



NATIONS UNIES

COMMISSION ÉCONOMIQUE
POUR L'EUROPE

ОБЪЕДИНЕННЫЕ НАЦИИ

ЕВРОПЕЙСКАЯ ЭКОНОМИЧЕСКАЯ
КОМИССИЯ

UNITED NATIONS

ECONOMIC COMMISSION
FOR EUROPE

Ref. No.: **TVA-12-ECE-012**

TEMPORARY VACANCY ANNOUNCEMENT

P2/ 502008
TVA Grade Level

Associate Economic Affairs Officer
Functional Title

ECE, Trade Division
Department / Office/ Division

Trade Policy and Government Cooperation Section
Occupational Group

25 February 2012
Deadline

Service/ Section : Trade Policy & Government Cooperation	Estimated Start Date :	1 March 2012
Duty Station : Geneva	Possibility of Extension :	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Duration : 3 months	Open to External Candidates :	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

- To assist the Secretary of the Working Party on Regulatory Cooperation and Standardization Policies in developing of ongoing initiatives in the area of regulatory cooperation, market surveillance and risk management
- To act as the coordinator of the WP. 6 initiatives in the area of risk management. In particular, the replacement staff will assist the newly created Group of Experts on Risk Management in Regulatory Systems (GRM). He will: organize and make reports of monthly webinars, develop and keep up to date a wiki website for the members of the GRM, assist in the development of best practice and recommendations on how risk management tools can be used by the stakeholders in the regulatory system; analyse existing legislation against a benchmark of best practice. He will also assist in fundraising efforts to identify and prepare proposals for donors that may support the GRM activities.
- To prepare fundraising proposals on key areas of the WP. 6's program of work and identify donors who may be interesting in supporting them
- To prepare one issue of the newsletter on regulatory developments
- To prepare a "Report to the WTO TBT Committee" for distribution at the spring meeting of this body, and which will serve as a model for future submissions by the WP. 6
- To prepare training materials for a training session on market surveillance on the basis of the existing deliverables and outputs by the WP. 6, in preparation for a regional workshop on this topic
- To assist the Secretary of the Committee on Trade in the organization of a workshop on "Traceability" which will be held back to back to the Session of the Committee in June 2012, and if required in the organization of the session of the Committee on Trade

COMPETENCIES

Professionalism: Understanding of issues related to standardization, and risk management. Ability to run complex projects.

Planning and organizing: Ability to plan and organize own work in an accurate and timely manner to meet tight deadlines. Effective organizational skills.

Teamwork: Good interpersonal skills; ability to work in multi-cultural, multi-ethnic environment. Demonstrated ability to develop and maintain effective work relationships with people of different national, professional and cultural backgrounds.

Communication: Ability to write in a clear and concise manner and to communicate effectively orally.

QUALIFICATIONS

Experience : Minimum 2 years experience in activities related to training, fundraising, standardization, regulatory cooperation, of which at least one year within an international organization

Education : High university degree (preferably at Masters Level) in Economics, Law or Engineering

Languages : Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

ADDITIONAL COMMENTS

Please indicate the ref. no. TVA-12-ECE-012 in the subject of your application by email, which should be submitted Programme manager's e-mail lorenza.jachia@unece.org, with a copy to 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 : Lorenza JACHIA
Copy (cc) : tva-ece@unece.org

Email Address : lorenza.jachia@unece.org

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 the **Regular Budget**. 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.