



NATIONS UNIES  
COMMISSION ÉCONOMIQUE  
POUR L'EUROPE

ОБЪЕДИНЕННЫЕ НАЦИИ  
ЕВРОПЕЙСКАЯ ЭКОНОМИЧЕСКАЯ  
КОМИССИЯ

UNITED NATIONS  
ECONOMIC COMMISSION  
FOR EUROPE

Ref. No.: TVA-14-ECE-037

## TEMPORARY VACANCY ANNOUNCEMENT

P5/501959  
TVA Grade Level

Senior Economic Affairs Officer/Chief of Section  
Functional Title

ECE, Transport  
Department / Office/ Division

Vehicle Regulations and Transport Innovations Section  
Occupational Group

18 July 2014  
Deadline

Service/ Section: Vehicle Regulations and Transport Innovations	Estimated Start Date:	1 Aug 2014
Duty Station: Geneva	Possibility of Extension:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Duration: 3 months	Open to External Candidates:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

### DUTIES AND RESPONSIBILITIES

The post is located in the Transport Division of the United Nations Economic Commission for Europe (UNECE). The Transport Division works to facilitate the international movement of persons and goods by inland transport modes and improve competitiveness, safety, energy efficiency and security in the transport sector taking into account environmental protection to levels that reduce adverse environmental impact of transport activities and contribute effectively to sustainable development. The Vehicle Regulations and Transport Innovations Section is responsible for regulatory and analytical and capacity building activities. In the area of regulatory activities the section is in charge of servicing vehicle regulation agreements (of 1958 and 1998), the agreement of periodical technical inspection of vehicles (1997) and their administrative committees (AC.1, 3, 4). It is responsible for the secretariat services to the inter-governmental bodies, i.e. The World Forum for Harmonization of Vehicle Regulations (WP.29), its coordinating committee (AC.2) and its six working parties that develop international norms, standards and regulations in the field of motor vehicles, fuel standards and intelligent transport services. Analytical and capacity building activities are carried out in related areas including topics such as Intelligent Transport Services, Environmentally Friendly Vehicles etc.

Among other things at present the section

- Services the three vehicle agreements and the World Forum for Harmonization of Vehicles Regulations (WP.29), as well as its working parties, i.e. those on the Pollution and Energy (GRPE); General Safety Provisions (GRSG); Brakes and Running Gear (GRRF); Lighting and Light-signaling (GRE); Noise (GRB); and Passive Safety (GRSP); and the Administrative Committee of the 1958 Agreement (AC.1), the coordinating committee (AC.2) of the World Forum; the Executive Committee of the 1998 Agreement (AC.3),

and the Administrative Committee of the 1997 Agreement (AC.4);

- Services the negotiations on the revision of the 1958 Agreement to incorporate the concept of International Whole Vehicle Type Approval system and to increase the attractiveness of the Agreement for further accessions of emerging economies by allowing the application of previous versions of UN Regulations in a progressive manner;
- Is in preparation for hosting the Database for the Exchange of Type Approval documentation (DETA);
- is responsible for the scaling up the use of a recently completed tool named For Future Inland Transport Systems (ForFITS) that supports transport policy decision making in embarking on sustainable development etc.

#### Responsibilities

Under the direct supervision of the Chief of the Transport Division, the Chief of the Vehicle Regulations and Transport Innovations Section will be responsible for the following:

- Plan and organize the activities undertaken by the Section, manage the section and supervise its staff. This includes the management of secretariat services for inter-governmental bodies serviced by the Section; carrying out relevant analytical and capacity building activities and coordinating the section's contributions to the Inland Transport Committee (ITC); ensuring that aspects of sustainable development, as well as new vehicle technologies are addressed;
- Act as secretary of the World Forum for Harmonization of Vehicle Regulations (WP.29), its coordinating committee (AC.2), the executive committee of the 1998 Agreement (AC.3), and the administrative committee of the 1997 Agreement (AC.4);
- Ensure the timely publication of single and consolidated amendments of the legal instruments serviced;
- Provide support and advise Contracting Parties on monitoring and implementation of the UN agreements administered by the Section;
- Provide advice to the Chief of the Transport Division on all policy, legal, economic and technical issues in the areas of responsibility of the post;
- Represent the ECE at international, regional or national conferences and meetings in the field of transport and provide substantive expertise in areas under the responsibility of the post;
- Perform other duties as requested.

During the period of the TVA the main responsibility will be to ensure timely work flow, good quality of documents, and that the servicing of working party meetings is to the satisfaction of governments.

#### COMPETENCIES

**PROFESSIONALISM:** Shows pride in work and in achievements. Shows persistence when faced with difficult problems or challenges. Demonstrates professional competence and mastery of subject matter. In this regard has expert knowledge in the field of transport in general and in the specific transport areas being supervised (development of technical regulations for the construction of vehicles and their type approval, technical rules for the periodical technical inspections of vehicles, development of technical provisions for vehicles in relation with ITS and the development of technical regulations for autonomous vehicles); ability to carry out and supervise analytical activities, and produce reports and papers on these issues; ability to review and edit the work of others.

**COMMUNICATION:** Excellent drafting ability and communication skills, both oral and written; ability to

defend and explain difficult issues; ability to prepare written reports that are clear, concise and meaningful.  
TEAMWORK: Good interpersonal skills; demonstrated ability to establish and maintain effective working relations with colleagues.

MANAGING PERFORMANCE: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

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.

#### QUALIFICATIONS

Experience: At least ten years' experience in the administration of United Nations administrative procedures and servicing working party meetings. Professional experience in areas relevant for vehicle regulations is an asset.

Education: Advanced university degree (Master's degree or equivalent). A first level university degree in combination with qualifying experience may be accepted in lieu of the advance university degree.

Languages: Fluency in English, (both oral and written) is required; knowledge of French or Russian is an asset.

#### ADDITIONAL COMMENTS

Please indicate the ref. no. TVA-14-ECE-037 in the subject of your application by email, which should be submitted Programme manager's e-mail [eva.molnar@unece.org](mailto:eva.molnar@unece.org), with a copy to [tva-ece@unece.org](mailto:tva-ece@unece.org)

#### Documents required:

Internal Candidates :

- Cover Letter
- PHP
- Others

External Candidates

- Cover Letter
- PHP
- Copy of Passport
- Medical Certificate of Good Health
- Others

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Programme manager's e-mail  
Copy (cc): [tva-ece@unece.org](mailto:tva-ece@unece.org)

Email Address: [eva.molnar@unece.org](mailto:eva.molnar@unece.org)

[SUBMIT by Email](#)

**Candidates must provide an updated, Personal History Form (PHP) which can be filled by login into INSPIRA or P.11.**

NO APPLICATION WILL BE ACCEPTED AFTER THE DEADLINE DATE.

**Who can apply?**

**All interested individuals (internal or external candidates) regardless of the type of appointment currently held. Internal candidates must be at the level of the post or one level below.**

**SPECIAL NOTES:**

1. This Internal Temporary Vacancy Notice is circulated for a post that is funded from **Regular Budgetary**. The person selected will not be given a career appointment with the UN. The provisions for the selection of a temporary staff are guided by ST/AI/2010/4\*, Section 3;  
Selection process for the granting of a temporary appointment  
*Temporary vacancy announcement*
  - 3.1 When a need for service for more than three months but less than one year is anticipated, a temporary vacancy announcement shall be issued by the programme manager.
  - 3.2 While the decision to issue a temporary vacancy announcement for a temporary appointment of less than three months is made at the discretion of the programme manager, any extension of three months or more shall require the issuance of a temporary vacancy announcement.
  - 3.3 The selected candidate should be offered a temporary appointment unless he/ she already holds another type of appointment, such as a fixed-term or permanent appointment.
  - 3.4 The temporary vacancy announcement shall include a description of the qualifications, skills and competencies required and reflect the functions of the post, using to the greatest possible extent the database of generic job profiles maintained by the Office of Human Resources Management. Each temporary vacancy announcement shall indicate the date of posting and specify a deadline by which all applications must be received.
  - 3.5 Temporary vacancy announcements shall be posted for a minimum of one week on the Intranet or be circulated by other means, such as e-mail, in the event that an Intranet is not available at the duty station concerned. A temporary vacancy announcement may also be advertised externally if deemed necessary and appropriate.
2. An external candidate selected to temporarily fill a Post will have a maximum initial appointment of no more than 364 days. Internal ECE staff who chose to apply for this type of Temporary vacancies retains the right to return to his/her post in his/her original office.
3. To be considered for career appointments, staff members must submit their applications in INSPIRA by logging onto <http://careers.un.org> as indicated in the on-line Vacancy Announcement. In the case of P-2 posts, the procedure for regular appointment/promotion to such posts continues to be through competitive examinations.
4. Selection to Temporary Appointments, regardless of their funding, does not carry any guarantee or expectation of ultimate selection for a career appointment, which remains subject to the UN appointment and promotion procedure.