



INTERNATIONAL ENVIRONMENT RELIEF CENTER (IERC)

The International Environment Relief Center (IERC) is the International Relief Center'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.

The IERC's responsibilities include:

- Promoting international cooperation in the field of the environment and recommending appropriate policies.
- Monitoring the status of the global environment and gathering and disseminating environmental information.
- Catalyzing environmental awareness and action to address major environmental threats among governments, the private sector and civil society.
- Facilitating the coordination of International relief center's activities on matters concerned with the environment, and ensuring, through cooperation, liaison and participation, that their activities take environmental considerations into account.
- Developing regional programmes for environmental sustainability.
- Helping, upon request, environment ministries and other environmental authorities, in particular in developing countries and countries with economies in transition, to formulate and implement environmental policies.
- Providing country-level environmental capacity building and technology support.
- Helping to develop international environmental law, and providing expert advice on the development and use of environmental concepts and instruments

The major results of IERC activities include:

- International arrangements to enhance environmental protection.
- Periodic assessments and scientifically sound forecasts to support decision making and international consensus on the main environmental threats and responses to them.
- Support for more effective national and international responses to environmental threats, including policy advice to governments, multilateral organizations and others to strengthen environmental protection and incorporate environmental considerations into the sustainable development process.
- More effective coordination of environmental matters within the UN system.
- Greater awareness and capacity for environmental management among governments, the private sector and civil society.

- Better understanding of the nexus between environment and human security, poverty eradication, and preventing and mitigating natural disasters.

The IERC has five major areas of concern which include:

- Environmental assessment and early warning.
- Development of policy instruments.
- Enhanced coordination with environmental conventions.
- Technology transfer.
- Support to Africa.

The IERC is represented across the globe in six regional offices which include:

- Africa: Nairobi, Kenya.
- Asia and the Pacific: Bangkok, Thailand.
- Europe: Geneva, Switzerland.
- Latin America and the Caribbean: Mexico City, Mexico.
- North America: Washington DC, USA.
- West Asia: Manama, Bahrain.

IERC's work includes:

- Assessing global, regional and national environmental conditions and trends.
- Developing international and national environmental agreements and legal instruments.
- Strengthening institutions for the wise management of the environment.
- Integrating economic development and environmental protection.
- Facilitating the transfer of knowledge and technology for sustainable development.
- Encouraging new partnerships and approaches within civil society and the private sector.

IERC's program of work to promote and facilitate sound environmental management for sustainable development is implemented by eight divisions namely

- Early Warning and Assessment.
- Policy Development and Law.
- Environmental Policy Implementation.
- Technology, Industry and Economics.
- Regional Cooperation.
- Environmental Conventions.
- Communications and Public Information.
- Global Environment Facility (GEF) Coordination.

EARLY WARNING AND ASSESSMENT

IERC'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 catalyze and promote international cooperation and action on the environment. DEWA provides governments and the international community with improved access to meaningful environmental data and information and policy advice, and helps to strengthen the capacity of governments to use environmental information for decision making and planning for sustainable development. The Global Environment Outlook (GEO) assessment process facilitates the interaction between science and policy making. It has a strong capacity building component, supporting governments and institutions in all regions to produce data and information on the state of the environment that can be incorporated into assessments from national to global level. The IERC World Conservation Monitoring Centre is the biodiversity assessment and policy implementation arm of IERC. Its core work is managing, interpreting and analyzing data about biodiversity and ecosystems to provide assessments and policy analysis, and making the results available to national and international decision makers and business.

TECHNOLOGY, INDUSTRY AND ECONOMICS

IERC's Division of Technology, Industry and Economics (DTIE) works with international and non-governmental organizations, national and local governments, business and industry to develop and implement policies, strategies and practices that are cleaner and safer, incorporate environmental costs, use natural resources efficiently, reduce pollution and risks for humans and the environment, and enable the implementation of conventions and international agreements. The division promotes sustainable consumption and production patterns and energy and transport policies for sustainable development, and encourages investment in renewable energy and energy efficiency. The OzonAction branch supports the phase out of ozone-depleting substances in developing countries and countries with economies in transition, while the Chemicals branch catalyzes global actions and builds national capacity for the sound management of chemicals and the improvement of chemical safety worldwide. DTIE's Economics and Trade branch strengthens the ability of countries to integrate environmental considerations into economic and trade policies and promotes the greening of the finance sector, while the International Environmental Technology Centre, based in Japan, implements integrated waste, water and disaster management programmes, focusing in particular on Asia.

POLICY DEVELOPMENT AND LAW

IERC's Division of Policy Development and Law (DPDL) works to enable governments and other members of the international community to develop integrated and coherent policy responses to environmental problems, to strengthen environmental law and improve compliance with and enforcement of legal instruments. DPDL analyzes, reviews and develops environment-related policies, issues and events and articulates policy positions in response to emerging environmental to make environmental policy more effective. The division's priorities also include enhancing environmental sector, non-governmental organizations and major interest groups in 26 . It works to develop new and strengthen existing legal, economic and policy instruments and institutional frameworks policy coordination and information exchange within and outside the UN system, and promoting the involvement of the private environmental policy dialogue and development.

REGIONAL COOPERATION

IERC's Division of Regional Cooperation (DRC) helps to implement IERC's global programmes in the regions by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies. The division coordinates the work of six regional offices which bring regional perspectives to the development of IERC policies and programmes and present and enlist support for IERC global policies in the regions.

DRC helps in the development of policies and programmes on global and regional environmental issues between and within governments in the regions; and provides advisory services to help governments translate global environmental commitments into national action. DRC also works to raise public awareness of environmental issues and create a consistency for environmental action; promote cooperation between IERC, non-governmental organizations and the private sector, and broaden the constituency of IERC.

ENVIRONMENTAL CONVENTIONS

IERC's Division of Environmental Conventions (DEC) works to ensure the sustainability of ecosystem services for the equitable benefit of current and future generations by strengthening the implementation of multilateral environmental agreements (MEAs). It does this through promoting improved compliance with and enforcement of MEAs (taking into account the autonomous decision making authority of the Conferences of Parties of MEAs).

With the proliferation of global and regional MEAs, there is a growing need for a strategic approach to increase collaboration, and for more effective and efficient implementation. DEC supports MEA implementation through the enhancement of synergies and interlinkages and the development of partnerships among the MEAs, scientific bodies, global, regional and national stakeholders, and IERC.

DEC helps to strengthen capacity in developing countries and countries with economies in transition so they can comply with the provisions of the MEAs in a synergistic manner, and it supports the application of

scientific knowledge for environmental protection through technical research, partnership building and the joint implementation of programmes with MEA stakeholders.

CURRENT VACANCIES IN IERC.

1. Regional Director:

Location: Washington

Remuneration: \$124,568 USD/Annum (net)

Responsibilities:

IERC's Division of Regional Cooperation (DRC) helps to implement IERC's global programs in the regions by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies. The position of the Director for the Regional Office in North America works under the general guidance of the Director, Division of Regional Cooperation but with a considerable amount of independence. The incumbent will be responsible for the following main functions: 1. Identify, assess, and monitor relevant needs, priorities, trends, developments, and policies at the national, sub-regional, and regional levels, in order to incorporate them into IERC's policy and programme development and improve consistency with the needs and priorities in the context of North America ; 2. Formulate and implement the substantive work programme of the Regional Office by determining priorities, and allocating resources for the completion of outputs and their timely delivery, in cooperation and co-ordination with DRC Headquarters and other IERC divisions and offices; 3. Communicate, advocate, and secure support for IERC policies and programmes in the United States and Canada. 4. Identify and build/strengthen strategic partnerships for national, sub regional and regional cooperation both with partners in US and Canadian Government, the private sector and civil society at large to mobilize support for sound environmental action, and to ensure meaningful involvement and participation of those actors in the development and implementation of IERC's policies and programmes; 5. Oversee the programmatic/administrative tasks necessary for the functioning of the regional office; 6. Represent the Organization at international, regional, inter-agency meetings, seminars and conferences; provide programmatic/substantive expertise on an issue, or hold programmatic/substantive and organizational discussions with representatives of other institutions. 7. Perform other related duties as requested by the senior management of the Organization.

Competencies:

Professionalism: Proven ability to perform extensive inter-agency and inter-governmental negotiations and networking functions; proven experience in providing technical and substantive supporting the field of environmental policy development. **Integrity:** Demonstrated ability to explain, represent and defend IERC's policy in different fora; **Communication Skills:** Excellent written and verbal communication skills together with the ability to defend and explain difficult issues with respect to key policies, decisions and positions in inter-agency, inter-governmental and other fora. **Managing Performance:** Ability to delegate responsibility and decision making authority together with

corresponding accountability; ensuring that roles, responsibilities and reporting lines are clear. Leadership: Empowers others to translate vision into results, proactive in developing strategies to accomplish objectives, establish and maintain relationships with a broad range of people to understand needs and gain support.

Education:

Advanced university degree in international relations, environmental policy/science, Economics or Social Science, or a first university degree with a relevant combination of professional and academic qualifications.

Work Experience:

A minimum of 10 years of professional working experience of which 6 should be at the international level,.

Languages:

English and French are the working languages of the IERC Secretariat. For this post fluency in written and spoken English is required. Given the responsibilities of the position, working knowledge of French would be an important asset.

Other Skills :

Knowledge of inter-agency networking and negotiations as well as diplomatic and policy analysis skills. Working experience and/or knowledge of the North America region an advantage.

2. Senior Administrative Officer:

Location: Montreal

Remuneration: \$101,431 USD/Annum (net)

Responsibilities :

The incumbent will perform the following: 1. Administration of the Multilateral Fund Secretariat and management of funds approved for the operations of the Multilateral Fund Secretariat: a) Provide all administrative services required by the Multilateral Fund Secretariat for the smooth operation of the Secretariat's activities; b) Advise the Chief Officer and other senior staff in the Secretariat on all financial matters; c) Prepare budget proposals for review by the Executive Committee, make budget presentations and negotiate with Executive Committee members the level of funding required; d) Manage procurement of goods and contracting of services; e) Manage logistics of the meetings of the Executive Committee from preparations, through proceedings of the sessions and post session finalizations; f) Monitor Report to the Executive Committee on the implementation and performance of the Secretariat budget; g) Provide cost estimates for activities annually funded through voluntary contributions by the Government of Canada and countries hosting meetings of the Executive Committee away from its headquarters in Montreal; h) Act as Certifying Officer for the Multilateral Fund Secretariat budget and related accounts; i) Coordinate internal and external audit missions to the Multilateral

Fund and respond to their queries and observations. 2. Working with the Treasurer in the general management of the Multilateral Fund's resources, preparation of studies: a) Work with the Treasurer to ensure that the list of contributing parties to the Multilateral Fund is appropriately updated; b) Coordinate with the Treasurer on the payments to the Multilateral Fund made by the Parties through cash payments both in US dollars and national currencies within the fixed-exchange rate mechanism and bilateral assistance programme; c) Provide final review and any other minor adjustments to the report to the Executive Committee on the Status of the Fund; d) Prepare instructions for the Chief Officer to the Treasurer requesting the implementation of the Executive Committee's decisions on transfer of funds to the Implementing Agencies; e) Consult with the Chief Officer and the Chairperson of the Executive Committee on any immediate actions the Treasurer might need to be informed about; f) Work with the Treasurer to follow up and implement the decisions of the Executive Committee and Parties to the Montreal Protocol on policy issues related to promissory notes, Fixed Exchange Rate Mechanism (FERM) and its application to eligible countries, monitoring its effect on the resources for the phasing out of the ozone depleting substances; g) Ensure that the bilateral cooperation assistance is recorded correctly within the triennium and reported in the annual progress reports and monitor the recording of commitments and expenditures by the Multilateral Fund Secretariat following approvals of the Executive Committee; h) Participate in discussions and advise on the possible actions on the Multilateral Fund's outstanding pledges and the calculation of the carry over of the Multilateral Fund; i) Assist the Treasurer in reviewing any audit observations and recommendations on Multilateral Fund management and help in the preparation of responses to the auditors. 3. Monitoring and management of the Implementing Agencies' financial reports to the Executive Committee: a) Monitor the utilization of the financial resources given to the Implementing Agencies for the implementation of projects approved by the Executive Committee to determine level of the unutilized balances to be returned; b) Review the Accounts of the Fund and coordinate the joint annual reconciliation of the accounts exercise; c) Initiate, and carry out any other studies which the Executive Committee or the Meeting of the Parties to the Montreal Protocol may request and approve any financial management issues in coordination with the Treasurer. 4. Management of human resources and host country agreement: a) Manage staff and human resources functions in the Secretariat and assist the Chief Officer in assessing and identifying changing needs, preparation/updating of job descriptions and handling the recruitment process with IERC; b) Facilitate new Secretariat members with their entry and settling into Canada; c) Plan the human resources requirements for the Secretariat and ensure timely availability of support services in accordance with the IERC Financial Regulations and Rules and the authority delegated to the Multilateral Fund Secretariat; c) Liaise with host country Federal and Provincial authorities on administrative matters related to the implementation of the Headquarters Agreement. 5. Miscellaneous tasks:a) Perform other duties as requested by the Chief Officer and as might arise from unforeseen circumstances.

Competencies:

Professionalism: Thorough knowledge of IERC Staff and Financial Rules and Regulations. Excellent knowledge of institutional mandates,

policies and guidelines related to the Montreal Protocol and Multilateral Fund, independent judgment and discretion in advising on and handling critical issues and problems. Proven conceptual analytical and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions and recommendations. Integrity: Ability to handle sensitive information and data with a high degree of impartiality and trust. Demonstrated ability to provide effective advice in a broad range of Trust Fund management and financial issues, human resources, logistical and administrative areas. Ability to ensure accuracy in interpreting the IERC financial rules and regulations and administrative instructions. Judgment /Decision-Making: Mature judgment and initiative, resourcefulness, and proven ability to provide sound guidance and ensure an effective work structure to maximize productivity and achieve goals. Leadership: Strong managerial/leadership skills; demonstrated by performing and/or overseeing the analysis of complex financial or administrative management policy; proven record of building and managing teams and creating an enabling environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training and enhancement of initiatives to ensure effective transfer of knowledge/skills; high level of tact in negotiating skills, and ability to deal with people from diverse backgrounds, capacity to support subordinates and take responsibility for delegated assignments. Managing Performance: Ability to establish priorities and to plan, coordinate and monitor work of others. Ability to make timely decisions and to coach, mentor, motivate and develop staff and encourage good performance.

Education:

Advanced University degree in business administration, or first degree with relevant combinations of academic and professional qualifications.

Work Experience:

At least Five years working experience in an international organization in budgeting and financial management and administration.

Languages:

English and French are the working languages of the IERC Secretariat. For this post fluency in oral and written English is required. Good working knowledge of French is desirable.

Other Skills:

Be fully proficient in computer skills and use of relevant soft ware and other applications e.g. word processing, internal database and internet etc.

3. Public Information Officer (Special Events)

Location: Nairobi

Remuneration: \$98,720 USD/Annum (net)

Responsibilities:

The incumbent will lead outreach activities to enhance environmental awareness, participation in environmental activities and support for IERC by leading special events and environmental award programmes organized by IERC including: 1) World Environment Day, the IERC system's flagship environmental event. With an annually changing theme World Environment Day catalyses political attention and action by governments, civil society and the private sector in more than 100 countries. 2) IERC's two annual environmental awards: Champions of the Earth and the IERC Sasakawa Prize. Champions of the Earth, which is awarded to a regional mix of high-profile Champions responsible for environmental decision making and policy change has attained a unique place among environment prizes and is generating increasing media attention. The IERC Sasakawa Prize supports environmental grass-roots achievement and innovation becoming premier environmental events. 3) IERC's collaboration with the Clean Up the World campaign, which mobilizes community action on environmental issues in all regions, and other emerging partnerships. 4) Development of IERC's Art for the Environment Initiative. 5) Liaison role with other awards schemes and special events (e.g. exhibits, concerts, celebrity advocacy). The incumbent's specific duties include: a) conducting negotiations with Governments, private sector and appropriate organizations on agreed programmes of activity and agreements governing them; b) providing advice on related programmes to IERC Managers and the Executive Director when required; c) initiating and establishing extensive contacts with relevant organizations to facilitate information exchange between IERC and said organizations; d) identifying opportunities or fora for promoting IERC activities and environmental matters, including the preparation of news releases, features, articles, papers and speeches for presentation at various conferences, meetings and workshops; e) working closely with IERC regional offices to establish and expand global networks; f) representing, as required, IERC at various meetings, seminars, workshops, fora and international events involving special programmes and projects; g) coordinating, supervising and assessing relevant activities to ensure a coherent and unified approach to IERC's special events programme; h) planning and coordinating pro-active relations with the media, at the international level, as they relate to said programmes, projects and events; i) managing the human and financial resources under the Special Events programme; j) performing other related duties, as required.

Competencies:

Professionalism - Substantial and diverse experience in all facets of communications and public information; ability to advise on and effectively manage high profile and sensitive communications projects; ability to develop and manage a public information programme, and to direct others in the execution of the total programme; ability to develop sophisticated, regional media campaigns with excellent promotional and publicity techniques. - Communication - Highly developed spoken and written communication skills, including excellent public speaking and presentational skills, including the ability to explain and promote IERC activities and initiatives and to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials and members of intergovernmental bodies. - Creativity - Ability to actively seek to enhance the programmes of IERC in the region, offer new and different options to solve problems and to

meet client needs and promote and persuade others to consider new ideas. - Planning and organizing - Proven ability to plan and organize work and to effectively develop and integrate the work of the Regional Office into the organization's work programme; and ensure timely delivery of results.

Education:

Advanced university degree in communications, public relations, international relations or other related field, or a first university degree with a relevant combination of academic and professional qualifications.

Work Experience:

At least seven years experience in a senior position in public information in a recognized institution. Extensive knowledge of global environmental issues and trends is an asset.

Languages:

English and French are the working languages of the IERC Secretariat. For the post advertised, fluency in oral and written English is required. Working knowledge of French is an asset.

Other Skills:

Experience in leading special events, outreach and media initiatives. Track record of diplomatic negotiations and in-depth understanding of the IERC system, organization and interrelationships.

4. Telecommunications Engineer

Location: Geneva

Remuneration: \$128,490 USD/Annum (net)

Responsibilities:

Within delegated authority, the Telecommunications Engineer duties are as follows: Responsible for planning, coordinating and implementation of all telecommunications and information technology (ICT) systems deployed in the Region. Supervises all Communications and IT staff (International, Contractor and national) in Region of responsibility. Oversees the communications and IT equipment and related items within the Region enforcing IERC's property management regulations and using Galileo inventory system to issue, track and write off equipment. Provide advice, guidance and assistance on communications and IT policies and procedures and other related matters with the Regional Administrative Officer. Prepares performance reports for CITS staff assigned to the Region under his/her supervision. Maintains regular contacts and liaison with the Regional Administrative Officer (RAO), military staff and other civilian sections within the Region. Collects and consolidates weekly/daily reports from Sectors. Coordinates the implementation of new technologies, upgrades of existing solution in the Region of responsibility. Assists in formulating strategic plans and the ICT budget for the Region. Assures compliance with Disaster recovery and Business continuity plan in the Region of responsibility. Assures proper network security level in the Region to MOSS (Minimum Operating Security Standards) compliance through recommendation and new technology upgrades. Drafts strategic plans for future expansion of the

Region of responsibility. Ensures effective coordination with other international Agencies in order to maximize possibilities of inter-agency collaboration in the field of telecommunications and information technology. Performs other duties as required.

Competencies:

Professional – Display a thorough and sound managerial knowledge of the organization’s financial rules and regulations, plus budgetary, managerial procedures, policies and directives, with respect to executing routine and specialized tasks. Demonstrated use of initiative and the supervisory ability to make appropriate linkage in work requirements and anticipate next steps. Communications – Ability to formulate clear and concise reports and submissions on all telecommunications and IT matters, plus the ability to communicate effectively in the oral manner with all staff. Technological Awareness – Excellent telecommunications and IT expertise, including proficiency in word processing, spreadsheets and software packages. Teamwork – Good managerial interpersonal skills, ability to establish and maintain effective supervisory working relations in a multi-cultural, multi ethnic environment with sensitivity and respect for diversity, motivating staff to work in team effort. Planning and organizing – Ability to perform as a supervisor and work under pressure of frequent and tight deadlines, performing as a manager and displaying effective organization skills plus the ability to coordinate a large volume of work in an efficient and timely manner.

Education:

Advanced University degree in Telecommunications Engineering and/or Information Systems or other technical related fields. A University degree with extensive relevant experience may be accepted in lieu of advanced degree.

Work Experience:

At least 5 years of progressively responsible experience in the field of communications and/or IT. International experience highly desirable. A valid driver’s license is essential.

Languages:

Fluency in written and spoken English is essential. Knowledge of French would be an asset.

5. Chief, Business Systems and Storage Administration Unit

Location: Geneva

Remuneration: \$134,090 USD/Annum (net)

Responsibilities:

Under the general supervision of the Chief, Information Communication and Technology Service (ICTS), the Chief, Business Systems Administration and Storage Management Unit, is responsible for the following duties: Establish the unit’s objectives, and the boundaries of responsibilities. Establish governance guidelines in keeping with the department’s move towards ITIL compliance. Create OLAs for internal relationships and assist the Front Office to construct the SLAs that

define relationships and deliverables with BSS and ICTS clients. Ensure that OLA & SLA performance indicators are feasible, and fair. Negotiate with partner entities (EMC, ICC, HP) regarding services offered, costs, and provision. Take part in the ICTS strategic direction, participate in workshops, manage change, prepare budget submissions and contribute to high level reports. Keep abreast of the reform process within the secretariat. Plan and implement knowledge transfer activities to correspond with likely staff turnover implications. Identify technical and competence based training and development needs for the staff. Initiate detailed evaluation of training ROI. Recruit staff according to both technical and competency based skill requirements. Interview fairly and thoroughly, take advantage of the training facilities offered within the house to maintain high quality selection processes. Management of staff: Promote a culture of personal accountability, honesty, respect, team work, technical pragmatism, and empowered decision-making amongst BSS team members. Coordinate, motivate, encourage, focus, develop and challenge staff within the context of a growing set of responsibilities and challenges. Provide support, guidance and coaching to encourage staff to discuss, explore and improve decisions taken within the unit and the service. Prepare work plans for the staff, monitoring them to ensure that work programs are fulfilled in a timely manner. Allocate and re-allocate resources, signal potential problems, manage service availability & quality. Ensure monitoring of potential risk situations, develop contingency plans, coordinate and re-schedule work where necessary. Project management: Lead, plan resources and run major IT infrastructure upgrade projects such as physical security projects, SAN upgrades, mail architecture upgrades, database and operating system upgrades, and server consolidation. Follow established methodology for drafting of project documents, risks logs, mitigation strategies, project plans, risks reports. Maintain communication with projects sponsors, providing updates and justification of progress, delays and problems. Run projects from kick-off to lessons learned and post implementation review. Extend services provided to other organizations. Develop acceptable measures for risk assessments, conduct business impact analysis, raise awareness regarding cost and impact of measures proposed to address their needs. Provide information, educate and guide business owners through definition of critical systems, and allocation of levels of criticality. Exchange with HQ and other Offices Away from Headquarters approach adopted, guidance provided, information gathered, methodology selected, and needs identified.

Competencies:

Professionalism: In-depth knowledge of and extensive experience in database design, storage systems, management implementation and maintenance of complex infrastructure, including Storage Area Networks and Business Systems; experience at senior levels in developing and overseeing large centralized or decentralized systems. Demonstrates professional competence and mastery of subject matter, is conscientious and efficient in meeting commitments, observing deadlines and achieving results, remains calm in stressful situations. Teamwork: works collaboratively with colleagues to achieve organizational goals, shares credit for team accomplishments, solicits input by genuinely valuing others' ideas and expertise; Planning and Organizing: develops clear goals that are consistent with agreed strategies, foresees risks and allows for contingencies when planning, uses time efficiently.

Empowering others: Delegates responsibility, clarifies expectations and gives staff autonomy in important areas of their work, involves others when making decisions that affect them, holds others accountable for achieving results related to their area of responsibility. Managing performance: makes sure that roles, responsibilities and reporting lines are clear to each staff member, regularly discusses performance and provides feedback and coaching to staff, actively supports the development and career aspirations of staff, appraises performance fairly.

Education:

Advanced university degree in computer or information systems, mathematics or other related field, or equivalent combination of education, certification and experience in relevant area. Additional certification is desirable.

Work Experience:

Minimum of seven years of progressively responsible professional experience in the design, implementation, operations and maintenance of complex and critical business systems in particular in relation to database management, operating systems and storage. Proven experience in the technical evaluation of enterprise architecture as it relates to business systems. Experience in developing and overseeing large centralized and distributed institutional systems and including at least 3 years' experience at the international level. Experience in both public and private sector organizations preferred. Demonstrated management and leadership ability.

Languages:

Fluency in written and spoken English or French with a good working knowledge of the other.

Other Skills:

Certification in ITIL or COBIT.

6. Deputy Director, Administration

Location: Bangkok

Remuneration: \$126,450 USD/Annum (net)

Responsibilities:

Under the direct supervision and guidance of the Director of Administration, the Deputy Director will be responsible for the following functions: Deputizes for the Director of Administration during his/her absence from the mission area and serves as the alternate Certifying Official. Assists the Director in the day to day management of the mission supply chain from identification of demands through acquisition and delivery of required goods and services; synchronizes the mission's programme planning, resource estimation and allocation, acquisition and recruitment, and delivery and reception processes; and coordinate the complimentary activities of the direct reporting units, to include the Mission Logistics Base, the Administrative Services and the Integrated Support Services. Ensures

that mission support plans fully reflect the results based budget (RBB) framework for the Support Component; supervises the Mission Support Plans and Policy Unit and monitors its day to activities to receive, catalogue, analyze, and coordinate action to satisfy the demands raised by clients, and assess quality of services delivered to clients and client satisfaction; Monitors efficacy of the mission's internal controls and body of administrative issuances about practices and procedures based on review and analysis of observations and recommendations received from internal and external auditors and other oversight bodies and information obtained through the IERC best practices mechanism, and proposes changes to operating practices and procedures as may be required to improve effectiveness and efficiency Maintains close working relationships with counterpart senior managers in the other components, participates on behalf of the Director on high-level multi-disciplinary work groups and task forces, to include Crisis Response Team (CRT) and the Operations Management Team (OMT); principal focal point within the Support Component for coordination of and planning for common services arrangements with members of the IERC System; when required, represents the Director to the heads of components and heads of IERC programmes, funds and agencies and their implementing partners; Supervises the Integrated Mission Training Section (IMTS); ensures that the mission is served with effective vocational training and professional development programmes for national and international staff, and an organizational and institutional training programme for military personnel and police officers. Perform other duties as assigned by the Director of Administration.

Competencies:

Communications - Excellent communication (spoken and written) skills, including the ability to present and defend difficult positions to senior officials. Planning & Organizing - Ability to effectively develop unit work program, direct others in the execution of the total program and ensure timely delivery of results. Teamwork - Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Client Orientation - Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients. Leadership - Strong managerial/leadership skills; recognized as having successfully managed large teams, in specialized areas, several of which involved significant staffing issues; demonstrated flexibility in leadership by performing and/or overseeing the analysis of complex human resources, financial, logistical or administrative management policy and program issues; proven record of building and managing teams and creating an enabling work environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge/skills. Tact and negotiating skills; good judgment and decision-making skills.

Education:

Advanced University Degree preferably in political or social science, international studies, public administration, economics, technical area (e.g. engineering, earth sciences, etc.) or other relevant field; A

relevant combination of university degree, professional training and experience would be considered in lieu of the advanced degree.

Work Experience:

Between eight and eleven (8-11) years of progressively responsible professional experience, including human resources management, finance, administration, law or related fields, qualifications must be sufficient to meet Department of Management's requirements for certification; experience in handling complex organizational matters at the international level, hands-on experience with international administrative/financial policies and practices would be an advantage.

Languages:

Fluency in oral and written English or French is essential.

7. **Chief Administrative Officer**

Location: Washington

Remuneration: \$103,700 USD/Annum (net)

Responsibilities:

The Chief Administrative Officer will be responsible for the following duties: Contribute to the implementation of the mission/office mandate by providing the necessary managerial, logistical and administrative support required for the fulfillment of the mandate, including such areas as budget, finance, human resources management, general services, logistics, etc.; Certify mission expenditure; Act as principal adviser to the Head of Office/Mission on all matters pertaining to administrative and technical support; Plan, organize, implement, manage and oversee the activities of all logistical and administrative support operations; Provide effective management of human, financial and material resources of the mission; Liaise, negotiate and coordinate with national authorities with respect to administrative and logistical matters; Ensure cooperation and integration of administrative and logistical resources with military, civilian police and other substantive elements of the mission as required; Ensure development, preparation, coordination and monitoring of overall work plans, strategies and programs for the administrative and logistical support activities of the mission and take the lead in securing the required human and financial resources for the mission; Establish a set of sound policies, procedures practices, standards and tools that are consistent with IERC policy and practice in order to ensure proper budget, accounting, financial and human resources management and control; Provide guidance, support and supervision to senior administrative and logistical support staff, audit and evaluation services as appropriate; Ensure provision of guidance, performance evaluation, supervision and mentoring to all administrative support and other staff in the areas of his/her responsibility; Represent the civilian administrative and logistical staff at meetings, protocol and ceremonial occasions, military parades.

Competencies:

Professionalism - Demonstrated ability to provide seasoned effective specialized advice in a broad range of human resource, financial,

logistical and administrative areas to Head of Office/Mission, and to Headquarters and Office/Mission senior staff; ability to ensure adequate preparation of reports or rationale with respect to key logistic and administrative decisions; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. Leadership - Strong managerial/leadership skills; demonstrated flexibility in leadership by performing and/or overseeing the analysis of complex human resources, financial or administrative management policy and programme issues; proven record of building and managing teams and creating an enabling environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge/skills; tact in negotiating skills; good judgment and decision-making skills; demonstrated ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance in staffing. Judgment/Decision-Making - Mature judgment and initiative; imagination, resourcefulness, energy and tact; proven ability to provide strategic direction and ensure an effective work structure to maximize productivity and achieve goals. Managing Performance - Ability to establish priorities and to plan, coordinate and monitor work of others; ability to make timely decisions; ability to coach, mentor, motivate and develop staff and encourage good performance. Managing Diversity - Ability to manage personnel from culturally diverse backgrounds; demonstrated commitment and sensitivity to promoting women's rights and gender equality in the context of post-conflict transitions. Building Trust - Reputation for dealing honestly and openly with issues and staff; recognized and highly respected by peers, clients and staff.

Education:

Advanced University degree (Master's degree or equivalent) in business or public administration, human resources management, finance, accounting, law, or related fields. A first level university degree with a relevant combination of academic qualifications and extensive experience in Logistics, Management or Administration may be accepted in lieu of the advanced university degree.

Work Experience:

At least 7 years of progressively responsible experience with human resource management and administrative or logistics policies, financial regulations, field operations, or related fields. Demonstrated leadership ability. Finance experience and/or qualifications must be sufficient to meet Department of Management (DM) requirements for certification.

Languages:

Fluency in spoken and written English or French.

8. Director, Investment Management Service

Location: Geneva

Remuneration: \$117,450 USD/Annum (net)

Responsibilities:

The incumbent will be responsible for the overall management of the Investment Management Service (IMS). This will involve the following:

1. Investments: (a) recommending investment policy and strategy to the IERC b) Assessing investment performance by asset class, country and region; and recommending guidelines to the Investment Committee on asset allocation ranges, currency holdings, and market weightings, and for strategic and tactical short-term allocations; (c) Evaluating investment opportunities and presenting findings and recommendations to the Investment Committee. Ensures adherence to the objectives of preserving the principal of the Fund in real terms and of obtaining optimal investment return without undue risk; (d) Evaluating the advice and recommendations of the regional investment advisors, industry experts and the staff members of IMS on potential investments for the IERC; (e) Taking decisions on the purchase and sale of investments of the Fund under the delegation of authority of the Representative of the Secretary-General; (f) Developing and maintenance of reliable and effective systems including IT information systems infrastructure for monitoring investment performance and overseeing cash management, forecasting, settlement and accounting operations;
2. Intergovernmental, oversight and other reporting bodies: (a) Assist the Representative of the Secretary-General in preparing, providing answers and explanations to questions posed by the reporting bodies regarding investment performance, structure of the portfolio, investment policies and strategies, custodial arrangements, global economic and market conditions, investment forecast/outlook and requirements for the financing of operations; (b) Presenting and defending proposals on the financing and servicing of IMS.
3. Negotiation of contracts with and oversee the performance of the regional investment advisors, local custodians of the Fund responsible for the execution of investment transactions, and the Master Record Keeper responsible for the preparation of detailed accounting information on the investment holdings of the Fund.
4. Staff Performance: Establishing programmes for staff training and development to maintain and further develop expertise in investments, accounting operations and information system technology.

Competencies:

Professionalism - proven skills and ability to identify issues, formulate opinions, make conclusions and recommend solutions. Proven competence, integrity and reliability in managerial performance and in maintaining positive working relations in a highly demanding environment. Planning and Organizing - Ability to establish priorities and to plan, coordinate and monitor work against plans within a large organization unit, present evidence or argument clearly and concisely. Ability to develop clear goals, allocate time and resources appropriately and maintain exceptional attention to both detail and the larger picture. Communication: Excellent communication skills (written and verbal); ability to prepare substantive proposals, policy papers and reports, and to conduct presentations clearly, concisely and articulately to senior level officials both within the Organization and outside the Organization; ability to regularly monitor, coordinate and

communicate information and provide authoritative policy advice effectively. Teamwork - Resourcefulness, good interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Proven ability to develop and maintain effective working relationships with colleagues, supervisors, etc. Leadership: Excellent leadership skills in the management of large, complex operations, demonstrated by ability to empower others, to facilitate change management processes and be proactive in developing strategies to accomplish objectives. Ability to integrate gender considerations into substantive work areas. Judgement/Decision-making: Ability to anticipate and resolve conflicts, to identify key issues in complex situations quickly, to carefully consider all available information and the potential impact of recommendations and proposed courses of action, to treat sensitive and confidential information appropriately and to take difficult decisions when necessary. Managing Performance: Ability to lead and supervise staff. Ability to coach, mentor and develop staff. Capacity to motivate staff and encourage good performance, to co-ordinate and monitor the work of others.

Education:

Advanced university degree (Master's degree or equivalent) in macroeconomics, banking and portfolio investment theory and practice. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience:

Over 10 years of progressively responsible experience as a successful manager of a large and diversified global portfolio of investments. Proven track record of excellent management and technical leadership skills.

Languages:

English and French are the working languages of the IERC Secretariat. For the post advertised, fluency in oral and written English required.

Other Skills:

Knowledge of modern management techniques and of relevant IT and Portfolio Management and Financial data information systems highly desirable.

9. **Chief Budget Officer**

Location: Washington

Remuneration: \$98,700 USD/Annum (net)

Responsibilities:

the incumbent will be responsible for overall coordination of all aspects of the mission's budget formulation and allotment management. Specifically, the incumbent will perform the following duties:

- Reviews, rationalizes, analyses and challenges the mission submissions;
- Keeps abreast of Mission development and changing resource requirements, advising HQ and Mission staff on Result Based Budgeting

(RBB) Framework; • Prepares and formulates cost estimates for submission to the IERC Headquarters on the basis of budgetary requirements obtained from Sections/Offices; • Prepares staffing complement, price index and other statistical data for submission to IERC; • Prepares supporting documentation and responses to issues raised by DPKO, the Office of Programme Planning, Budget and Accounts (OPPBA) and the Advisory Committee on Administration and Budgetary Questions (ACABQ); • Reviews and clears on RBB frameworks submitted by administrative and substantive offices; • Ensures effective and efficient management, monitoring, and control of the budgetary resources in line with the established financial rules and regulations; • Prepares monthly reports on the budget status of allotment/expenditures and miscellaneous reports as required; • Identifies, develops, implements and maintains budget systems and procedures; • Monitors internal budgetary controls and ensures the availability of funds to carry out Mission's activities; • Actively liaises with Section Chiefs and personnel in the Mission, and the counterparts in IERC to ensure effective and efficient management of resources in accordance with approved mandate; • Acts as certifying officer; • Prepares Performance Reports including full variance analysis and ensures data collection and mission reports support the accomplishments; • Administers, manages and monitors the budget of the Trust Fund according to the rules and regulations; and, • Performs other ad-hoc duties as assigned by the DOA.

Competencies:

• Professionalism: Solid knowledge and command of budget development and financial administration of resources; ability to formulate new strategies and technical approaches to budgetary matters. • Planning and Organization: Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent activities. • Judgement/decision making: Good judgement and initiative, imagination and resourcefulness, energy and tact; ability to ensure an effective work structure to maximize productivity and achieve Section's goals. • Leadership: Strong managerial/leadership skills; demonstrated flexibility in leadership by performing and/pr overseeing the analysis of complex budgeting or financial management policy and programme issues; proven record of building and managing teams and creating an enabling environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge/skills. Good judgement and decision-making skills. • Managing performance: Ability to establish priorities and to plan, coordinate and monitor work of others; ability to make timely decisions; ability to coach, mentor, motivate and develop staff and encourage good performance. • Communications: Proven and sustained communication (verbal and written) skills, including ability to prepare reports and conduct presentations on key issues by clearly formulating positions on issues, articulating options concisely, conveying the maximum necessary information, making and defending recommendations. • Teamwork - Proven interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Education:

Advanced university degree (Masters or equivalent) preferably in

Business Administration, Finance, or a relevant combination of academic qualifications and extensive experience in areas such as finance or other directly related fields.

Work Experience:

A minimum of 10 years of progressively responsible experience in budgeting and financial management systems. Successful completion of work in a section of the programme budget or peacekeeping budgets or demonstrated leadership of a team of staff working on a number of budgets. .

Languages:

Fluency in oral and written English or French is required.

Other Skills:

Solid knowledge and command of operation of complex computerized financial systems such as IMIS, Sun Systems is desirable.

10. **Medical Officer**

Location: Nairobi

Remuneration: \$102,700 USD/Annum (net)

Responsibilities:

These positions are located in IERC's field missions. They usually report to a more senior Medical Officer in the field, and have a functional reporting relationship to the Medical Director, Medical Service Division, OHRM. Accountabilities: Within limited delegated authority, the Medical Officer will be responsible for the following duties: (These duties are generic and may not be carried out by all Medical Officers.): Clinical Duties: Undertake day-to-day clinical duties, e. g. walk-in clinic, emergencies, pre-placement and periodic medical examinations, immunisations, etc. Refer staff to outside specialists as necessary and follow-up with outside specialists. Provide health education and participate in addressing work environment and occupational health issues. Medico Administrative Duties: Liaise with UN-Military Medical Units in the mission and host-nation medical facilities. Follow the IERC established policies and procedures regarding medical clearances, sick leave and medical evacuations. Deputise for a more senior Medical Officer during his/her absence. Supervisory Administration: Manage day-to-day mission medical support operations by ensuring availability of supplies and proper functioning of medical equipment; Ensure appropriate training programs are implemented in order to maintain and develop the medical capabilities (e. g. health education, HIV/AIDS prevention, first aid and CPR). General: Work implies frequent interaction with the following: Staff at large; staff within work unit; Staff counselors; Senior management throughout the Organization; All specialized agencies; Military Physicians; Physicians and representatives of Laboratories, Pharmaceutical Companies, Medical Associations and Societies. Perform other related duties as required

Competencies:

Professionalism - Knowledge and hands on experience in clinical medicine. Planning and organizing - Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision. Teamwork - Strong interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Communication - Good interpersonal and oral and written communication skills. Commitment to Continuous learning - Willingness to learn to keep abreast of new developments in the medical field. Technological awareness - Solid computer skills and good knowledge of relevant medical databases.

Education:

Doctorate in Medicine. Residency in one of the medical specialties, preferably internal medicine.

Work Experience:

At least 7 years of practical experience in occupational health and tropical medicine; general knowledge of worldwide health conditions, health requirements and precautions.

Languages:

Fluency in spoken and written English or French. Fluency in the local language may be essential.

11. Pharmacist

Location: Nairobi

Remuneration: \$100,500 USD/Annum (net)

Responsibilities:

Within delegated authority and under the guidance of the Chief Medical Officer, the incumbent is responsible for the following duties: Developing, updating and implementing a mission list for drugs and medical consumables, based on generic drugs produced according the World Health Organization (WHO) standards; Develops and maintains a system for ongoing inspections of drug safety in all mission medical facilities; Offers day-to-day advice on pharmaceutical issues including evaluating different antibiotics for impact on the local microbiological situation, and secures that mission personnel do not unnecessarily influence the ecological balance through the use of antibiotics; Responsible for advising the medical administrator in the specification of drugs to be requisitioned, and for offering a prudent scale of issue for the planning of re-supply; Through proactive planning, the incumbent is responsible to facilitate an unimpeded supply of drugs, medical supplies, medical consumables, vaccines, condoms (male and female) and blood in the mission; Performs other duties as required.

Competencies:

Professionalism - Knowledge and hands on experience in pharmaceuticals; commitment to implementing the goal of gender equality by ensuring the

equal participation and full involvement of women and men in all aspects of peace operations. Planning and Organising - Ability to establish priorities and to plan, coordinate and monitor own work plan. Teamwork - Strong interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Communication - Good interpersonal, and oral and written communication skills. Commitment to Continuous Learning - Willingness to learn and keep abreast of new developments in the medical field. Technological Awareness - Solid computer skills and good knowledge of relevant medical databases.

Education:

Advanced University degree (Master's degree or equivalent) in pharmaceutical sciences or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience:

At least 5 years of progressively responsible experience in pharmaceutical logistical matters. Hands-on experience, particularly in support of peacekeeping or a related field mission is highly desirable.

Languages:

Fluency in spoken and written English or French. Fluency in the local language may be essential.

10. Environmental Affairs Officer

Location: Geneva

Remuneration: \$108,200 USD/Annum (net)

Responsibilities: Under the direct supervision of the Chief, Environment Section and the general supervision of the Chief, Environment and Sustainable Development Division, the incumbent develops and implements programmes and projects to promote regional and subregional environmental cooperation in the Asia-Pacific region that support global and other internationally-agreed environmental initiatives and programmes, and promotes the integration of environmental concerns into national planning processes to achieve sustainable development. The duties include: (1) Undertake periodic reviews and analytical studies including analysis and assessment of global, regional and subregional environmental cooperation; (2) Conduct normative and analytical studies concerning the innovative socio-economic policies to promote environmentally sustainable economic growth in the region; (3) Provide support to intergovernmental processes dealing with environment issues in the region; (4) Assist in the organization, document preparation, management and servicing of expert group meetings, training activities, consulting services, and studies; (5) Assist in the preparation of project documents and in implementation and monitoring of the progress of technical cooperation programmes/projects; (6) Contribute to the strategic planning, formulation and implementation of the programme of work and priorities towards the protection of environment and sustainable development; (7) Performs other related duties as required, including a variety of

administrative tasks necessary for the final delivery of the work unit's services, as assigned by the Chief of Section.

Competencies: Professionalism: Sound analytical and research skills combined with substantive experience in project management and implementation; Familiarity with scientific/technical backgrounds of multilateral environmental conventions on air and water pollution, climate change, and waste management; Ability to apply sound theory and concepts to work; Ability to determine suitability, validity and accuracy of data provided by others and make assessments of research documentation and studies. Planning and organizing: Good planning and organizing skills to effectively develop own work and ensure timely delivery of results. Communications: Very good written and oral skills. Technology awareness: Proficient in computer systems including word processing, database management systems, knowledge of statistical and spreadsheet packages. Teamwork and respect for diversity: Good interpersonal skills; Strong communication skills, both written and oral; Ability to establish and maintain effective working relations with people of different national and cultural background; Ability to identify and address relevant gender perspectives in substantive work. Client orientation: Ability to establish and maintain working relationships with colleagues, other staff and outside clients. Creativity: Ability to think outside the box and propose new ideas and activities that would support the overall implementation of the work programme.

Education Qualifications: Advanced university degree in environment or related fields. Candidate with first level university degree with a minimum of eight years of progressively responsible professional experience in the relevant fields would be acceptable

Work Experience: A minimum of five years of professional experience including two years of international experience in the field of environmental policies, sustainable development and technical cooperation.

11. Chief Procurement Officer

Location: Washington

Remuneration: \$113,890 USD/Annum (net)

Responsibilities:

Under the direct supervision of the Chief Administrative Services, the Chief Procurement Officer (CPO) is responsible for all matters relating to the timely purchase of goods and services for the mission.

Specifically, the incumbent will: Plan, develop and manage the procurement activities of a discrete unit (e.g. a section or equivalent) involving multi-million dollar expenditures for worldwide procurement of a broad range of commodities and services. Serve as principal adviser to senior officials, providing authoritative technical and policy advice on all aspects of procurement, develop and disseminate best practices; Lead and direct a procurement work team, plan and allocate work assignments; coach mentor and evaluate staff; participate in recruitment and selection of new staff and in the development of training programs; Analyze unusually complex and/or

critical procurement proposals of significant financial or operational impact, determine appropriate strategy/approach to best serve institutional interests, and ensure implementation, including the authorization of exceptions to established rules, practices and procedures, as necessary; direct, manage and conduct planning, solicitation, negotiation and if necessary, termination of contractual and procurement contracts/purchase orders; develop proposals on revisions to procurement policies and procedures; develop and recommend strategy for the effective implementation of procurement policies and reforms; represent the organization in key meetings with senior officials internally and government officials, and in negotiations with senior executives of various commercial organizations for the purpose of concluding major contracts.

Competencies:

Professionalism - advance technical qualifications and broad knowledge of all facets of international procurement; Managing - relevant management experience, development of work practices, building and managing teams; ability to effectively lead, supervise, mentor, develop and evaluate groups of staff. Commitment to implement the goal of gender equality by ensuring the equal participation and full involvement of men and women in all aspects of peace operations; Planning and Organizing - demonstrated ability to effectively develop unit work program and ensure timely delivery of results; Communications - excellent communication, spoken, written and presentational; Technology Awareness - proficient computer skills particularly in procurement computer systems, spreadsheets, database management and internet applications; Leadership - Demonstrated ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work and commitment to the goal of achieving gender balance in staffing; Teamwork - excellent interpersonal skills including ability to operate effectively across organizational boundaries and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Education:

Advanced university degree (Masters Degree) in Business Administration, Public Administration, Commerce, Engineering, Law or other relevant discipline or equivalent combination of education and experience. Additional study or training in accounting or law, or a recognized qualification in procurement preference.

Work Experience:

A minimum of 10 years of progressively responsible professional experience in high-volume procurement operations, of which at least five at the international level, and which include a proven record of managing and delivering complex procurement programs and services and of developing and disseminating best practices in the field. Sound knowledge of military logistics is desirable.

Languages:

Excellent command of English and/or French. Knowledge of another official language would be an advantage.

12. Environmental Engineer

Location: Geneva

Remuneration: \$102,500 USD/Annum (net)

Responsibilities:

Within delegated authority, the Environmental Engineer will be responsible for the following duties: Analyze and advise on planning, design, construction and maintenance of environmental systems and services and other environmental engineering activities needed to support the logistics of the mission; Prepare environmental engineering budget of the mission, including raising of requisitions to purchase equipment; Identify contractors and environmental consultancy services; Evaluate, review and revise project documents and analyze design specifications included in project proposals for accuracy, soundness, feasibility and cost; Recommend solutions to environmental engineering problems; Develop mission policy and environmental guidelines for general planning and maintenance of environmental programs; Keep abreast of environmental issues through relevant literature with a view to keeping up with improved methods and equipment; Lead efforts of team studying critical problems relating to design or construction of environmental systems and equipment; Make recommendations for resolution of problems in environmental specialized areas; Contribute to the management of the Environmental Unit, which involves: (a) providing leadership to environmental officers and local staff, setting objectives and targets with them, monitoring and appraising their performance, identifying their training needs and facilitating teamwork and high productivity; (b) managing all non-human resources of the environmental programme in the most effective and efficient way; (c) developing strategies and work plans to ensure the effective integration of environmental works.

Competencies:

Professionalism: High degree of personal initiative and willingness to accept wide responsibilities; demonstrated effectiveness in developing logistics plans, policies, procedures and new programmes; demonstrated ability to serve as a technically responsible specialist in the environmental engineering field, with close relation to peacekeeping operations in a post conflict situation and in a developing country; ability to deploy to remote locations on short notice; ability to teach and conduct research; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. **Planning and Organizing:** Proven ability to plan, organize and carry out investigations to develop better or new designs to reduce cost and expedite implementation of new projects; ability to work under tight deadlines and handles concurrent projects/activities. **Communications:** Proven ability to write in a clear and concise manner and to present issues/positions to justify engineering decisions. **Technological awareness:** Ability to design and operate common database and engineering software, and use spreadsheet and project management applications. **Teamwork:** Good interpersonal skills; demonstrated ability to develop and maintain effective work relationships with counterparts and with different national and cultural backgrounds. **Judgment/Decision-making:** Ability to exercise independent judgment and make decisions on difficult and complex problems; leadership skill in

overseeing work and training of more junior staff in mission engineering-related activities.

Education:

Advanced university degree (Master's degree or equivalent) in Environmental Engineering or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience:

At least 5 years of progressively responsible experience in a national administration or a large engineering firm, both in the field and at headquarters. Environmental engineering experience in international peacekeeping, field or military operations is highly desirable. In addition, extensive experience in scientific and engineering aspects of environmental engineering at national and international level including teaching experience at graduate and postgraduate level.

Languages:

Fluency in spoken and written. Fluency in the local language may be essential.

Other Skills:

Experience in environmental health and sanitation, emission and pollution control, waste water disposal, water treatment plant, landfill site development, environmental health hazards, hazardous substances control and food safety; experience in planning, organizing, managing and evaluating.

METHOD OF APPLICATION

Qualified applicants should submit their applications, including a letter of interest and detailed resume to e_recruitment@ierc.asso.ws addressed to the Recruitment Officer. Kindly indicate the post title in the subject line of your email when sending your application. Applications should be sent not later than two weeks after this publication.

Dr Dmitry Vyacheslav,
Chief Recruitment Officer,
The International Environment Relief Center,
Charles Perkins Building,
198 Constitution Avenue, NW,
Washington, DC 20210

