



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

26 January 2017

Ministry of Civil Service and Administrative Reforms
Circular Letter No 08 of 2018
E/152/48/15 V15 T3

From: **Senior Chief Executive, Ministry of Civil Service and Administrative Reforms**
To: **Supervising Officers in Charge of Ministries/Departments**

United Nations Educational, Scientific and Cultural Organization (UNESCO)– Vacancies

The International Programme for the Development of Communication (IPDC) of UNESCO is inviting applications, from appropriately qualified candidates for the following posts:-

	Posts	Deadline for submission of application
i).	Programme Officer – Disaster Risk Reduction and Climate Change Response	29 January 2018
ii).	Programme Officer – Education for Sustainable Development	
iii).	Agriculture Officer	
iv).	Media and Communications Officer	
v).	Reviser (French)	
vi).	Procurement Officer	
vii).	Transport Officer	
viii).	Finance & Budget Officer	
ix).	Legal Officer	
x).	Senior Public Health Officer	
xi).	Senior Environmental Affairs Officer	

2. Details regarding the above mentioned posts are annexed.
3. Please note that all applications for the post should include a curriculum vitae, brief covering letter indicating interest in the position and indicating relevant experience, where applicable, to the following email address: career@ipdc-unesco.org.
4. It would be appreciated if the contents of this Circular could be brought to the attention of all officers serving in your Ministries/Departments.


N. G. Tiroumalechetty (Mrs)
for Secretary for Public Service

Copy to: Secretary to Cabinet and Head of the Civil Service

Enc.



INTERNATIONAL PROGRAMME FOR THE DEVELOPMENT OF COMMUNICATION (IPDC)

The IPDC is the only multilateral forum in the UN system designed to mobilize the international community to discuss and promote media development in developing countries. The Programme not only provides support for media projects but also seeks an accord to secure a healthy environment for the growth of free and pluralistic media in developing countries.

Over the last 30 years, following the decisions and guidelines of the Intergovernmental Council and its Bureau, the IPDC has focused its projects on the most urgent priorities in communication development.

The efforts of the IPDC have had an important impact on a broad range of fields covering, among others, the promotion of media independence and pluralism, development of community media, radio and television organizations, modernization of national and regional news agencies, and training of media professionals. IPDC has mobilized some US\$ 100 million for over 1500 projects in more than 140 developing countries and countries in transition. IPDC has openings in the countries below; Beijing, Bangkok, Geneva, Laos, Hong-Kong and Thailand.

Kindly find below the list of vacancies;

PROGRAMME OFFICER -DISASTER RISK REDUCTION AND CLIMATE CHANGE RESPONSE

PROGRAMME OFFICER -EDUCATION FOR SUSTAINABLE DEVELOPMENT

AGRICULTURE OFFICER

MEDIA AND COMMUNICATIONS OFFICER

REVISER (FRENCH)

PROCUREMENT OFFICER

TRANSPORT OFFICER

FINANCE & BUDGET OFFICER

LEGAL OFFICER

SENIOR PUBLIC HEALTH OFFICER

SENIOR PUBLIC HEALTH OFFICER



Programme Officer -Disaster Risk Reduction and Climate Change Response

Grade Level : P4-D2

Department: International Programme for the Development of Communication(IPDC)

Organisation : IPDC-UNESCO

IPDC is seeking a qualified and committed Programme Officer to work in the areas of disaster risk reduction and climate change response, including provision of technical assistance to counterparts and project management, as a part of IPDC's overall programme in the country. He/She will be working under the authority and supervision of the Representative of IPDC to the Country.

Profile:

The successful candidate will have substantial experience in the development and implementation of programmes related to disaster risk reduction and climate change response. In particular, s/he will have:
An advanced university degree (master or equivalent) in a field



such as disaster risk management, climate change, education for sustainable development or other related field; At least three years of relevant work experience in the above or related areas; Strong understanding of the country and region and a clear understanding of development work; Strong interpersonal skills and capacity to work in a team-oriented environment;

Experience resource mobilization; Excellent organizational, networking and partnership building skills, tact and discretion; Ability to meet deadlines with minimal supervision and in a self-motivated manner; Willingness and ability to conduct some field work at provincial level; Positive attitude to further increase knowledge and experience;

Good computer literacy skills, including knowledge of Microsoft Word, Excel and PowerPoint (knowledge of design/layout may be an asset); Excellent oral and written communication skills in English

Programme Officer - Education for Sustainable Development

Grade Level : P4-D2

Department: International Programme for the Development of Communication(IPDC)

Organisation : IPDC-UNESCO

IPDC is seeking a qualified and committed Programme Officer in Education to work on development of open-licensed e-learning/distance-learning programmes as a part of IPDC's overall strategy in the Country . He/She will be working under the authority and supervision of the Representative of IPDC to and in coordination with the Education Specialist of the Host Country.

Profile:

The successful candidate will have:

An advanced university degree (master or equivalent) in education, communications, e-learning/ distance-learning or a related field;

At least three years of relevant work experience with practice in the production and application of e-learning/distance-learning, innovative teaching methodologies or teacher training; Strong understanding of the country and region; Strong interpersonal skills and capacity to work in a team-oriented environment; Experience in resource mobilization; Excellent organizational, networking and partnership building skills, tact and discretion; Ability to meet deadlines with minimal supervision and in a self-motivated manner; Willingness and ability to conduct some field work at provincial

level; Positive attitude to further increase knowledge and experience; Good computer literacy skills, including knowledge of Microsoft Word, Excel and PowerPoint (knowledge of design/layout may be an asset);

Excellent oral and written communication skills in English

Knowledge and/or experience in the areas of education for sustainable development, disaster risk reduction, climate change response and/or biodiversity conservation would be an asset.



Agriculture Officer

Grade Level : P4

Department: International Programme for the Development of Communication(IPDC)

Organisation : IPDC-UNESCO

Job Summary

Agriculture Officer is responsible for providing technical guidance and input on agricultural activities conducted by the program including development Of agriculture training materials, providing technical support

Essential Duties and Responsibilities

- Coordinate and monitor agricultural activities in targeted areas including The distribution of inputs and starter kits. Identify training needs and gaps among target beneficiaries.
- Develop, review and revise (as required) agriculture training materials to address identified gaps and meet local capacities (including literacy, land size, soil conditions, ability to afford inputs, etc) .
- Design and implement market assessments and market agents in targeted areas in collaboration with the Program Officers and Community Mobilizers, Develop tracking tools as necessary to help program team to monitor and evaluate program progress and activities as it relates to agriculture activities.
- Maintain meticulous records of all distributed assets and workshops.
- Liaise with communities, partner agencies and other stakeholders in coordination with Community Mobilizes, Field Officers and Program Manager.
- Develop and maintain working relationships with key community leaders,government officials and beneficiaries.
- Provide technical assistance and support to targeted beneficiaries on issues related to agriculture.
- Participate in program meetings including weekly staff meetings to Ensure inter and intraprogram communications and good planning.
- Prepare weekly, monthly reports and final reports on activities progress, constraints and suggestions for improved performance.

Required Qualifications EDUCATION AND QUALIFICATIONS

A Bachelor degree or higher diploma in agriculture, international development, community development; Master's degree preferred.

SKILLS AND EXPERIENCE

- At least 5 years experience in agricultural development assistance programs; experience in working with farmers a plus.
- Prior experience in agriculture training and adult training methods is highly recommended.
- Demonstrate the ability to work constructively in a team
- Ability to communicate effectively, work independently, strong planning and organization skills

LANGUAGE SKILLS

- Fluency in written and spoken English



Media and Communications Officer

Grade Level : P4

Department: International Programme for the Development of Communication(IPDC)

Organisation : IPDC-UNESCO

Duties and Responsibilities

Under the overall authority of the Director and under the direct supervision of the Chief of the Information and Knowledge Management (IKM) Unit, and in close collaboration with IKM's Public Information and Publications Officer, the Media and Communications Officer will perform the following functions:

1. Research, write and edit public information materials (press releases, feature articles, opeds, etc.), as well as for IPDC's e-newsletter (E-Voices) and website, in a journalistic style and in coordination with the appropriate units in the office;
2. Manage website and social media platforms (Facebook, Twitter, YouTube, etc.) in a pro-active way, keeping management and relevant units regularly informed about impact and public use of media channels;
3. Propose and organize media events (i.e. publicity campaigns, press briefings, press conferences, interviews etc.) for IPDC's projects and initiatives;
4. Monitor media coverage and report regularly on resulting IPDC's visibility; propose strategies to achieve better visibility and impact;
5. Work closely with responsible programme officers and management to respond appropriately to media enquiries;
6. Develop and maintain close relations with the media in the region and maintain an up-to-date digital database of media contacts;
7. Attend relevant events, fairs and conferences organized by IPDC's and provide public information services;

REVISER (FRENCH)

Grade Level : P3-P4

Department: International Programme for the Development of Communication(IPDC)

Organisation : IPDC-UNESCO

Responsibilities

Under the supervision of the Chief, French Translation Unit, the incumbent will perform the following:

1. Revises translations and original summary records dealing with a broad range of subjects dealt with by the IPDC.
2. Translates, mostly without revision, texts covering a broad range of subjects dealt with by the IPDC particularly those subjects requiring experience and recognized proficiency.
3. Drafts, mostly without revision, summary records and serves as monitor of précis-writing teams.
4. Develops new terminology for use where none exists in the target language.



5. Carries out linguistic research and prepares terminological bulletins and glossaries, technical vocabularies and related reference tools.
6. Counsels and assists translators/précis-writers and briefs them on the procedures and practices of the Service, terminology and a broad range of subjects, as required.
7. Participates in the setting of terminology standards.
8. Supervises the work of small groups of translators/précis-writers.
9. Performs other related duties as required.

Competencies

Professionalism: Ability to demonstrate good writing skills; high standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text with a good grasp of the subject matter. Knowledge of a broad range of subjects dealt with by

the United Nations, i.e., political, social, legal, economic, financial, administrative, scientific and technical. Ability to use all sources of references, consultation and information relevant to text at hand. Ability to work under pressure and maintain adequate

speed and volume of output. Ability to show a high level of versatility, judgement and discretion. Shows pride in work and in achievements; 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.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks and shows willingness to learn new technology.

Education

Degree from a university or from an institution of equivalent status. Work

Experience

At least five years .

PROCUREMENT OFFICER

Grade Level : P4

Department: International Programme for the Development of Communication(IPDC)

Organisation : IPDC-UNESCO

Responsibilities

Within delegated authority and depending on location, the Procurement Officer may be responsible for the following duties: (These duties are generic, and may not be performed by all Procurement Officers.)

- Plans, develops and manages all procurement and contractual aspects of projects of significant complexity



related to worldwide procurement of diverse services and commodities (e.g. information technology, electronic equipment and instruments, vehicles, medicines, foodstuffs, building maintenance materials, office supplies, construction, furniture, etc.), taking into account local economic and other conditions.

- Advises requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle.

Prepares/oversees preparation and distribution of invitations to tender and

- manages/conducts all aspects of bid/proposal evaluations.
- Formulates strategies and designs innovative solutions to resolve issues/conflicts for complex procurement projects

- Establishes and maintains work program and schedule for ongoing contracts and newlyplanned ones.
- Participates in negotiations with senior supplier representatives; signs procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the Contracts Committee for review and subsequent approval by the authorized official.
- Conducts market research to keep abreast of market developments; researches and analyzes statistical data and market reports on the world commodity situation, production patterns and availability of good and services.
- Identifies new technologies, and products/services, evaluates and recommends potential supply sources and participates in the incorporation of research results into the procurement program.
- Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations.
- Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc.
- Provides guidance to, and may supervise, new/junior staff.

Competencies

- **PROFESSIONALISM:** Knowledge of contract law and expertise in handling complex contract issues. Knowledge of quantitative methods to measure supplier capacity systems and ability to identify sources of supply, market trends and pricing. Ability to shape and influence agreements with requisitioning units and vendors. Ability to apply technical expertise to resolve a range of issues/problems. 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.

- **COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- **ACCOUNTABILITY:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments;

takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education

Advanced university degree (Master's degree or equivalent) in business administration, public



administration, commerce, engineering, law or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years 'of progressively responsible' experience in procurement, contract management, administration, logistics and supply chain management, or administration in the public or private sector, of which at least two years must be directly related to first-hand procurement.



TRANSPORT OFFICER

Grade Level : P4

Department: International Programme for the Development of Communication(IPDC)

Organisation : IPDC-UNESCO

Responsibilities

Within delegated authority, the Transport Officer will be responsible for the following duties:
(These duties are generic, and may not be performed by all Transport Officers.)

GENERAL:

- Prepares cost estimates for budget and planning purposes.
- Monitors and administers transportation contracts and Letters of Assist.
- Prepares Letters of Assist for the transport operations, ensuring that requirements and specifications are accurate and complete, and complete and obtain funds availability certification.
- Reviews bid responses and conducts operational and technical evaluation and analysis of the bids to ensure that offers meet technical requirements and operational needs.
- Liaises with commercial insurers and IPDC insurance specialists to ensure that coverage on goods and equipment is adequate.
- Coordinates requisition process with purchasing authorities to insure that bidding and approval processes meet required timetable.
- Participates in technical field missions as required; advises on all matters pertaining to the planning, budgeting and monitoring (including safety) of the provision of transportation resources to field missions.
- Performs other duties as assigned.
- Assists in the development of surface transport administrative, logistics and technical support policy objectives to effectively service components.
- Develops the surface transport safety and maintenance rules and regulations, and those on safe driving.
- Participates in planning the use of surface transport to achieve pre-determined outcomes using cost effective and efficient methods to deliver services.
- Advises on the serviceability of vehicular equipment in use and on the disposal of the unserviceable or beyond economical repair.
- Prepares technical reports, statistics and other documents required for vehicle establishment review and regular and ad hoc reporting requirements related to transport operations.
- Assists in reviewing and controlling all expenditures from the approved surface transport budgets to ensure that the respective transport requirements are met within allocated funds.
- Supervises staff to obtain maximum productivity.
- Assists in the training of new Transport Officers.
- Contributes to the preparation of various written reports, guidelines, studies, briefings and other communications.

Competencies

- **PROFESSIONALISM:** Knowledge of practices and procedures of large volume transportation operations in the field. Ability to prepare and negotiate contracts with representatives of air, sea, and surface transportation media. Knowledge of regulations and requirements designed to ensure the safety of personnel.



Ability to estimate the extent of damage or value of items lost in transit and to prepare claims documents and negotiate adjustments with representatives of insurance agencies or others involved in losses or damages. Ability to conduct research, evaluate and integrate information from a variety of sources, in order to assess impact on transport operations. 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.

- **COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **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.
- **PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in business administration, public administration, law, engineering or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in surface transport

FINANCE & BUDGET OFFICER

Grade Level : P4

Department: International Programme for the Development of Communication(IPDC)

Organisation : IPDC-UNESCO

Responsibilities

- The incumbent is expected to analyse budget submissions, obtain clarifications and justifications and prepare budget and budget performance reports for large and complex peacekeeping operations, to prepare financial implications for Security Council reports, and to administer related trust funds.
- The incumbent supports the Director and the Section Chief in the presentation of budget proposals and budget performance reports to the Advisory Committee on Administrative and Budgetary Questions and to



the Fifth Committee of the General Assembly, and prepares supplementary information.

- The incumbent also prepares allotments, staffing table authorizations, redeployments of funds, analyses and monitors budget implementation, initiates payments to troop- and formed police-contributing Governments for the settlement of liabilities, and prepares communications to donors on financial aspects of trust fund activities.

- The incumbent may be requested to perform other related duties assigned by the Section Chief, including team assignments for Division-wide initiatives.

Competencies

Professionalism – Possesses conceptual and analytical skills including a complete, in-depth grasp of financial principles and practices, with knowledge of budget development, including results-based budgeting, and the financial administration of resources; accepts additional responsibilities as required by the demands of service; strives for excellence in performance continually; remains composed while working effectively in stressful situations; uses information technology effectively as a tool and resource; demonstrates substantive and technical knowledge to meet responsibilities and post requirements with excellence; is motivated and demonstrates a capacity to pursue personal development and learn; willing to frequently work beyond normal working hours in order to get the job done. 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.

Planning and organizing – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and

allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in business administration, finance, or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in finance, administration, budget, business administration or related area is a requirement. Experience in the use of information technology tools for financial analysis and monitoring of budgets is required. Experience in the use of office software, in particular Excel, Word and PowerPoint, is required. Strong writing skills are a requirement. Demonstrated experience in results-based approaches to budgeting is highly desirable.



LEGAL OFFICER

Grade Level : P3-P5

Department: International Programme for the Development of Communication(IPDC)

Organisation : IPDC-UNESCO

Responsibilities

The Legal Officer will be responsible for the following duties:

- Conduct extensive legal research and analysis and prepare or assist in the preparation of drafts of background papers, studies, reports of the Country Director, comparative analysis, briefs, teaching materials and correspondence dealing with legal and other aspects of IPDC and its implementation.
- Review legal documents, instruments, or other material .
- Assist in servicing meetings resolutions, including the preparation of background materials, summaries of discussions, meeting reports, etc.
- Assist in representing the Organization at meetings, conferences, seminars, etc.
- Respond to requests for information.
- Perform other duties as assigned.

Competencies

Professionalism: Good knowledge of international law ; proficiency in legal drafting skills and ability to draft clearly and well under time pressure; ability to apply sound judgement in the context of assignments given; 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.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in Law, with emphasis on courses in public international law A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Work Experience

A minimum of five years of progressively responsible experience in law including legal analysis, research and writing is required. Experience working in an international organization is desirable

SENIOR PUBLIC HEALTH OFFICER

Grade Level : P4-D2

Department: International Programme for the Development of Communication(IPDC)



Organisation : IPDC-UNESCO

The Senior Public Health Officer is a senior position in the office that functions under direct supervision of the IPDC Representative and technical guidance of the concerned Units in IPDC HQs. He/She is expected have an expert knowledge on various aspects of Public health care and management of communicable diseases in large population with minimum hygienic conditions. The specific functions include:

1. Direct and coordinate IPDC activities in the health sector
 - Map activities and gaps by each agency
 - Conduct negotiations with the Ministry of Health to include Person of Concern (PoCs) in host Government public health services at secondary and tertiary level (already achieved at primary level)
 - Closely follow up with implementing Partners to oversee the transition of NGO- provided health services to public health services
 - Coordinate and participate in assessments: qualitative and quantitative
 - Coordinate and participate in development and implementation of appropriate monitoring and evaluation activities
 - Chair the NGO-IPDC medical committee which decides on assistance to medical cases which pass the thresholds as agreed on in the IPDC Health Guidelines
 - Develop systems to ensure proper and efficient screening for medical resettlement
 - Develop systems to ensure proper and efficient NGO referral of refugees to secondary and tertiary care facilities
 - Improve and standardise health information systems
 - Direct IPDC activities in the mental health sector
 - Update and disseminate information materials on public health based on standard practices and policies among partners
 - Ensure that provisions contained in various Memoranda of Understanding between IPDC and other organisations are applied as appropriate
2. Undertake needs and resources assessments with Governments and partners in order to prioritise needs and activities in provision of services to refugees and other persons of concern to IPDC.
 - Review and analysis of relevant project proposals and budgetary submissions presented by IPDC partners within context of IPDC programme cycle
 - Ensure that project plans and proposals submitted to IPDC for funding adhere to internationally accepted standards and are based on a comprehensive primary health care strategy
 - Maintain and update contingency plans for potential epidemics, refugee and returnee movements
3. Monitor and evaluate country-level health and nutrition programmes against standard IPDC and international indicators to ensure that programmes are evidence-based and implemented in a comprehensive and cost-effective manner.
 - Active involvement in all aspects of programme monitoring and evaluation with emphasis on checking levels of implementation and impact vis-à-vis resource inputs to measure cost-effectiveness and re-orient the programmes as appropriate
 - Monitor technical and financial aspects of health programme with emphasis on:
 - Organisation and use of IPDC's Health Information System
 - Application of standard guidelines and protocols
 - Comprehensiveness of health programmes.
 - Apply various mechanisms and tools to ensure proper monitoring including:
 - Regular meetings, in accordance with IPDC programming cycle
 - Site visits
 - Regular flow of information (reporting)
 - Use of Health Sector Monitoring Forms
 - Conventional/non-conventional surveys and evaluation studies
 - Meeting with health implementing partners
 - Providing technical support and guidance to implementing/operational partners where required
 - Data analysis and interpretation Support periodic nutrition surveys
4. Support capacity building initiatives so that refugees and other persons of concern to IPDC, IPDC and its partners acquire the needed knowledge, skills, and sense of responsibility and ownership of programmes.
 - Support health and nutrition focal points and coordinators to develop training plan, organise and act as resource persons in workshops and training both in-service (formal) and on the job (coaching)
 - Share with local and international partners on the ground relevant guidelines and information materials on refugee health including reproductive health, HIV/AIDS and nutrition materials
 - Support health focal points and coordinators to promote establishment of Refugee Health and Nutrition



IPDC

Committees to enable their active participation in process of health and nutrition planning, implementation, monitoring and evaluation

5. Advocate, inform, and communicate amongst stakeholders to ensure that refugee health and nutrition issues are on the national and international agenda and that the health and nutritional needs and status of refugees and other persons of concern to IPDC are appropriately documented and disseminated

6. Any other responsibilities/functions deemed necessary or as delegated by the IPDC Representative/Chief of Section in order to meet the level of the services in the organization.

Academic: Advanced university degree (Post graduate level) in Medical science or Public Health or Epidemiology with focus on Reproductive health and HIV/AIDS related communicable diseases.
Experience: Minimum of 6 years progressively responsible functions in HIV/AIDS and Public Health or Reproductive health in tropical countries dealing with development of comprehensive public health care programmes. Of the 6 years, at least 4 years of experience should be in an international humanitarian organization dealing with HIV/Public health in large scale emergencies or displaced/refugee situations. Specific and proven skills and training in the areas of HIV and AIDS and Public health, including reproductive health. Demonstrated ability to organise and conduct training activities, seminars and mass information campaigns for the benefit of implementing

Partners and relevant government agencies. Applied knowledge in IPDC programme management, project formulation and monitoring as per IPDC established Programme Cycle. Proven ability to deal with multiple tasks in a courteous and service oriented manner in a demanding working condition that often has short deadlines.

Skills: Ability towards analytical and creative thinking for rapid solutions. Good communicator with strong interpersonal and negotiations skills to deal with persons of various cultural and educational backgrounds. Strive to live up to high ethical and professional standards. A team player with service oriented attitudes. High IT affinity is essential with skills in PowerPoint, excel, data analysis and statistical soft-ware.

Languages: Excellent knowledge of English (written/oral/comprehension) is essential. Working knowledge of another UN language, preferably Arabic. Advanced drafting skills in English.

- Experience, advance training, balance and combined knowledge in different subjects: HIV and AIDS, Public Health, Reproductive health, Epidemiology and Tropical medicine.

SENIOR ENVIRONMENTAL AFFAIRS OFFICER

Grade Level : P4-D2

Department: International Programme for the Development of Communication(IPDC)

Organisation : IPDC-UNESCO

Responsibilities

The United Nations Centre for Research and Development (Organisation for The Committee for Programme and Coordination (IPDC)) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. Organisation for The Department of Political Affairs (IPDC)'s Division of Early Warning and Assessment (DEWA) is responsible for analyzing the state of the global environment, providing early warning information and assessing global and regional environmental trends to catalyse and promote international cooperation and action on the environment. Under the overall guidance of the Director, DEWA, and the direct supervision of the Chief, Scientific Assessment Branch (SAB), the incumbent will function as Head of the Integrated Environmental Assessment Section (IEA) and will perform the following functions

Competencies

Professionalism: Demonstrated ability to identify key strategic issues and to provide innovative technical and scientific inputs and guidance for the production of integrated, comprehensive, policy relevant, global environmental assessments and reports, including related projects, incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Proven ability to analyze and integrate diverse information and to communicate it (verbally and in writing) clearly and effectively to senior managers; while ensuring that global scientific assessments integrate, reflect and contribute to Organisation for The Department of Political Affairs (IPDC)'s work in all subprogramme areas. Broad knowledge of environment and development issues. **Leadership:** Ability to identify key strategic issues, opportunities and tasks, links between the Organizations' strategy and the



work unit's goals; demonstrated innovative technical leadership by performing and/or overseeing the planning, development, and management of operations.

QUALIFICATIONS

Education

Advanced University degree in natural and/or environmental sciences, natural resources management or related disciplines. A first university degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

Work Experience

At least 10 years of relevant working experience at the national and international levels. A mixture of working experience in developed and developing countries is highly desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English is required. Knowledge of other United Nations languages an asset.

Other Skills

Track record in financial resource mobilization. Experience of managing performance with proven effective supervisory skills, and ability to delegate. Knowledge of Organisation for The Committee for Programme and Coordination (IPDC) institutional mandates and policies an advantage.

How to apply: Candidates must submit the following, indicating relevant experience:

Curriculum vitae;

- Brief cover letter indicating interest in the position.

Please submit the above by email to careers@ipdc-unesco.org Incomplete or tardy applications will

not be considered. Only shortlisted

candidates will be contacted. DEADLINE : 29th of January.

Timothy S. Sanchez

Human Resources Unit

International Programme for the Development of Communication(IPDC), UNESCO,

2 United Nations Plaza #900,

New York, NY 10017,

United States