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| <b>Job Code Title:</b>     | SENIOR PROGRAMME MANAGEMENT OFFICER   |
| <b>Department/Office:</b>  | Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States |
| <b>Duty Station:</b>       | NEW YORK  |
| <b>Posting Period:</b>     | 15 March 2018 - 28 April 2018   |
| <b>Job Opening Number:</b> | 18-Programme Management-OHRLLS-93678-R-New York (G)   |
| <b>Staffing Exercise</b>   | N/A   |

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

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### Org. Setting and Reporting

The position is located in the least developed countries subprogramme (Subprogramme 1) of the Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States (UN- OHRLLS). Subprogramme 1 is mandated to mobilise and coordinate international support and resources for the effective implementation of the Istanbul Programme of Action, enhance its monitoring and follow-up and raise awareness and advocate with respect to the special needs of least developed countries. The incumbent reports to the Chief, Policy Development, Coordination, Monitoring and Reporting Service, under the overall guidance of the Director, OHRLLS. For more information see: <http://unohrlls.org/>

### Responsibilities

Within delegated authority, the Senior Programme Management Officer will be responsible for the following duties:

- Takes the lead to develop, implement and evaluate south-south and triangular programmes/projects in support of the implementation and follow up of the Istanbul Programme of Action and the SDGs.
- Directs the preparation and review of relevant inputs, documents and reports on south-south and triangular cooperation.
- Liaises with relevant stakeholders and directs substantive support to intergovernmental and inter-agency meetings pertaining to south-south and triangular cooperation.
- Coordinates activities related to resource mobilisation for south-south and triangular activities in support of the implementation and follow of the Istanbul Programme of Action and the SDGs (programme/project preparation and submissions, progress reports, financial statements, etc.) and ensures preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Serves as an effective spokesperson and establishes collaboration and partnerships with key officials at all levels inside and outside the organization dealing with south-south and triangular cooperation.
- Ensures effective utilization, supervision and development of staff; Guides, evaluates and mentors staff.
- Perform other duties as required.

### Competencies

- Professionalism: Knowledge of south-south and triangular cooperation and contributions to the development of the most vulnerable countries, in particular the least developed countries. Ability to identify key strategic issues and opportunities associated with south-south and triangular cooperation. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

- Leadership: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

- Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

### Education

Advanced university degree (Master's degree or equivalent degree) in business administration, economics, development studies, international relations or a related field is required. A first-level university degree in combination with additional two years of qualifying work experience may be accepted in lieu of the advanced university degree.

### Work Experience

A minimum of ten (10) years of progressively responsible experience in the areas of programme management, economic and social development, international relations or a related field, of which at least five (5) at international or regional levels is required. Experience in resource mobilisation and management of extra-budgetary resources is desirable. Experience in intergovernmental processes is desirable.

### Languages

English and French are the working languages of the UN Secretariat. For this post, fluency in English is required. Knowledge of another UN official language is an advantage.

### Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

### Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

Staff members of the United Nations Secretariat must fulfill the lateral move requirements to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover note.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 November 2017, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belarus, Belize, Brazil, Brunei Darussalam, Cabo Verde, Cambodia, Central African Republic, China, Comoros, Cyprus, Democratic People's Republic of Korea, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Indonesia, Islamic Republic of Iran, Iraq, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Mozambique, Nauru, Norway, Oman, Palau, Papua New Guinea, Qatar, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Sao Tome and Principe, Saudi Arabia, Seychelles, Solomon Islands, South Sudan, Suriname, Syrian Arab Republic, Thailand, Timor-Leste, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela and Viet Nam.

### United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

### No Fee

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.**

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