



## TEMPORARY JOB OPENING ANNOUNCEMENT

**P-3**

 TJO Grade Level<sup>1</sup>
**Programme Officer**

Functional Title

**ECLAC / Programme Planning and Operations Division**

Department/Office/Division/ Service/Section

**Economic and Social Development Programme Management**

Job Network and Job Family (See list on page 3-4)\*

**22/04/2015**

 Deadline  
 (DD/MM/YYYY)

Duty Station:	<b>Santiago, Chile</b>	Estimated Start Date:	<b>04/05/2015</b>
Duration of need:	<b>364 days</b>	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

### ***DUTIES AND RESPONSIBILITIES***

Under the Overall supervision of the Chief of Programme Planning and Operations Division and the direct supervision of the Chief Programme Management Unit, the incumbent will be responsible for the following duties:

- Participates in the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Researches, analyzes and presents information gathered from diverse sources.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies and inputs to publications.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations.
- Systematizes information and shares knowledge generated from programmes and projects;
- Implements large information management systems, such as Enterprise Resources Planning (ERP).
- Undertakes outreach activities; delivers presentations on assigned topics/activities.
- Participates in field missions and drafts mission summaries.
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports.
- Performs other duties as required.

<sup>1</sup> For eligibility and other conditions, please see the Notes at the end of this form.

## COMPETENCIES

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to international cooperation for development in a multilateral context. Ability to identify, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual and evaluative skills to conduct independent research and analysis, including familiarity with the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Excellent communication skills both oral and written. 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 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.

### *For Managerial Positions:*

## QUALIFICATIONS

**Experience:** A minimum of five years of progressively responsible experience in technical cooperation project or programme management, administration, or related area. Experience in knowledge management would be an asset. Working experience in culturally diverse environments is desirable.

**Education:** Advanced university degree (Master's degree or equivalent) in management, social science or economics. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Languages:** Fluency in Spanish and English (both oral and written) is required. Knowledge of another UN official language is an advantage.

**Other Skills:**

### ADDITIONAL COMMENTS

Please make reference to TJO 2015-011/P3/PPOD in your message to [staffing@cepal.org](mailto:staffing@cepal.org), when submitting your application.

Candidates found to be suitable will be invited to an interview and other assessment method.

#### DOCUMENTS REQUIRED:

- ☒ **Cover Letter**
- ☒ **Personal History Profile** (visit <https://inspira.un.org> to generate a PHP)
- ☒ **Proof of required academic credentials** (for external applicants)
- ☒ **Employment verification letter from most recent employer** (for external applicants)
- ☒ **Last two completed Performance Appraisal or two Reference Letters for external applicants**
- ☐ **Other:**

#### ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Human Resources Section Email Address: staffing@cepal.org

Copy (cc): \_\_\_\_\_ Email Address: \_\_\_\_\_

**\* Hiring Manager/Recruiter, please choose from the list of Job Networks the appropriate Job Family:**

<b><u>ECONOMIC AND SOCIAL DEVELOPMENT</u></b> Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention	<b><u>LEGAL</u></b>  Jurists Legal Affairs Ombudsman
<b><u>MANAGEMENT AND OPERATIONS SUPPORT</u></b> Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management Logistics	<b><u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u></b>  Public Information Protocol

<b>POLITICAL, PEACE AND SECURITY</b> Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law	<b>CONFERENCE MANAGEMENT</b>  Conference Services Language
<b>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</b>  Information Systems and Technology Information Management	<b>SAFETY AND SECURITY</b>  Security Safety

**Notes:**

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the post.
- For information on special post allowance, please refer to ST/AI/1999/17.
- For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.