



Job Opening

Job Title: 2012 YPP EXAMINATION - SOCIAL AFFAIRS, P2
Department/ Office: Department of Management
Duty Station: OTHER; VIENNA; SANTIAGO; ADDIS ABABA; NAIROBI; BANGKOK; NEW YORK; GENEVA
Posting Period: 13 July 2012-12 September 2012
Job Opening number: 12-SOC-DM-24429-E-NEW YORK (O)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Org. Setting and Reporting

These positions are located primarily in the Department of Economic and Social Affairs (DESA) and the Regional Commissions. The Associate Social Affairs Officer typically reports to the Head of a Branch or Section or to a Senior Social Affairs Officer.

Responsibilities

The Young Professionals Programme examination in Social Affairs covers a wide range of topics in the areas of aging, child labour, community development, crime, drug abuse, education, family, gender equality, health, HIV/AIDS, housing, hunger and malnutrition, human resources development, indigenous people, migration, persons with disabilities, population/demography, poverty reduction, refugees, research methods, role of NGOs, rural development, social development, social integration, social protection, statistics, unemployment, urbanization, women, youth and other related areas covered by the social affairs arms of the United Nations.

If you are successful in the examination, you could be assigned to a job that covers any or a combination of these areas.

The typical job in this area is Associate Social Affairs Officer. Some of the key responsibilities of an Associate Social Affairs Officer include (These duties are generic and may not be carried out by all Associate Social Affairs Officers.):

Social Analysis

- Carries out basic research on selected aspects of critical areas of concern related to socio-economic issues, social development programmes, etc., to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources, participating in the analysis of national experiences in social planning and policy development, etc.
- Contributes to the preparation of various written outputs, e.g. draft background papers, sections of reports and studies, inputs to publications, etc.
- Develops and maintains reference/resource information on specific topics, policy-related issues, recent developments and trends in the field, etc.; liaises with NGOs, researchers, etc. to obtain and provide data and information; responds to various inquiries and information requests internally and externally.
- Provides administrative and substantive support to expert group meetings, panel discussions, conferences, etc., to include proposing agenda topics, researching and proposing experts, handling logistics, etc.
- Analyzes progress and developments in the implementation of specific programmes; contributes to the development of mechanisms for monitoring programme implementation.
- Undertakes outreach activity in assigned areas, providing presentations and other inputs (e.g. articles, publications), and attending professional and NGO meetings.
- Maintains awareness of current social affairs and related issues, to include relevant political, policy, gender issues/considerations or other developments in specific sector, country or region concerned.

Intergovernmental Support

- Provides support to intergovernmental processes dealing with social development issues by: preparing inputs for reports to intergovernmental bodies; following intergovernmental meetings and preparing summary reports and similar material; preparing inputs to statements by members of the Bureau and Secretariat staff to such meetings; assisting in the organization of panels, round tables, etc. on social development issues for intergovernmental processes.

Technical Cooperation

- Compiles and analyses the data and other information necessary for the preparation of technical cooperation project proposals in the area of social development.
- Prepares documentation for technical cooperation programmes and projects.
- Contributes to the preparation of material for the approval of regional, country or sectoral technical cooperation projects.
- Monitors, backstops and assesses the implementation of technical cooperation programmes and projects.
- Participates in fact-finding and advisory missions to government and other activities in support of work programme.

Performs other duties as required such as drafting reports or conducting seminars, developing and monitoring technical assistance projects in social welfare areas for developing countries, monitoring illicit drug traffic and preparing research reports about drug movement in the world, interpreting provisions of narcotics-control treaties, assisting farmers to find replacement crops for narcotics, developing and monitoring technical assistance projects to control narcotics etc.

Competencies

Professionalism:

- 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

At least a first-level university degree in the following fields:

1. Main course of study: Social & Behavioural Science

1.1 Fields of study: Sociology, Economics, Demography, Peace & Conflict Studies, Political Science, Human Rights, Gender Studies, Development Studies, International Relations

2. Main course of study: Law

2.1 Fields of study: General Law, International Law

Work Experience

No work experience is required.

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.

Assessment Method

Applications will be screened on the basis of the eligibility criteria. Only the most qualified will be convoked for the written examination. The cost of traveling to the examination centre is to be covered by the examinee. The General Paper is eliminatory, and only examinees who reach the passing score in that part of the examination will have their Specialized Paper marked. Only examinees who are successful in the written examination will be invited to the oral examination. The oral examination will be conducted via video conference (VTC) or skype. The cost of arranging for VTC or skype, if necessary, will be covered by the Organization.

Special Notice

Applying to more than one job family will result in automatic disqualification.

Successful candidates with a first-level university degree but without any relevant work experience will be recruited at the P-1 level, while successful candidates with an advanced university degree or with a first-level university degree and at least two years of relevant work experience will be recruited at the P-2 level.

Late or incomplete applications will not be accepted under any circumstances.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

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