

Programme Officer, P -3

DEADLINE FOR APPLICATIONS: 11 February 2003
DATE OF ISSUANCE: 13 December 2002
ORGANIZATIONAL UNIT: Department of Economic and Social Affairs
DUTY STATION: New York
VACANCY ANNOUNCEMENT NUMBER: 02-PGM-DESA-002671-R-NEW YORK (G)

Priority consideration will be given to internal candidates, especially those recruited at the P-2 level after a competitive examination when applying for P-3 vacancies.

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Responsibilities

Under the supervision of the Coordinator and Head of the Secretariat of the United Nations Forum on Forests (UNFF), the incumbent provides substantive and technical support to the UNFF Secretariat in the following areas: (i) Planning and execution of outreach, media and information activities of the UNFF Secretariat, including organizing press conferences and liaising with the Department for Public Information (DPI) for press releases and briefings; (ii) Organizing multi-stakeholder dialogues as an integral component of the annual sessions of the UNFF, including identifying topics consistent with the themes of individual UNFF sessions, coordinating the preparation of background documents and reports of the dialogues and facilitating the participation of various stakeholders/civil society; (iii) Networking and maintaining world-wide contacts with special interest groups, civil society, private sector and academic community, including the identification of various stakeholders/civil society active in forest-related issues; (iv) Preparing and disseminating information on activities of UNFF and Collaborative Partnership on Forests (CPF) which includes a monthly newsletter and UNFF website updates; (v) Establishing and maintaining the UNFF reference and documentation center; (vi) Performing other duties as required.

Core Competencies

Professionalism: knowledge and understanding of theories, concepts and approaches relevant to Forestry; good research, analytical and problem-solving skills; familiarity with and

experience in the use of various research methodologies and sources, including electronic sources on the internet, intranet and other databases. Planning and organizing: ability to plan own work and manage conflicting priorities. Commitment to continuous learning: willingness to keep abreast of new developments in the field of forestry. Communications: good communication (spoken and written) skills, including ability to draft a variety of reports and to articulate ideas in a clear, concise style. Technology awareness: good computer skills and working knowledge of common computer programmes such as Word, Excel, Internet. Teamwork: good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

QUALIFICATIONS

Education

Advanced university degree in forestry, forest sciences, ecology, natural resources management, environmental sciences, or humanities.

Work Experience

Four to six years of experience relevant to engaging multiple stakeholders in deliberations and implementation of forest policies.

Languages

Fluency in oral and written English or French essential; knowledge of a second official UN language desirable.

Other Desirable Skills

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). English and French are the working languages of the United Nations Secretariat. The United Nations Secretariat is a non-smoking environment.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

How to apply

There are two ways you can apply to vacancies available at the United Nations Human

Resources Site.

1. Online at www.jobs.un.org : If you consider applying for the United Nations online now or in the future you have to register with us.
2. Offline - fax or mail paper application.

Online

1. All internal and external applicants are strongly encouraged to apply online at www.jobs.un.org as early as possible after the vacancy has been posted, and well before the deadline. All online applications will be acknowledged immediately, if an email address is provided.
2. To start the online application process, applicants will be required to register by opening a "My UN" account. Go to Login, and Register as a User. Fill in the form and choose a User Name and Password.
3. After opening the account, applicants may apply for vacancies using the Personal History Profile (PHP) provided. Once the PHP has been completed for a particular vacancy, it can be saved and used for future applications. The PHP may be modified as necessary for future applications.
4. In completing the PHP, please note that all fields marked with an asterisk must be completed.
5. For UN staff members, after submission of an application, they will receive an email reminding them to provide copies of their last two Performance Appraisal System evaluations to the appropriate office. These copies may be submitted by email, fax or regular mail with a clear indication of the vacancy announcement number.
6. Once an application has been submitted, it will be transmitted to the appropriate office for review.

Offline

1. If applicants cannot submit an application online, they may send paper applications to the address, email or fax number indicated below before the deadline.

Staffing Support Section
Office of Human Resources Management
S-2475
United Nations
New York 10017, United States of America
Fax: 1-212-963 3134, 1-212-963 9560
E-mail: staffing@un.org,

Go to www.jobs.un.org for the required P-11 form.

The applications should indicate the vacancy announcement number on the application and on the envelope, email or fax.

2. Applicants may wish to retain copies of their completed P-11 form for use for future applications.
3. Due to the volume of applications received, receipt of offline paper applications cannot be acknowledged individually.
4. UN staff members must attach copies of their last two Performance Appraisal System evaluations to their applications.