



NATIONS UNIES
COMMISSION ÉCONOMIQUE
POUR L'EUROPE

ОБЪЕДИНЕННЫЕ НАЦИИ
ЕВРОПЕЙСКАЯ ЭКОНОМИЧЕСКАЯ
КОМИССИЯ

UNITED NATIONS
ECONOMIC COMMISSION
FOR EUROPE

Ref. No.: **TVA-14-ECE-057**

TEMPORARY VACANCY ANNOUNCEMENT

P-2/501833
TVA Grade Level

Associate Population Affairs Officer
Functional Title

ECE, Statistical Division
Department / Office/ Division

Statistician
Occupational Group

24 November 2014
Deadline

Service/ Section: Statistical/Population Unit	Estimated Start Date:	5 January 2015
Duty Station: Geneva	Possibility of Extension:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Duration: 5 months	Open to External Candidates:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Chief of the Population Unit of UNECE and within delegated authority, the Associate Population Affairs Officer:

- 1) Provides support to intergovernmental processes on population issues, including preparing reports or inputs for reports, following the meetings and preparing summary reports, and assisting in the organization of panels and round tables.
- 2) Assists in the organization and servicing of the Working Group on Ageing sessions, expert group meetings, and seminars, etc. on population-related issues. This includes liaising with the national focal points on ageing and establishing partnerships with other organizations at international and country level, scientific experts, NGOs and other stakeholders to ensure overall information flow and strategic engagement.
- 3) Undertakes analytical and organizational tasks related to the implementation of the Madrid International Plan of Action on Ageing (MIPAA) in the UNECE region, and contributes to the follow-up of regional and global conferences on population issues and towards better informed policy-making through research and policy discussion.
- 4) Works on policy briefs and technical studies on population trends, population policies and their relations to social and economic factors in specific topical areas such as population ageing, intergenerational and gender

relationships; develops and maintains the dataset of good practice examples in the subject area; prepares substantive inputs to review and assessment papers on progress made and challenges identified in the area of ageing.

5) Provides, as necessary, substantive support to technical cooperation projects in the area of population and development, including work with partners and consultants in organizing capacity development workshops and training sessions.

6) Any other tasks that may arise.

COMPETENCIES

PROFESSIONALISM: understanding of specific challenges related to population ageing and other policy aspects of population change relevant to UNECE countries; familiarity with intergovernmental processes. Experience in drafting policy papers and related recommendations in the area of responsibility. Ability to determine the suitability, validity and accuracy of the information available and of research and studies undertaken by others.

COMMUNICATION: Ability to communicate effectively in a clear and concise manner, orally and in writing. Sound drafting skills.

CLIENT ORIENTATION: Ability to identify clients' needs and propose appropriate solutions. Ability to establish and maintain effective relationships with clients.

TEAMWORK: good interpersonal skills, ability to work collaboratively with colleagues to achieve common goals

QUALIFICATIONS

Experience: At least two years of professional experience in the area related to population policies preferably within government and/or international organizations. Exposure to policy debates in the population and development field relevant to the UNECE member States. Experience in drafting official documents, as well as organizing international and expert meetings.

Education: First level university degree in population studies, political science, economics or related social sciences. A master's degree in the above indicated subjects would be an advantage.

Languages: Fluency in oral and written English. Knowledge of French or Russian is an advantage.

ADDITIONAL COMMENTS

Please indicate the ref. no. TVA-14-ECE-057 in the subject of your application by email, which should be submitted Programme manager's e-mail vitalia.gaucaite@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: Programme manager's e-mail

Copy (cc): tva-ece@unece.org

Email Address: vitalia.gaucaite@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 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.