

Posting Title : POPULATION AFFAIRS OFFICER, P3
Job Code Title : POPULATION AFFAIRS OFFICER
Department/ Office : Department of Economic and Social Affairs
Location : NEW YORK
Posting Period : 23 April 2018-30 April 2018
Job Opening number : 18-POP-DESA-95117-J-NEW YORK (G)
Staffing Exercise : N/A

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

Org .Setting And Reporting

This position is located in the Population and Development Section of the Population Studies Branch of the Population Division in the Department of Economic and Social Affairs (DESA). The incumbent's work is focused on the interrelations between population factors and development, including those pertaining to population ageing, urbanization and the spatial distribution of the population, and the environment. The incumbent reports to the Chief of the Population and Development Section.

Responsibilities

Under the supervision of the Chief of the Population and Development Section of the Population Division, the incumbent assists in implementing the work programme of the Population and Development Section and performs the following functions:

- Conducts studies and prepares reports on the interrelations between population factors and development, including those pertaining to population ageing, urbanization and the spatial distribution of the population, and the environment. This task entails the use of population data and the application of demographic techniques and economic models to analyse the interrelations of demographic trends with socio-economic indicators.
- Provides support on population and development issues to intergovernmental bodies, such as the Commission on Population and Development, the Economic and Social Council, the General Assembly and the regional commissions. This activity includes preparing reports or inputs for reports to intergovernmental bodies, attending meetings, preparing summary reports on meetings, assisting in the organization of panels or round tables.
- Develops and maintains databases on demographic indicators, population and development indicators, and other related information. Programs and oversees the development of appropriate software for the efficient use and management of the databases.
- Applies, adapts or develops methodologies and tools for demographic-economic analysis.
- Assists in the organization of expert group meetings

and seminars on population-related issues. • Attends international, regional or national meetings on population issues to present results of research and reports, and keeps abreast of developments in the field. • Provides, as necessary, support to technical cooperation projects in the area of population and development. • Performs other related duties as required for the final delivery of the work unit's services.

Competencies

• **Professionalism:** knowledge of methods of demographic analysis, population trends and development, including economic models relevant for the study of population and development interrelations; ability to apply demographic concepts and techniques to demographic-economic analysis; ability to draft good quality reports and technical papers on population and development issues; is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. • **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 Organizing:** Develops clear goals that are consistent with agreed strategies; Ability to plan and organize own work, including research; identifies priority activities and assignments and adjusts priorities as required; Foresees risks and allows for contingencies when planning; Allocates appropriate amount of time and resources for completing work; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent degree) in demography, or sociology, statistics, economics or related area is required. A first level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in population analysis and research or related area is required. Experience in the use of the Microsoft Office programs; command of statistical software such as STATA, R or SPSS is required. Experience in demography is desirable. Experience in database management with of MS-Access or SQL Server, and computer programming with Visual Basic or R is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required; knowledge of a second official UN language is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Duration of need: The temporary vacancy is available starting as soon as possible until 31 December 2018, with a possibility of extension. Notes: • A current staff member who holds a fixed-term, permanent or continuing appointment may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a temporary appointment shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to section 5.7 below and staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of ST/AI/2010/4Rev.1 on Temporary Appointments. In its resolution 66/234, the General Assembly further "stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013..." Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified. • Upon separation from service, including, but not limited to, expiration or termination of, or resignation from, a fixed-term, continuing or permanent appointment, a former staff member will be ineligible for re-employment on the basis of a temporary appointment for a period of 31 days following the separation. In the case of separation from service on retirement, a former staff member will be ineligible for re-employment for a period of three months following the separation. This equally applies, mutatis mutandis, with respect to a former or current staff member who has held or holds an appointment in another entity applying the United Nations Staff Regulations and Rules and who applies for a temporary position with the Secretariat. • Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service. • Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station. • While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system

under ST/AI/2010/3, as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions. • The expression "Internal candidates", shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15. • Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law. • For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1. • The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English • Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. • Staff members are not eligible to apply for the current temporary job opening if they are unable to serve the specified duration of temporary need before reaching the mandatory age of separation. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.

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, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.