:	New York	Closing Date for Applications:	29 December 2008
VN. No.:	VN-08-805	HR Officer:	Emergency, (recruit.EMER@unicef.org)

Purpose: Under the supervision of the Chief of BCU (Business Continuity Unit) in EMOPS, and with the guidance of Director of Emergency Programmes (EMOPS), develop the UNICEF capacity to respond to, maintain business operations during, and recover from, crisis or disaster that affects the ability of UNICEF to fulfil its global mandate and accountabilities, namely:

- ~ Consolidate and implement business continuity and disaster recovery planning to boost UNICEF's ability to respond to emergencies, including in HQ locations, embodied in a business continuity plan integrated with the UN crisis management system.
- ~ Establish a unified framework for managing coordination, collaboration and implementation of sustainable business continuity and disaster recovery programmes.
- ~ Translate available lessons learned into effective improvements in disaster recovery planning and/or normative guidance and policy.
- ~ Facilitate partnering with other UN agencies to reduce the risk and inherent cost in disaster recovery.

Generic JD does not apply to this position

Generic Job Description:

Minimum Requirements:

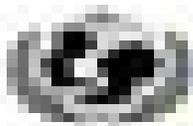
- ~ Advanced university degree in crisis/disaster management, business management/administration, public administration or other relevant qualifications.
- ~ Eight years of relevant practical experience, preferably in OPBC principles, and with a portion in the UN context. Good public speaking and presentation skills, as well as thorough knowledge of MS Word, Excel and Access.
- ~ Certification on Business Continuity essential.
- ~ Expert knowledge of OPBC principles.
- ~ Proven ability to assist in the preparation of a workable OPBC system in an organization similar to UNICEF in size, scope and core business.
- ~ UN specific competencies: commitment; drive for results; embracing diversity; integrity; self-awareness and self-regulation; technical knowledge; teamwork; communication; managing resources; managing stress; networking; analytical and conceptual thinking; decisiveness; flexibility and judgement.
- ~ Fluency in English and a second UN language required.

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: **Help Desk Manager, Information Technology Solutions and Services Division** **Bulletin Ref. No.:** **CF/DHR/VB-2008-24**

Country: UNITED STATES OF AMERICA
Region: Headquarters New York
Duty: New York

Budget Level: P-3*
PAT No. (IMIS): (14105)
Closing Date for 12 January 2009

VN. No.: VN-08-806

HR Officer: Operations,
(recruit.OPS@unicef.org)

Purpose: Under the supervision of the ICT Specialist (Customer Support Services), the Help Desk Manager will manage all aspects of computer user support for NYHQ locations (UNICEF House, 633 Third Avenue and UNICEF warehouses located in Secaucus, NJ). The incumbent is responsible for the analysis of the user needs, development of new strategies to serve users more cost-effectively, redesigning work processes, as well as planning and implementing all aspects of New York "Help". S/he will manage the installation and relocation of computers, printers and peripherals. The incumbent will also manage UNICEF NYHQ Telephony function to ensure the availability, reliability and continuity of telephony services including PBX, Voicemail, Tele-Conferencing, Wireless and related services, vendor support and maintenance agreements.

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

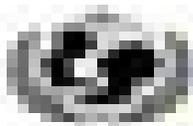
- Minimum Requirements:**
- ~ Advanced university degree in computer sciences, telecommunications, engineering, or related field. Training in appropriate disciplines, including course work in networking and telecommunications technologies. Computer related certifications an asset.
 - ~ ITIL qualification in IT Service management is an asset.
 - ~ Five years practical professional work experience at national and international levels in information technology, particularly in managing and providing ICT support to end-users in large offices.
 - ~ Practical professional work experience in providing IT support to remote locations, including the ability to work effectively from different and remote locations.
 - ~ Strong diagnostic, conceptual and systematic thinking skills, as well as excellent negotiation, communication and teamwork skills.
 - ~ Strong analytical and planning skills, ability to conceptualize the integration of the potential of technology with the needs and functions of the organization.
 - ~ Good communication skills and technical documentation capabilities.
 - ~ Communication, analytical and conceptual thinking, building trust, and judgment.
 - ~ Excellent technical knowledge of PC hardware configuration, operating systems like Windows XP, MS Office suites, Messaging (notes/Domino and/or Exchange), Windows Networking, TCP/IP, database management, utility programs, etc.
 - ~ Ability to analyze trends, prepare strategies, and competing demands for scarce resources.
 - ~ Fluency in English and another UN language is required.

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:	Technical Specialist, Supply Division	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	DENMARK	Budget Level:	L-3
Region:	Headquarters Outside New York	PAT No. (IMIS):	(53030)
Duty Station:	Copenhagen	Closing Date for Applications:	29 December 2008
VN. No.:	VN-08-807	HR Officer:	Chief, Human Resources, (cphintrecruit@unicef.org)

Purpose: In communication with counterparts in field offices and Programme Division, establishes technical specifications, standards and guidelines for a group of commodities under educational supplies which are requisitioned by UNICEF programmes, or by specialized UN agencies, governments and non-governmental organizations on a procurement services basis. Identifies commodity sources and evaluates technical appropriateness of commodities.
Generic Job Description: Generic JD does not apply to this position

Minimum Requirements:

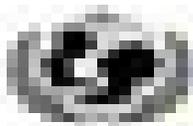
- ~ Advanced university degree in technical field, or relevant discipline. Specialist knowledge of commodity area required.
- ~ Minimum five years of progressive relevant professional experience, Experience in institutional procurement of general education and products. Experience implementing Education programmes in UNICEF (or other agencies) 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.
- ~ 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-08-807 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.

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: **Representative**
Country: BOSNIA & HERZEGOVINA
Region: CEE/CIS
Duty Station: Sarajevo
VN. No.: VN-08-808

Bulletin Ref. No.: **CF/DHR/VB-2008-24**
Budget Level: P-5*
PAT No. (IMIS): (11218)
Closing Date for Applications: 12 January 2009
HR Officer: (recruit.SSR@unicef.org)

Purpose: ~ Represents the Executive Director in all aspects of UNICEF's co-operation with the Government of Bosnia and Herzegovina.
~ 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 Job Description:

Minimum Requirements:

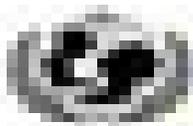
Generic JD code 1REP1
See also generic JD code 1REP1.
~ Advanced university degree in any of the following: social sciences, economics, public administration, international relations, business administration, public health, education or other fields related to the work of UNICEF.
~ Ten to thirteen years 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 French 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.

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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	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	ARMENIA	Budget Level:	P-4*
Region:	CEE/CIS	PAT No. (IMIS):	(21386)
Duty Station:	Yerevan	Closing Date for Applications:	12 January 2009
VN. No.:	VN-08-809	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 Job Description: Generic JD code 1DREP4

Minimum Requirements: See also generic JD code 1DREP4.

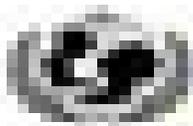
- ~ Advanced university degree in any of the following: social sciences, public administration, international relations, business administration, public health, education, or other fields related to the work of UNICEF.
- ~ Eight years of professional work experience at the national and international 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.
** Re-advertisement of VN-08-572 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

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: NIGERIA

Region: WCARO

Duty Station: Abuja

VN. No.: VN-08-810

Bulletin Ref. No.: CF/DHR/VB-2008-24

Budget Level: L-5

PAT No. (IMIS): (17318)

Closing Date for Applications: 12 January 2009

HR Officer: HIV/AIDS,
(recruit.HIV@unicef.org)

Purpose: Under the general guidance of the Deputy Representative, in close coordination with the other programme sections and Field Offices, in partnership with other UN agencies (especially under the auspices of UNAIDS) and other partners involved in HIV/AIDS issues, the incumbent will be responsible to design and support the implementation, monitoring, evaluation and documentation of activities related to:

1. HIV/AIDS (prevent of mother-to-child transmission; expanding access and use of adolescent friendly health services (AFHS) and of voluntary counseling and testing services (VCCT) for young people and pregnant women; and implementing impact mitigation for children affected or infected by HIV/AIDS.
2. HIV/AIDS prevention programme among adolescents and young people.

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

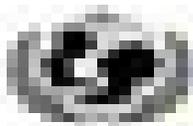
- ~ Advanced university degree in health or social sciences or related technical field.
- ~ Eight years progressively responsible professional work experience at national and international levels in programme planning, policy making, management, monitoring, and evaluation in related field. Field experience in the design and implementation of HIV/AIDS prevention programmes in Africa would be an advantage.
- ~ High level technical knowledge in the fields of HIV/AIDS – MTCT, AFHS and VCCT.
- ~ Good knowledge of child protection and participation issues.
- ~ Proven ability to conceptualize, develop, plan and manage programmes as well as to transfer knowledge and skills.
- ~ Proven capacity to relate with political decision-makers at the highest level.
- ~ Supervisory and managerial skills.
- ~ Good analytical, negotiating, communication and advocacy skills.
- ~ Ability to work and establish harmonious working relationship in an international or multicultural environment.
- ~ Strong passion and commitment for UNICEF mission.
- ~ Knowledge of computer management and applications.
- ~ Excellent communication skills – written and spoken - in English and working knowledge of another UN language is required.

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, Child Protection

Country: GHANA

Region: WCARO

Duty Station: Accra

VN. No.: VN-08-811

Bulletin Ref. No.:

CF/DHR/VB-2008-24

Budget Level:

L-4

PAT No. (IMIS):

(GHA-08001)

Closing Date for Applications:

12 January 2009

HR Officer:

Child Protection,
(recruit.CP@unicef.org)

Purpose: Under the general guidance of Deputy Representative, responsible for the development, planning, implementation, monitoring and evaluation of the Protection programme within the country programme.

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

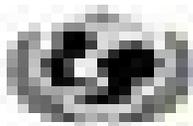
- Minimum Requirements:**
- ~ Advanced university degree or equivalent backgrounds, in relevant disciplines of Social Sciences, e.g., Child Development, Social Development, International Relations, or Law (international law, humanitarian law, etc.).
 - ~ Eight years progressively responsible professional work experience at the national and international levels in programme planning, management, monitoring, and evaluation, in a related field. Significant child protection experience as well as donor management experience is required.
 - ~ Current knowledge of the latest developments and technology, in the field.
 - ~ Good knowledge of human rights in child protection, exploitation and abuse.
 - ~ 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.
 - ~ Computer skills, including internet navigation and various office applications.
 - ~ Legal expertise and field experience are assets.
 - ~ Fluency in English is required. Knowledge of French 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, Child Protection	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	SENEGAL	Budget Level:	L-4
Region:	WCARO	PAT No. (IMIS):	(18054)
Duty Station:	Dakar	Closing Date for Applications:	12 January 2009
VN. No.:	VN-08-812	HR Officer:	Child Protection, (recruit.CP@unicef.org)

Purpose: Under the general guidance of Deputy Representative, responsible for the development, planning, implementation, monitoring and evaluation of the Legal Protection & Combating Worst Forms of Child Labour Programme within the country programme.

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

Minimum Requirements:

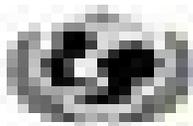
- ~ Advanced university degree in Social Sciences or a related technical field.
- ~ Eight years progressively responsible professional work experience at the national and international levels in programme planning, management, monitoring, and evaluation, in a related field.
- ~ Current knowledge of the 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.
- ~ 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 French and English is 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 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	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	CAMEROON	Budget Level:	L-4
Region:	WCARO	PAT No. (IMIS):	(15041)
Duty Station:	Yaounde	Closing Date for Applications:	5 January 2009
VN. No.:	VN-08-813	HR Officer:	Education, (recruit.EDU@unicef.org)

Purpose: Under the general guidance of the Deputy Representative responsible for the development, design, planning, implementation, and management of the Education programme within the country programme.
Generic Job Description: Generic JD code 1PRJ4

Minimum Requirements: See also generic JD code 1PRJ4.

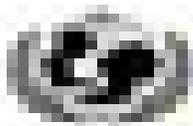
- ~ Advanced university degree in education, social sciences or a related technical field.
- ~ Eight years progressively responsible professional work experience at the national and international levels in programme planning, management, monitoring, and evaluation, in a related field.
- ~ Current knowledge 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.
- ~ 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: 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: Health Specialist (Polio)

Country: NIGERIA

Region: WCARO

Duty Station: Abuja

VN. No.: VN-08-814

Bulletin Ref. No.:

CF/DHR/VB-2008-24

Budget Level:

L-4

PAT No. (IMIS):

(21753)

Closing Date for Applications:

12 January 2009

HR Officer:

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

Purpose:

Under the general guidance of the Chief, Health and in close coordination with the Health Manager (EPI), the incumbent will coordinate and support Field Offices to develop and implement States social mobilization strategy for PEI and Vaccine Security and Logistics as well as supporting the State Team on their day to day polio and other supplemental immunization activities, aiming to achieve results in the short term, and in close coordination with the partners in immunization activities.

Generic JD does not apply to this position

Generic Job Description:

Minimum Requirements:

- ~ Advanced university degree in social sciences or related technical field with a Masters degree in media/public relations.
- ~ Eight years progressively responsible professional work experience at national and particularly international levels in programme planning, management, monitoring, and evaluation in Immunisation Programmes
- ~ 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.
- ~ Managerial and supervisory skills.
- ~ 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. Knowledge of another UN working language is desirable. Knowledge of local working language of the duty station an asset.

Remarks:

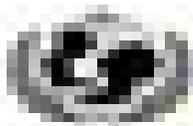
None.

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 Manager	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	NIGERIA	Budget Level:	P-4*
Region:	WCARO	PAT No. (IMIS):	(20076)
Duty Station:	Abuja	Closing Date for Applications:	12 January 2009
VN. No.:	VN-08-815	HR Officer:	Operations, (recruit.OPS@unicef.org)

Purpose: Under the supervision of the Chief of Operations:

- ~ Ensures effective planning, administration and development of the Country Office Human Resources management and policy for the efficient delivery of Personnel Services to its staff and consultants.
- ~ Advises the Representative, Chief of Operations, Senior Management Team, Section/Unit Chiefs and Staff on Human Resources management issues.
- ~ Ensures the development and delivery of career development, training and counselling of staff.

Generic JD does not apply to this position

Generic Job Description:

Minimum Requirements:

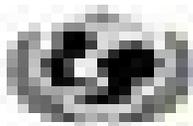
- ~ Advanced university degree in human resources development, business administration, social science or related fields.
- ~ Specialized training in human resources management and development an asset.
- ~ Eight years of progressively responsible professional work experience in medium to large-size organization having distinct personnel management systems. Five years UN experience in Human Resources Management. Developing country experience in asset.
- ~ Proven ability to conceptualize, innovate, plan, and execute ideas as well as transfer knowledge and skills.
- ~ Ability to express ideas and concepts clearly and concisely in written and oral form.
- ~ Proven skills in manpower planning and management of human resources.
- ~ Good analytical and negotiating skills.
- ~ Ability to organize and implement training.
- ~ Good knowledge of computer management and applications.
- ~ Ability to establish harmonious working relations in an international and multicultural environment.
- ~ Fluency in English. Knowledge of another UN working language 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: **Supply Specialist**

Country: GUINEA

Region: WCARO

Duty Station: Conakry

VN. No.: VN-08-816

Bulletin Ref. No.:

CF/DHR/VB-2008-24

Budget Level:

L-3

PAT No. (IMIS):

(10197)

Closing Date for Applications:

12 January 2009

HR Officer:

Operations,
(recruit.OPS@unicef.org)

Purpose: Under the direct supervision of the Deputy Representative, manages the supply operations of a medium-sized country office. Responsible for planning, procurement, distribution and monitoring of UNICEF's supplies in support of the Country Programme.

Generic Job Description: Generic JD code 1SUP3

Minimum Requirements: See also generic JD code 1SUP3.

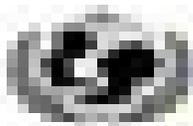
- ~ Advanced university degree (Masters or equivalent) in business administration, commerce, engineering, law or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree. Additional study or training in accounting or law, and a recognized qualification in procurement desirable.
- ~ Five years of professional work experience relevant to supply chain management, experience in high volume procurement operations at the national and international levels. Two years of which should be in developing countries.
- ~ Good grasp of procurement techniques, practices and operations. Ability to address broader issues of procurement in terms of impact at program and institutional level. Seasoned knowledge of procurement policies and procedures. Seasoned working knowledge of contract law and expertise in handling complex procurement and contracting.
- ~ Proven ability to plan and coordinate the work of supervisees, work to tight deadlines and handle multiple concurrent contracts/activities.
- ~ Very good communication (spoken and written) skills, including the ability to communicate effectively with diverse audiences on procurement-related matters and prepare a variety of written documents, contracts, reports, in a clear and concise style.
- ~ Good computer skills, spreadsheet, database management, internet navigation and various office applications. Proficiency in procurement computer systems. Familiarity with database management desirable.
- ~ Very good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- ~ Fluency in written and spoken French is essential, knowledge of English is a requirement. Knowledge of the local 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: ICT Officer
Country: GUINEA-BISSAU
Region: WCARO
Duty Station: Bissau
VN. No.: VN-08-817

Bulletin Ref. No.: CF/DHR/VB-2008-24
Budget Level: P-1*
PAT No. (IMIS): (21484)
Closing Date for Applications: 12 January 2009
HR Officer: Operations,
(recruit.OPS@unicef.org)

Purpose: Under the supervision of the Operations Manager, the ICT Officer provides technical, operational and procedural support and end-user services in the implementation, maintenance and improvement of information technology systems, procedures and activities of the office, in accordance with the ICT work plan, consistent with the Country Programme Management Plan.

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

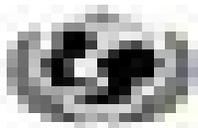
- Minimum Requirements:**
- ~ University degree or equivalent background in computer science, information science, business administration, engineering, or related area.
 - ~ At least five years of relevant professional work experience. International work experience an advantage.
 - ~ Background/familiarity with Emergency.
 - ~ Fundamental knowledge of the principles, theories, practices and techniques for managing the activities relating to planning, managing and implementing ICT systems and services for the Office.
 - ~ Fundamental knowledge across multiple technical areas such as ICT administration, system analysis/development methods, database, Web management, networking and security, operating systems, applications, or business process analysis, as required.
 - ~ Fundamental knowledge of office computer and information systems, including hardware, software, communication equipment technology, networking, or operating systems applications.
 - ~ Excellent knowledge, training and proficiency in the use of office computer systems (e.g., Lotus Notes, LAN, WAN) .
 - ~ Excellent knowledge, training and proficiency in the use of office computer applications (e.g., word processor, spreadsheet, information/database management software and other corporate software.)
 - ~ Fluency in English and French. Knowledge of Portuguese an advantage.

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:	Chief of Communication	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	KENYA	Budget Level:	L-4
Region:	ESARO	PAT No. (IMIS):	(7839)
Duty Station:	Nairobi	Closing Date for Applications:	12 January 2009
VN. No.:	VN-08-818	HR Officer:	External Relations, (recruit.COM@unicef.org)

Purpose: Under the guidance of the Representative, responsible for the conceptualization, planning, execution, monitoring and evaluation of an advocacy and communication strategy to promote respect for children's rights, advocacy for social policies, support fund raising and UNICEF's mission in the country.
Generic JD does not apply to this position

Generic Job Description: Minimum Requirements:

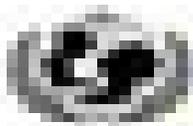
- ~ Advanced university degree in communication, journalism, public relations; or equivalent professional work experience in the communication area, combined with a university degree in a related field.
- ~ Eight years progressively responsible professional work experience in communication, print and broadcast media or interactive digital media, four years of which should be in developing countries, and two at the management level.
- ~ 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 impart knowledge and teach skills.
- ~ Proven ability to effectively manage relationships with media representatives, government officials and other UNICEF partners.
- ~ Knowledge of computer systems, including internet navigation, office applications, and specifically, interactive digital media.
- ~ Proven ability to work as part of a team.
- ~ 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: **Child Protection Specialist**

Country: MOZAMBIQUE

Region: ESARO

Duty Station: Maputo

VN. No.: VN-08-819

Bulletin Ref. No.:

CF/DHR/VB-2008-24

Budget Level:

L-4

PAT No. (IMIS):

(23803)

Closing Date for

12 January 2009

Applications:

HR Officer:

Child Protection,
(recruit.CP@unicef.org)

Purpose: Under the general guidance of Chief, Child Protection Section, responsible for the development, planning, implementation, monitoring and evaluation of the Care and Protection for the OVC component of the Child Protection programme.

Generic JD does not apply to this position

Generic Job Description:

Minimum

Requirements:

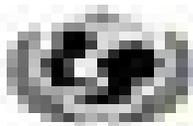
- ~ Advanced university degree in Social Sciences or a related technical field.
- ~ Eight years progressively responsible professional work experience at the national and international levels in programme planning, management, monitoring, and evaluation, in a related field.
- ~ Current knowledge of the 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.
- ~ 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 is required. Knowledge of the local working language of the duty station, Portuguese is a key asset as the incumbent will be required to provide extensive technical support to partners at the national and provincial levels and engage in key policy level fora and discussions.

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:	Deputy Representative	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	BURUNDI	Budget Level:	P-4*
Region:	ESARO	PAT No. (IMIS):	(1020)
Duty Station:	Bujumbura	Closing Date for Applications:	22 December 2008
VN. No.:	VN-08-820	HR Officer:	Leadership, (recruit.EXE@unicef.org)

Purpose: Under the overall guidance of the Representative, responsible for the coordination, development, and management of a large-sized programme of cooperation to improve the status of women and children in Burundi. While Emergency coordination reports to the Representative, the sectors under the Deputy Representative are responsible for the preparedness and response.

Generic Job Description: Generic JD code 1DREP4

Minimum Requirements:

See also generic JD code 1DREP4.

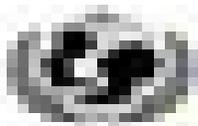
- ~ Advanced (post-graduate) university degree in any of the following: social sciences, public administration, international relations, business administration or management, public health, education, or other fields related to the work of UNICEF.
- ~ Eight years of progressively responsible professional 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 manage a programme that requires a fine balance between the following programme strategies; policy analysis and advocacy, capacity building and direct support to service delivery.
- ~ Experience managing humanitarian relief programmes.
- ~ Leadership, management and organizational ability.
- ~ 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.
- ~ Strong negotiation and influence to deal with a large international development community in Burundi and also a large media presence.
- ~ Strong advocacy skills to implement new programme strategies within the Paris Declaration and UN reform framework.
- ~ Fluency in English and French 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.
** Re-advertisement of VN-08-552 of 15 August 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:	Monitoring and Evaluation Specialist	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	ZAMBIA	Budget Level:	L-4
Region:	ESARO	PAT No. (IMIS):	(47265)
Duty Station:	Lusaka	Closing Date for Applications:	5 January 2009
VN. No.:	VN-08-821	HR Officer:	Planning, Monitoring and Evaluation, (recruit.PME@unicef.org)

Purpose: Under the supervision of the Country Representative, responsible for the planning, development and implementation of the integrated monitoring and evaluation strategies in support of the country programme. Generic JD does not apply to this position

Generic Job Description:

Minimum Requirements:

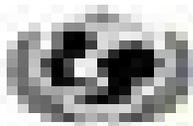
- ~ Advanced university degree in social sciences, demography, development planning, statistics or a related technical field.
- ~ Five years of progressively responsible professional work experience at national and international levels in programme monitoring and evaluation. Practical experience in community-based research.
- ~ Strong analytical, quantitative and qualitative research skills.
- ~ Knowledge of computer management skills, including internet navigation and various office applications.
- ~ Specialized training in statistics.
- ~ Ability to organize and implement training.
- ~ Good analytical, negotiating, communication and team-working skills.
- ~ Ability to manage and organize information, people, and other resources to achieve defined goals and optimum results.
- ~ Be able to take a long-term view of wide-ranging possibilities in developing a vision for the future. Assesses situations and makes decisions that take into consideration global trends and how they impact on the organization.
- ~ As a team leader, energizes, inspires, and develops others by creating a shared vision, demonstrates model performance and professionalism, and recognizes and rewards results.
- ~ Fluency in English and another UN language is required. Knowledge of the local working language of the duty station is 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:	Social Policy Specialist	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	LESOTHO	Budget Level:	L-4
Region:	ESARO	PAT No. (IMIS):	(52135)
Duty Station:	Maseru	Closing Date for Applications:	12 January 2009
VN. No.:	VN-08-822	HR Officer:	Social Policy, (recruit.SP@unicef.org)

Purpose: Under the guidance of the Deputy Representative, responsible for the planning, implementation, monitoring and evaluation of the Policy, Legislation and Social Protection Programme.

Generic Job Description:

Generic JD does not apply to this position.

Minimum Requirements:

- ~ Advanced university degree in social sciences.
- ~ Eight years of progressively responsible professional work experience at the national and international levels in policy formulation, national budget analysis, programme management, monitoring and evaluation, in a related field. Experience in policy implementation and programming for orphaned and vulnerable children in the context of HIV and AIDS and from a child rights perspective an asset.
- ~ Fluency in English and knowledge of another UN working language will be an added advantage.
- ~ Current knowledge of the latest developments in programming for orphaned and vulnerable children across key programme sectors and use of evidence-based information to advocate for their rights to services, especially through national sectoral budget allocations and programmes.
- ~ Proven ability to conceptualize, develop, plan, manage and coordinate programmes, as well as to impart knowledge and teach skills.
- ~ Leadership and teamwork abilities and a drive for results.
- ~ Good analytical, negotiating, communication and advocacy skills.
- ~ Supervisory and managerial skills with the ability to manage resources.
- ~ 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.

Remarks:

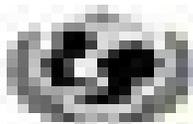
* Re-advertisement of VN-08-197 of 3 March 2008.

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:	Supply Manager	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	UGANDA	Budget Level:	L-4
Region:	ESARO	PAT No. (IMIS):	(6895)
Duty Station:	Kampala	Closing Date for Applications:	12 January 2009
VN. No.:	VN-08-823	HR Officer:	Operations, (recruit.OPS@unicef.org)

Purpose: Under the overall supervision of the Senior Operations Officer, be responsible for and manage the country programme and administrative supply and contracting operation of a large size country office. The incumbent is responsible for the overall forecasting, planning, procurement, receiving, distribution and end-use monitoring of UNICEF's supplies and contractual services in support of the Country Programme in the UNICEF office.
Generic Job Description: Generic JD does not apply to this position

Generic Job Description:
Minimum Requirements:

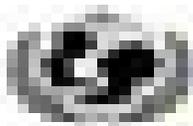
- ~ Advanced university degree with specialization in supply chain management or related technical field.
- ~ Ten years of progressively responsible professional work experience at national and international level in supply/logistics management, four years of which should be in developing countries.
- ~ Experience in Supply/Logistics Management in an emergency situation is a significant advantage.
- ~ Proven ability to conceptualize, innovate, plan and execute ideas as well as transfer knowledge and skills.
- ~ Ability to express clearly and concisely, ideas and concepts in written and oral forms.
- ~ Ability to supervise and direct a team of professional and support staff.
- ~ 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.
- ~ Good knowledge of computer management and applications.
- ~ Ability to establish harmonious working relations in an international and multi-cultural environment.
- ~ Fluency in English. Knowledge of another UN language would be an asset. Second UN working language and knowledge of local language of the duty station 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.

Post Title:	Child Protection Specialist	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	MOZAMBIQUE	Budget Level:	L-3
Region:	ESARO	PAT No. (IMIS):	(47074)
Duty Station:	Maputo	Closing Date for Applications:	12 January 2009
VN. No.:	VN-08-824	HR Officer:	Child Protection, (recruit.CP@unicef.org)

Purpose: Under the general guidance of the Child Protection Specialist, responsible for the development, planning, implementation, monitoring and evaluation of assigned projects within the Child Protection sector. Generic JD does not apply to this position

Generic Job Description:

Minimum Requirements:

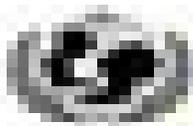
- ~ Advanced university degree in Social Sciences or a related technical field.
- ~ Five years progressively responsible professional work experience at the national and international levels in programme planning, management, monitoring, and evaluation, in the area of child protection and/or social protection. Knowledge of HRAP, CRC, and other legislative guidelines affecting women and children. Field and community-based experience.
- ~ 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.
- ~ 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 is required. Knowledge of the local working language of the duty station, Portuguese is a key asset as the incumbent will be required to provide extensive technical support to partners at the national and provincial levels.

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	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	INDIA	Budget Level:	L-5
Region:	ROSA	PAT No. (IMIS):	(2606)
Duty Station:	New Delhi	Closing Date for Applications:	12 January 2009
VN. No.:	VN-08-825	HR Officer:	Education, (recruit.EDU@unicef.org)

Purpose: Under the overall guidance of the Representative/Principal Officer, Programmes, accountable for developing overarching vision and major strategies to advance UNICEF's education vision and goals in line with the MDGs and Education for All goals. Responsible to ensure strategic interface for UNICEF with appropriate policy leaders at national levels. Must be able to form, lead and support advocacy coalitions of civil society, NGOs, INGOs, UN agencies, Corporates, social sector actors, media and parliament members to advance and place education issues with a special focus on social inclusion. At the same time, responsible for ensuring UNICEF has value added role to play in knowledge management, ensuring the evidence base for policy development and leveraging resources for education. Create networks for best national and international practices with state of the art methodologies around child friendly pedagogy, practices and norms. Lead and sustain UN partnership in education with UNESCO and ensure strategic link ups with policy and programme leaders in India.

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

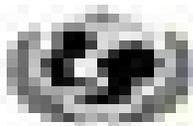
- Generic Job Description:**
- Minimum Requirements:**
- ~ Advanced university degree in education or specialized advanced training in the related fields.
 - ~ Specialized training in education planning and management or related fields.
 - ~ Ten years of professional experience in the planning, management and monitoring of education programmes in large and complex developing country situations critical. Experience of interfacing with strong state systems useful. Experience in operating in a SWAP environment with large scale education systems an asset. Experience in managing sectorally focused education programmes whose critical goal is leveraging change and promoting social inclusion by creating and deploying robust and irrefutable evidence base is important.
 - ~ Ability to negotiate with internal and external stakeholders with confidence and sensibility and the ability to lead multi-subject team of specialists critical.
 - ~ Experience if working at the policy level within the framework of a Right based approach.
 - ~ Track record of social policy experience to advance equity and efficiency useful.
 - ~ Excellent team management, interpersonal and communication skills.
 - ~ Ability to plan innovatively in complex and multi-layered programming environment.
 - ~ Good grasp and understanding of the workings of education systems at the macro and school level, with understanding of key pedagogic and education management issues.
 - ~ Knowledge of key social policy perspectives and tools with respect to education outcomes, social inclusion, marginality, gender important. Knowledge of multilingual education issues and education for social equity critical.
 - ~ Ability to form, lead and sustain diverse coalitions/networks to advance broad programme goals around education.
 - ~ Ability to advocate and lead policy dialogue with senior officials in Education departments, national and international development agencies, donors, corporates, as well as the ability to interact effectively with communities, school, teachers and children.
 - ~ Ability to develop and optimize performance of knowledge management systems in and out of UNICEF.
 - ~ Knowledge and use of standard office applications related to Word processing, graphics presentations, etc useful. As well as experience of managing Management Information Systems and databases would be an asset.
 - ~ Fluency in English and another UN language required. Knowledge of Hindi or another Indian 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:	Regional Chief of Human Resources	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	NEPAL	Budget Level:	P-5*
Region:	ROSA	PAT No. (IMIS):	(59794)
Duty Station:	Kathmandu Regional Office	Closing Date for Applications:	12 January 2009
VN. No.:	VN-08-826	HR Officer:	Operations, (recruit.OPS@unicef.org)

Purpose: Under the general supervision of the Regional Director, provides technical and strategic guidance and oversight in all matters related to Human Resources Management to country and field offices in the region.
Generic Job Description: Generic JD code 1OPR5b

Minimum Requirements: See also generic JD code 1OPR5b.

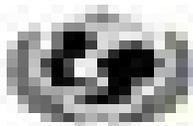
- ~ Advanced university degree in human resources management, social and/or behavioral sciences or a related field.
- ~ Twelve years of progressively responsible professional work experience at national and international levels in human resources management, especially in the areas of human resources, planning and management, and eight years of which should be in a senior advisory capacity in developing countries.
- ~ Proven ability to conceptualize, innovate, plan and execute ideas as well as impart knowledge and teach skills.
- ~ Ability to express clearly and concisely ideas and concepts in written and oral form.
- ~ Proven skills, in manpower planning and management of human resources.
- ~ Good analytical and negotiating skills.
- ~ Excellent interpersonal skills and ability to establish and maintain productive partnerships with managers and staff. Ability to assist staff and managers in identifying their learning needs and providing appropriate support and solutions for career development.
- ~ 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 English and another UN language 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:	Chief, Human Resources	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	BANGLADESH	Budget Level:	P-4*
Region:	ROSA	PAT No. (IMIS):	(1344)
Duty Station:	Dhaka	Closing Date for Applications:	12 January 2009
VN. No.:	VN-08-827	HR Officer:	Operations, (recruit.OPS@unicef.org)

Purpose:

- ~ Plan and manage the Human Resources functions of the country office. Responsible for the efficient placement, recruitment, career planning and related HR functions in support of the county office and country programme.
- ~ Advise the Representative, Section/Unit Chiefs and Staff on Human Resources management and development issues.
- ~ Oversee the SSA contracting process for the acquisition of consultancy services, including participation in the planning of these services requirements and in the selection of these consultants.

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

Minimum Requirements:

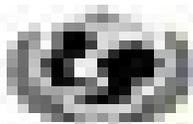
- ~ Advanced university degree in human resources, business administration, management or related degree.
- ~ Eight years of progressively responsible professional work experience in medium to large-sized organisation at national and international level in the area of human resources planning, recruitment and human resources administration.
- ~ Developing country experience and experience in negotiating and staff development a distinct asset
- ~ Proven ability to conceptualize, innovate, plan and execute ideas 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.
- ~ Familiar with new Human Resources mandate.
- ~ Proven skills in manpower planning and management of human resources.
- ~ Proven ability to plan, manage and monitor the effective use and safekeeping of human resources.
- ~ Good analytical and negotiating skills.
- ~ Ability to organize and implement training.
- ~ Good knowledge of computer management and applications.
- ~ Ability to establish harmonious working relations in an international and multicultural environment.
- ~ Fluency in English required. Knowledge of Bangla 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.

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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:	Health Specialist	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	AFGHANISTAN	Budget Level:	L-4
Region:	ROSA	PAT No. (IMIS):	(19591)
Duty Station:	Kabul	Closing Date for Applications:	12 January 2009
VN. No.:	VN-08-828	HR Officer:	Health and Nutrition, (recruit.HN@unicef.org)

Purpose: Under the general guidance of the Chief, Health and Nutrition, responsible for the development, planning, implementation, monitoring and evaluation of the Maternal and Newborn Health component of the Health and Nutrition programme within the country programme.
Generic JD code 1PRJ4

Generic Job Description:
Minimum Requirements:

See also generic JD code 1PRJ4.

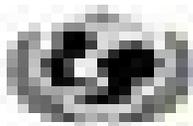
- ~ Advanced university degree from recognised university in medicine, nursing, midwifery, public health, epidemiology or a related technical field.
- ~ Eight years progressively responsible professional work experience at the national and international levels in maternal and newborn health planning, 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.
- ~ Leadership and teamwork abilities.
- ~ 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 another UN language required. Proven evidence of high level of English writing proficiency 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 (Programme)	Bulletin Ref. No.:	CF/DHR/VB-2008-24
Country:	SUDAN	Budget Level:	L-5
Region:	MENA	PAT No. (IMIS):	(41627)
Duty Station:	Juba	Closing Date for Applications:	12 January 2009
VN. No.:	VN-08-829	HR Officer:	Leadership, (recruit.EXE@unicef.org)

Purpose: Under the overall guidance of the Director, responsible for the coordination, planning, development and management of a large-sized 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.
- ~ Ten years of progressively responsible 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.
- ~ Leadership and organizational ability.
- ~ Good analytical, negotiating, communication and advocacy skills.
- ~ Computer skills, including internet navigation and various office applications.
- ~ Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organization.
- ~ Fluency in English and another UN language required. Knowledge of the local working language of the duty station is an asset.

Remarks:

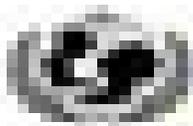
* Subject to classification review.

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-2008-24
Country:	BOLIVIA	Budget Level:	P-4*
Region:	TACRO	PAT No. (IMIS):	(4069)
Duty Station:	La Paz	Closing Date for Applications:	12 January 2009
VN. No.:	VN-08-830	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 to large size Country Programme of cooperation to improve the status of women and children.

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

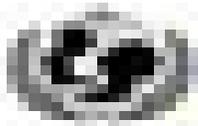
- Minimum Requirements:**
- ~ Advanced university degree in any of the following: social sciences, public administration, international relations, business administration, public health, education, or other fields related to the work of UNICEF.
 - ~ Eight years of progressively responsible professional 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 teaching/orientation skills.
 - ~ Demonstrated ability for leadership and management.
 - ~ Demonstrated ability to manage and supervise a team of senior level technical and support staff.
 - ~ Demonstrated ability to devise, plan, develop and implement programmes.
 - ~ 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.
 - ~ Strong negotiation skills to build alliances and partnerships
 - ~ Fluency in English and Spanish 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

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 JD does not apply to this position

Generic Job Description:

Minimum Requirements:

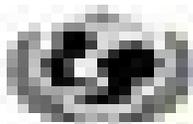
- ~ Advanced university degree in civil engineering, water supply/sanitation engineering or a related technical field.
- ~ Five years progressively responsible professional work experience at the national and international levels in designing and supervision of WASH program activities (semi-urban water 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: * Advertisement of this position was cancelled on 5 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:	Deputy Representative	Bulletin Ref. No.:	CF/DHR/VB-2008-23
Country:	SERBIA	Budget Level:	P-4*
Region:	CEE/CIS	PAT No. (IMIS):	(21699)
Duty Station:	Belgrade	Closing Date for Applications:	16 December 2008
VN. No.:	VN-08-780	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.
- ** Project staff and external candidates selected for core posts will remain on fixed-term appointment.
- *** Level of the position was changed to P-4 from L-4 on 11 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:

Advertised