

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	UNOPS/IQOC/10/009
Post Title	Programme Officer
Post Level	P3
Duty Station	Amman/Jordan (with missions to Iraq)
Duration	12 Months with possibility of extension
Closing Date	19 March 2010

Project Background

UNOPS Iraq Operations Centre's (IQOC) programme "Institutional Development Support to the IHEC" is part of the United Nations Country Team (UNCT) Iraq's programme to support the Independent High Electoral Commission (IHEC) of Iraq through assistance in institutional development and capacity building. The programme aims to support the electoral processes in Iraq by increasing the capacity of IHEC focusing on three main areas: (i) strengthening of the institutional framework and organizational capacity of the IHEC as Iraq's permanent electoral institution; (ii) enhancing the human resource capacity of the IHEC, by improving staff skills, knowledge and resources at both central and governorate office level; and (iii) to enhance the technological capacity of the IHEC to manage technical electoral processes and managerial support processes in a sustainable manner. The programme aims to increase the capacity of the IHEC to conduct electoral activities through the provision of capacity building activities (such as trainings, study visits, seminars, deployment of International Advisors and provision of resources) in above mentioned priority areas. The programme will be implemented through strong partnerships between the IHEC, UNDP, UNAMI and UNOPS. The successful implementation of programme activities is expected to contribute significantly to the achievement of several outcomes prioritized in the UNCT's Assistance Strategy 2007-2010 and the UN Development Assistance Framework (UNDAF) 2011-2014.

Duties and Responsibilities

Under the overall supervision of the Programme Manager, the Programme Officer is required to perform the following duties and responsibilities:

General

- Participate in the implementation of results-driven work plans in close collaboration with IHEC, UNDP and UNAMI EAT to ensure the overall success of the delivery process;
- Contribute to the overall review of the implementation plans, including the preparatory and operational needs of the projects;
- Develop budgets and monitor the programmes expenditure (commitment and disbursement);
- Provide assistance to the Programme Manager in the day-to-day implementation and administration of UNOPS IQOC's electoral support activities;
- Coordinate and liaise with UNOPS IQOC's Admin/Finance unit in providing support services to the programme's activities, namely finance/admin, HR, procurement and logistics; and
- Attend meetings (internal and external) relevant to UNOPS IQOC's electoral support activities and liaise with implementing partners, clients, Iraqi counterparts and any other parties involved. This includes readiness and willingness to undertake missions to Iraq (under UN rules and regulations).

Specific

- In coordination with IHEC capacity building department, the UNDP Programme Manager, the UNAMI Electoral Support Team (UNAMI/EST) Capacity Building Team Leader, the UNAMI/EST Chief Technical Advisor and other UNAMI/EST advisors, assist in the development of a capacity building strategy and technical assistance plan for the IHEC, and work with UNAMI/EST and other UN agencies to ensure implementation of the strategy;
- In coordination with the UNDP Programme Manager and the UNAMI/EST Capacity Building Team Leader define and develop specific Capacity Building activities appropriate to meet the identified needs;
- Represent UNOPS on the interagency programme board for the implementation of the project;
- Based on identified needs in the capacity building plan (content, participants, time-frame), support the UNAMI/EST advisors in developing TORs for training providers or other services in the various priority areas;
- Together with the IQOC Procurement Unit, identify suitable regional training institutions/companies and experts to conduct training courses (e.g. competitive process) and contract the selected institutions/companies/experts to provide the required training;
- Monitor and evaluate the quality of the capacity building services rendered by engaged service providers;
- Coordinate logistics support and ensure that the necessary capacity building activities are provided to the satisfaction of IHEC and the UN team: organize trainings and workshops with all relevant travel arrangements and required financial preparations;
- Liaise with implementing partners on coordination and execution of activities;
- Write weekly reports on activities to UNAMI/EST;
- Draft quarterly 'Project Fiche' progress reports and yearly reports on UNOPS' EC-funded electoral support projects to the UNDG ITF;
- In coordination with UNAMI/EST provide the IHEC CB Department with advice as appropriate;
- Manage deployment of short-term international and national consultants contracted to support specific capacity building activities;
- Manage national support staff in Iraq; and
- Carry out any other responsibilities as requested by the Programme Manager or the IQOC Director.

Required Selection Criteria

a. Education

- Advanced University Degree/Masters degree, or equivalent, in social sciences, business administration, or in field related to the post description.

b. Work Experience

- Minimum of five years of progressively responsible work experience with a minimum of three years in an international organization;
- Experience in capacity building activities and experience in electoral support activities required;
- Experience with UN interagency practices an advantage;
- Experience with missions to phase three (or above) countries an advantage.
- Fluency in oral and written English is essential;
- Knowledge of Arabic is an advantage.

c. Key Competencies

- General Skills:
- Project Management;
- Knowledge of UN rules & procedures;
- Proven organizational and inter-personal skills;
- Excellent written and oral communication skills in English;
- Essential computer skills – must be competent in the use of Windows MS Office programs (Word, Excel, etc.) and email programs;
- Good team player;
- Flexibility;
- Ability to work under extreme pressure and under hardship conditions.

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11), to vacanciesIQC@unops.org. Kindly indicate the vacancy number and the post title when applying (in the subject line by e-mail).

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates who are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint the selected candidate at a level below the advertised level of the post.

For more information on UNOPS, including its core values and competencies, please visit the UNOPS website at www.unops.org