



Vacancy No.: VA/UNSSC/008/2021

Post Title and Level: Programme Management Officer, P4

Organizational Unit: UNSSC Directorate

Duty Station: Turin, Italy

Duration: One year, extension of the appointment is subject to availability of funds and satisfactory performance

Deadline for applications: 09 September 2021

The UNSSC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply

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Organizational context:

Under the direct supervision of the Director of the UNSSC, the Programme Management Officer plays a central role in the coordination of institutional activities performed by the College aimed at establishing, facilitating and maintaining relationships with key UNSSC stakeholders, both within the UN system and with other institutions.

In addition, s/he provides authoritative guidance and expertise on issues related to operational and procedural matters, policy and strategy development, and management of UNSSC institutional activities in support of the implementation of UNSSC's mandate and goals.

Responsibilities:

Within delegated authority, the Programme Management Officer will be responsible for the following duties:

- Develops, implements and evaluates assigned programmes/projects; monitors and analyses programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; ensures follow-up actions;
- Provides substantial inputs and support to UNSSC's strategic processes, policy development and reporting activities and serves as focal point/primary coordinator for all matters requiring a consolidated response from UNSSC (e.g. audits and management reviews);
- Contributes to establishing, supporting and facilitating relationships with key UNSSC partners in different locations, promoting and disseminating the UNSSC vision; identifies and develops areas of cooperation, in support of UNSSC's role as the inter-agency learning and training provider of the UN system;
- Coordinates and contributes to activities related to donor funding and reporting;
- Facilitates and maintains relationships with National and Local Authorities for the effective management of UNSSC activities;
- Reviews new and modified policies, strategies and operational procedures and their implications for the College as a whole, ensuring their application; contributes to

promote continuous improvement and innovation in the area of data management within UNSSC;

- Manages UNSSC strategic events, including events involving UN top-level officials;
- Carries out special assignments on behalf of the Director, to resolve sensitive issues with respect to internal management and/or external partners;
- Serves as Secretary of the UNSSC Board of Governors;
- Supervise general service and professional staff as required;
- Perform other duties as required.

Competencies:

Professionalism: Familiarity with the United Nations system and UNSSC's mandate and activities. Knowledge of UNSSC administrative, budgetary, and human resources policies and procedures. Experience in the area of donor relations and reporting. Proven project management abilities. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Planning and Organising: Sets clearly defined objectives; identifies and mobilises resources; creates and manages timelines; coordinates activities and efforts of internal and external stakeholders; makes contingency plans; monitors progress against strategies; takes account of changing plans while continuing to coordinate efforts effectively.

Qualifications and Experience

Education: Advanced university degree in political science, social science, international relations, management or related fields from an accredited educational institution.

Work Experience: Minimum seven years of professional experience in administration and management; experience in the UN common system is an asset for this position. Prior experience with managing donor relations is required. Familiarity with the working of UN inter-agency mechanisms and UN governing bodies is an asset. Experience in providing policy advice to senior officials / managers is desirable.

Languages: Fluency in oral and written English is required and knowledge of another UN official language is desirable.

Submission of applications:

The application (in English) should include the following:

- a duly completed, updated and signed P11 form
(<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position; and

Please apply through the online application form available at
<https://www.unssc.org/about-unssc/employment-opportunities/>

Date of issuance: 10 August 2021