



TEMPORARY VACANCY ANNOUNCEMENT

P-3	Social Affairs Officer
TVA Grade Level	Functional Title
DESA/Division for Social Policy and Development	
Department/Office/Division	
Social Affairs	
Occupational Group (See list on last page)	
P-2/P-3	03 May, 2011
Open to	Deadline
(Current Grade of Applicant)	(DD/MM/YYYY)

Service/Section: DSPD/SPFII	Estimated Start Date: 15/05/2011
Duty Station: New York	Possibility of Extension? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Duration: until 31 July 2011	Open to External Candidates? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

The incumbent will report to the Chief of the Permanent Forum on Indigenous Issues. Within delegated authority

Responsibilities:

- Assisting in research and analysis in the field of indigenous issues and prepare/contribute to the preparation of various reports, documents and communications;
- Liaise with officials from governments, civil society and UN system on selected social policy issues related to the implementation of recommendations of the Permanent Forum on Indigenous Issues;
- Assist in the planning, organizing and servicing of technical and ad hoc expert group meetings;
- Provide support to the Permanent Forum on Indigenous Issues and intergovernmental process dealing with indigenous issues;
- Provide support to promote communications and produce public information material to raise awareness on indigenous peoples' issues;
- Contribute to technical cooperation activities in the field of indigenous issues;
- Perform other duties as required.

COMPETENCIES

Professionalism – Sound understanding of social and development issues; profound knowledge of relevant institutional mandates, policies and guidelines as they relate to the Permanent Forum on Indigenous Issues as well as knowledge of UN Institutions; strong analytical capacity and ability to identify, analyze and articulate difficult issues; sound judgment; strong research skills; ability to provide guidance to junior staff.

Communication – good interpersonal skills; proven ability to write in a clear and concise manner and to communicate orally effectively;

Planning and Organizing – Proven ability to plan and organize own work and that of others;

Team Work – Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity.

For Managerial Positions:

QUALIFICATIONS

Experience: A minimum of five years of progressively responsible experience in social development, policy analysis and program implementation, including at the international level required; experience working on matters related to indigenous issues highly desirable; experience in technical cooperation and communications desirable.

Education: Advanced university degree (Master's degree or equivalent) in sociology, economics, other social science or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Languages: English and French are the working language of the United Nations Secretariat. For the post advertised, outstanding verbal and drafting skills in English are essential; working knowledge of other official languages of the United Nations would be desirable.

Other Skills:

ADDITIONAL COMMENTS

DOCUMENTS REQUIRED:

- Cover Letter**
- PHP**
- Signed PAS** **Periods: latest**
- Others:**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Ms. Tenzin Dharlo Email Address: Dharlo@un.org

Copy (cc): _____ Email Address: _____

Please choose from this list of Occupational groups:

Administration	Logistics
Civil Affairs	Management and Programme Analysis
Civilian Police	Medical
Conference Services	Ombudsman
Drug Control and Crime Prevention	Political Affairs
Economic Affairs	Population Affairs
Electoral Affairs	Procurement
Engineering	Production Service and Transport Work
Finance	Programme Management
Human Resources	Public Administration
Human Rights	Public Information
Humanitarian Affairs	Science and Technology
Information Management	Security
Information Systems and Technology	Social Affairs
Internship	Social Sciences
Jurists	Statistics
Legal Affairs	

Note:

While this temporary assignment will provide the successful applicant with an ideal opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Internal candidates for this purpose is defined as staff members currently serving under 100 series appointment who have been recruited after a competitive examination under staff rule 104.15 or after the advice of a Secretariat joint body under staff rule 104.14. External applicants may be considered when it is not possible to identify suitable internal candidates of the same department/office.

Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and will therefore be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post.

For information on the provisions for special post allowance, please refer to ST/AI/1999/17.