



The Sustainable Development Goals Fund (SDG Fund) is an international multi-donor and multi-agency development mechanism created in 2014 by the United Nations to support sustainable development activities through integrated and multidimensional joint programmes.

The United Nations Sustainable Development Goals Fund (SDG Fund) is seeking for qualified and committed officers for the following positions in its Offices .

#### **COUNTRY DIRECTOR**

**Grade Level: D-2**

**Job Opening number: 21- COUNTRY DIRECTOR-UNSDG-76611**

#### Duties and Responsibilities

Under the overall leadership and within the framework of the delegated authority from the Resident Representative, the Senior Country Director is responsible for the day-to-day management of SDG Fund Country Office and assumes overall responsibility for the SDG Fund programme and operations to ensure coherence and strategic direction of SDG Fund activities.

The Country Director will ensure that the Head Office is kept abreast of all major developments regarding the SDG Fund programme and SDG Fund country office. In this context, the Country Director will:

- Develop a vision for SDG Fund in support of national objectives and priorities;
- Articulate and communicate a strategic vision for SDG Fund
- Oversee the effective design and management of a focused, coherent, cost-effective and high impact portfolio of SDG Fund programs and projects.

Provide strategic guidance on management issues including HR, Finance, Procurement and Security.

#### Strategic Partnership Building & Resource Mobilization

Lead SDG Fund in engaging in effective dialogue and interaction with the members of the international community.  
Identify and support initiatives for cooperation.  
Carry out advocacy activities and develop information programs and facilities.  
Oversee the development of the Country Office resource mobilization strategy.

#### UN Coordination

On behalf of SDG Fund, The Country Director will:

Assist the Government in the formulation of Programmes in close co-operation with other agencies  
chair inter-agency thematic groups focusing on priority issues.

#### Representation

Represent SDG Fund with external clients and partners for advocacy and resource mobilization purposes.  
Represent SDG Fund in the UN country team and in the Security management team.

#### Competencies

##### Corporate Competencies:

Demonstrates integrity by modeling the UN's values and ethical standards  
Promotes the vision, mission, and strategic goals of SDG Fund  
Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability  
Treats all people fairly without favoritism

##### Functional Competencies:

Knowledge Management and Learning  
Shares knowledge and experience and contributes to SDG Fund Practice Areas  
Ability to provide top quality policy advice services on economic issues  
In-depth practical knowledge of inter-disciplinary development issues

## Development and Operational Effectiveness

Ability to lead strategic planning, results-based management and reporting

Ability to lead formulation and evaluation of development programmes and projects

## Management and Leadership

Focuses on building capacities of national team

Capable of planning, prioritizing and deliver tasks on time to meet goals in a highly pressured environment

Able to contribute to effective management of a senior and multi-cultural team

## Required Skills and Experience

### Education:

Advanced university degree in development, management, economics, business or public administration.

### Experience:

10-16 years minimum of relevant work experience.

Excellent negotiating and communication skills and ability to mobilize support from a wide range of partners (public, private, academic, civil society, business community leaders)

Solid knowledge of aid management challenges including working with a range of development partners. Strong interpersonal skills and the ability to communicate and work well with diverse people: race, nationality, age and gender sensitivity.

### Language Requirements:

Fluency in English (verbal and written) is required, with a high level of communication skills.

Working knowledge of another UN language is desirable.

## **DEPUTY COUNTRY DIRECTOR- PROGRAMMES**

**Grade Level: D-1**

**Job Opening number: 21-DCD-UNSDG-76612**

The DCD-Programme covers a broad range of programmatic issues ranging from participation joint programmes and SDG Fund projects and programmes . Under the overall guidance of the Country Director the

DCD-Programme leads strategic planning, programme formulation and monitors programme effectiveness and delivery.

The DCD-Programme advises the Country Director on course correction and creative responses to emerging complex challenges.

The DCD-Programme is responsible for supervision and guidance to SDG Fund programme staff and ensuring cross-unit cooperation and coordination.

The DCD-Programme advocates for SDG Fund and liaises with other UN Agencies, SDG Fund HQs staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society.

#### Duties and Responsibilities

Under overall supervision and guidance of the Country Director, the DCD-P is responsible for the management, oversight and implementation of the SDG Fund Country Programme.

The DCD-P leads the SDG Fund programme with the following expected results:

promotes coordination of programme activities and execution;

Leads the programme team in programme formulation and networking to ensure a programme which is relevant and responsive to changes in the country context;

Advises the Country Director on country programme development and delivery, identifies approaches and modalities to achieve development targets.

2.The DCD-P is responsible for the day-to-day:

Programme management: the DCD-P manages SDG Fund's commitments , ensure effective work plans, programme effectiveness and achievement of results, the DCD-P maintains regular contact with project and programme counterparts;

Financial management: the DCD-P has senior manager rights and ensures the integrity of financial systems, review of budget requirements and the consistent application of rules and regulations; the DCD-P ensures cost-recovery system for the services provided by the CO to projects in close collaboration with the DCD-O

Human Resources management: in consultation with the Country Director, the DCD-P is responsible for recruitment, performance and career management and supervision of CERF programme and project staff to motivate and promote organizational excellence; Team work: Promotes cross-unit team work;

Routinely monitors financial exception reports for unusual activities, transactions, and investigates anomalies or unusual

transactions.

Informs supervisors and other SDG Fund staff at Headquarters of the results of the investigation when satisfactory answers are not obtained.

Under the overall guidance and leadership of the Country Director, the DCD-P supports partnership building and resource mobilization for SDG Fund:

Supports overall resource mobilization of the Country Director with a focus on the Country Programme Action Plan and ensures that SDG Fund mobilizes the support needed whenever requested .  
Advocates for SDG Fund with government counterparts, donor community, international financial institutions and the UN; Represents SDG Fund in international meetings as requested by the Country Director.

The DCD-P ensures knowledge building and management focusing on achievement of the following results:

Advocates for SDG Fund with Government counterparts and ensures access to best available expertise; Promotes identification and synthesis of best practices and lessons learned from the country programme for organizational sharing and learning; Supports capacity-building of national counterparts; Promotes a knowledge sharing and learning culture in the Country Offices.

Competencies

Corporate Competencies:

Demonstrates integrity by modeling the UN's values and ethical standards Promotes the vision, mission, and strategic goals of SDG Fund  
Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability Treats all people fairly without favoritism

Functional Competencies:

Knowledge Management and Learning

Promotes knowledge management in SDG Fund and a learning environment in the office through leadership and personal example  
In-depth practical knowledge of inter-disciplinary development issues  
Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills  
Seeks and applies knowledge, information, and best practices from within and outside of SDG Fund.

## Development and Operational Effectiveness

Ability to lead strategic planning, change processes, results-based management and reporting.  
Ability to lead formulation, oversight of implementation, monitoring and evaluation of development projects.

Ability to apply development theory to the specific country context to identify creative, practical approaches to overcome challenging situations.

## Management and Leadership

Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback  
Consistently approaches work with energy and a positive, constructive attitude  
Demonstrates openness to change and ability to manage complexities  
Ability to lead effectively, mentoring as well as conflict resolution

## Required Skills and Experience

### Education:

Master's degree in international development, public administration, business administration, public policy or other relevant social sciences.

### Experience:

8-10 years of relevant experience in development in a governmental, multilateral or civil society organization in a multi-cultural setting. Three or more years of senior-level management responsibilities of similar size and complexity.

### Language requirements:

Strong written and spoken skill of the English language. A second UN language desirable.

## **PROCUREMENT OFFICER**

**Grade Level: P-4**

**Job Opening number: 21-PROCUREMENT-UNSDG-76613**

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

## Responsibilities

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

- Plans, develops and manages all procurement and contractual aspects of projects of significant complexity related to worldwide procurement of diverse services and commodities (e.g. information technology, electronic equipment and instruments, vehicles, medicines, foodstuffs, building maintenance materials, office supplies, construction, furniture, etc.), taking into account local economic and other conditions.
- Advises requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle.
- Prepares/oversees preparation and distribution of invitations to tender and manages/conducts all aspects of bid/proposal evaluations.
- Formulates strategies and designs innovative solutions to resolve issues/conflicts for complex procurement projects.
- Establishes and maintains work program and schedule for ongoing contracts and newly-planned ones.
- Participates in negotiations with senior supplier representatives; signs procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the Contracts Committee for review and subsequent approval by the authorized official.
- Conducts market research to keep abreast of market developments; researches and analyzes statistical data and market reports on the world commodity situation, production patterns and availability of good and services.

Identifies new technologies and products/services, evaluates and recommends potential supply sources and participates in the incorporation of research results into the procurement program.

- Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations.
- Prepares a variety of procurement related documents, contracts, communications, guidelines, instructions, etc.
- Provides guidance to, and may supervise new/junior staff.

#### Education

Advanced university degree (Master's degree or equivalent) in business administration, public administration, commerce, engineering, law or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

#### Work Experience

A minimum of five years of progressively responsible experience in procurement, Contract management, administration, logistics and supply chain management, or administration in the public or private sector, of which at least two years must be directly related to first-hand procurement and/or contracting experience. In special cases the incumbent may be the team leader, therefore supervisory skills are highly desirable.

#### **FINANCE OFFICER**

**Grade Level : P-4**

**Job Opening number: 21-FINANCE-UNSDG-76614**

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

## Responsibilities

Within delegated responsibilities; the incumbent will perform the following duties:

- Provide substantive and technical expertise in the area of financial, budgetary and accounting management in conformity with Financial Rules and regulation, and policies;
- Propose, develop and implement financial policies and procedures;
- Prepare financial management reports in accordance with International Public Sector Accounting Standards;
- Ensure transparent and efficient utilization of the SDG Fund's financial resources and compliance with UN financial policies, procedures, rules and regulations.
- Ensure integrity and consistency of data captured in ledgers;
- Monitor and advise on the financial status of programmes through effective cost and management accounting procedures.
- Participate in and monitor cost allocations within cost accounting allocation rules;
- Set up proper internal controls to ensure that proper monitoring mechanisms are in place and that they can be used to identify weaknesses and address them immediately;
- Ensure that disbursements are made based on proper authorizations and supported by legitimate and sufficient documentation .
- Ensure proper maintenance of vendor accounts and timely clearance of outstanding advances and other receivables.
- Create vendor invoices and vendor credit memos.
- Coordinate financial closure for entrusted imprest accounts;
- Respond to audit queries and follow up on audit recommendations;
- Draft correspondence and internal procedural directives relating to budgetary and financial matters;
- Contribute to preparedness actions such as early warning, risk analysis and contingency planning and make the necessary recommendations.
- Periodically monitor the management of risks and report on any actions taken;
- Provide advice and support the Programme Staff on financial and administrative matters;
- Monitor and supervise the work of subordinate staff as required;
- Perform any other duties as required.

## Education

Advanced university degree (Master's degree or equivalent) in accounting, finance, commerce or related field. A first-level university degree in combination with an additional two (2) years qualifying experience may be accepted in lieu of the advanced university degree.

## Work Experience

A minimum of five (5) years of progressively responsible experience in finance, administration, budget, business administration or related field.

## **LOGISTICS OFFICER**

**Grade Level : P-4**

**Job Opening number: 21-LOGISTICS- UNSDG-76615**

### Responsibilities

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

Supports the Office in decision making by providing clear oversight of the Logistical, Financial, and Human Resources situation

Develops, prepares, coordinates and monitors overall logistic support plans including logistics forecasting, supply schedules, priorities or requirements, and resolution of urgent operational needs. Monitors and coordinates all multifunctional logistic requirements between SDG Fund HQ and Offices.

Assists in the development of policy and procedures for logistics and administrative support.

Acts as the principal liaison between the Country offices and Headquarters staff for logistics matters and coordinates day to day support of logistics operations.

Ensures that logistics requirements take account of gender-specific needs.

Advises senior management on logistics management, structures and staffing levels to ensure that they are at all times adequate to meet the requirements of the logistics strategy.

Monitor the logistics support improvement.

Develops a training program for logistics staff in coordination various administration sections.

Evaluates staff performance, interviews/evaluates candidates for Job openings.

Assumes responsibilities of certifying officer when nominated.

Performs other related duties as required.

Compiles critical reports/reviews for senior management as well as represents in meetings and report outcome in a concise and effective manner.

## **ADMINISTRATIVE OFFICER**

**Grade Level : P-4**

**Job Opening number: 21-ADMINISTRATIVE-UNSDG-76616**

### Responsibilities.

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

## HUMAN RESOURCES MANAGEMENT

Initiates and coordinates actions covering the entire span of human resource activities, e.g., recruitment, placement, promotion, performance appraisal, vacancies, Job classification reviews, separation of staff members, training, etc., ensuring consistency in the application of UN rules and procedures.

Provides expert advice with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.

Reviews post incumbency reports for purposes of vacancy management and staffing table control.

Leads, oversees and coordinates the preparation and implementation of the work program and budget to ensure compatibility with work priorities and objectives, taking into account the most effective use of resources.

## BUDGET AND FINANCE

Initiates and conducts studies to improve budget reporting systems and cost-effective utilization of program resources.

Monitors and controls budgetary allocations through regular reviews; drafts routine and ad hoc outputs; and provides effective monitoring reports and data. Identifies deviations from plans and

Proposes corrective measures.

Establishes and maintains a set of sound policies, procedures, standards and tools which are consistent with UN policy and practice in order to ensure proper accounting, financial management and control.

## GENERAL ADMINISTRATION

Implements and monitors support services.

Supervises a staff team and/or provides advice to others on human resource administration, financial administration and management information issues and practices to colleagues.

Produces major/complex reports for management.

Provides expert guidance and leadership to supervised staff.

Performs other related duties as required.

## COMPETENCIES

Professionalism:

Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations.

Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations.

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.

#### PLANNING AND ORGANIZING:

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

#### ACCOUNTABILITY:

Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit ,where applicable.

#### Education

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law or related area. A first level university degree in combination with Seven (7) Years qualifying experience may be accepted in lieu of the advanced university degree.

### **HUMAN RIGHTS OFFICER**

**Grade Level : P-4**

**Job Opening number: 21-HUMAN RIGHTS-UNSDG-76617**

#### Responsibilities

Within delegated authority, reporting directly to the Chief Human Rights the Human Rights Officer will be responsible for the following duties:

Researches, collects, verifies, analyses and monitors information relevant to the observance of international human rights and humanitarian law in the SDG Fund Countries;

Advocates with relevant authorities and other influential actors to stop or prevent human rights violations;

Seeks remedial action by the authorities to prevent similar violations from occurring in the future;

Liaises with appropriate national authorities, civil society, United Nations (UN) actors and bodies, and other relevant partners to monitor developments in the human rights situation and, if needed, support the creation of baseline data;

Monitors the legal systems and their compliance with international human rights instruments and advises, where appropriate, relevant authorities, including on the implementation of human Rights recommendations by the UN;

Develops, and where appropriate coordinates, initiatives to strengthen the response to systematic and/or emerging patterns of human rights violations and abuses;

Conducts and where necessary supervises, investigations of human rights and international humanitarian law violations;

Writes, reviews as appropriate and ensures timely delivery of a variety of reports, briefings and other types of communications in compliance with established standards;

Formulates concrete recommendations and suggests strategies to better promote and protect human rights in the mission area;

Contributes to the mainstreaming of human rights in the formulation and implementation of projects and programmes of the CERF and UN agencies at country and local level;

Contributes to the integration of human rights in humanitarian action, through participating or coordinating emergency preparedness and response activities, including in the work of the Protection Cluster, as appropriate;

Works directly with other components of the UN peace operation, including the police and military, to integrate human rights considerations into the planning and review of their programs and operations;

Supports and coordinates capacity-building efforts of civil society and state authorities, including military and police, to promote the protection of human rights, including through technical assistance;

Supports national authorities in their implementation and coordination of activities relating to the recommendations by UN Treaty Bodies, Special Procedures and other mechanisms of the UN Human Rights Council;

Delivers, evaluates, and where appropriate designs human rights training programmes for national officials, civil society representatives, human rights non-governmental organizations (NGOs) and other national stakeholders;

Contributes to the establishment of transitional justice dialogues or processes and advises on accountability and compensation mechanisms, as appropriate;

Provides technical assistance to authorities on the establishment of vetting mechanisms, as mandated;

Ensures, and where relevant supervises, the timely entry of accurate and verified human rights cases in an established database in compliance with established standards;

Contributes to the integration of gender perspectives/considerations and specific women/girls' rights issues in all activities;

Maintains effective working relationships with other UN and non-UN actors, national authorities, donors and other stakeholders for effective policy coordination;

Defines the work plan for an assigned geographic area in accordance with established terms of reference;

Supports more senior staff and/or team leaders in staffing, planning and budgeting as required;

Provides guidance and coaching to new or more junior staff; performs other related duties as required

#### Education

An advanced university degree (Master's degree or equivalent) in law, political science, international relations, social sciences or in a related area. A first-level university degree in combination with Five additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### Work Experience

A minimum of five years of progressively responsible experience in assigned geographic locations at national and international levels in the human rights field, including in the cause and resolution of human rights conflicts in accordance with international standards,

is an advantage

## **LEGAL OFFICER**

**Grade Level : P-4**

**Job Opening number: 21-LEGAL-UNSDG-76618**

### Responsibilities

Handle a range of issues related to constitutional, international, public, private, administrative law, including the interpretation and application of constitutive, legislative and other Instruments governing United Nations activities and operations, in consultation with senior Legal Officers.

Conduct extensive legal research and analysis and prepare studies, comparative studies, briefs, reports and correspondence.

Undertake basic or extensive review of legal documents, instruments, or other material; identifying important issues, similarities, and inconsistencies.

Prepare or assist in the preparation of drafts of background papers, studies, reports, legislative texts and commentaries on those texts, teaching materials in the field of international trade law and private international law.

Prepare or assist in the preparation of legal opinions/advice on a wide range of international public or private law issues.

Prepare or assist in the preparation of agreements and contracts with governments, NGOs and other public and private entities, as well as in the negotiation and settlement of claims and disputes and in handling private international law and international trade law matters.

Review, advise on and draft indictments or legal motions/submissions.

Assess evidence for relevance and admissibility.

Prepare and assess briefs of evidence.

Service or assist senior colleagues in servicing diplomatic conferences, commissions, committees, task forces, expert groups and other bodies, including preparation of background materials, summaries of issues and views of delegations, meeting reports.

Provide legal advice on human resources matters; reviews administrative matters.

Administer programmes of legal technical assistance.

Prepare or assist with the preparation of law seminars and symposia, lecture on various legal issues at such events.

Provide guidance to more junior staff and perform other duties as assigned.

### Competencies

Professionalism: Knowledge of, and ability to apply, legal principles, concepts and procedures and terminology for review, examination, and processing of a range of legal documents. Knowledge of various legal research sources, including electronic, and ability to conduct research and analyze information on a wide range of legal issues.

Knowledge of the civil law and/or common law legal systems and principles. Ability to interpret and apply legislative instruments, develop and present results, recommendations, and opinions clearly and concisely.

Ability to draft legal papers and work under pressure, apply good legal judgment in the context of Assignments given. 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. Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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.

Judgement and Decision Making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; Gathers relevant information before making a decision; Considers positive and negative impacts of decisions prior to making them; Takes decisions with an eye to the impact on others and on the Organization; Proposes a course of action or makes a recommendation; based on all available information, Checks assumptions against facts; Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; Makes tough decisions when necessary.

#### Education

Advanced university degree (Master's degree or equivalent) in international law. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### **EVALUATION OFFICER**

**Grade Level : P-4**

**Job Opening number: 19-EVALUATION-UNSDG-76619**

#### Responsibilities

Conducts evaluations of the Secretariat programmes and cross-cutting topics by: undertaking preliminary research of programme data, SDG Fund documents, reports and other available information, and Conducts analyses of existing programme data for consideration in the evaluation design;(b) developing the evaluation design ,including drafting parts of the terms of reference, contributing to the formulation of the evaluation issues and questions, and developing the project methodology;(c) contributing to data collection and analysis, including conducting interviews, running focus groups,conducting surveys, participating in direct observation, and conducting

document reviews;(d) drafting evaluation reports, including formulating evaluation findings and recommendations, and providing supporting evidence for the report;

Participates in follow-up to evaluation assignments:(a) tracks evaluation recommendations through Technology based tracking systems;(b) participates in reviewing the results of projects; reviews relevant documents and reports; identifies problems and issues to be addressed and recommend corrective actions; liaises with relevant parties; identifies and tracks follow-up actions;

Provides support to the division to strengthen efficiency and effectiveness of the evaluation functions:(a) participates in divisional work groups on work processes and structures;(b) monitors evaluation recommendations;(c) takes on additional division-wide tasks as assigned, such as administrative, human resource and/or substantive work tasks;(d) undertakes evaluation outreach functions; assists in developing and conducting training workshops, seminars etc. to support evaluation, and management review exercises done by other divisions; makes presentations on assigned topics/activities provide substantive support to consultative and other meetings, conferences,etc .

Participates in organizational activities related to the evaluation functions:(a) participates in evaluation related task forces and networks, ;(b) provides support to self-evaluation, Including reviewing and commenting on evaluation terms of reference and data collection instruments, offering methodological guidance and advice, and reviewing and commenting on evaluation reports.

Provides support to the management of audits undertaken by the Board of Auditors and/or by the Office of Internal Oversight Services:

coordination with oversight bodies on audit matters,  
coordination during data collection and compilation of relevant documentation  
tracking implementation of audit recommendations.

## Competencies

### Education

Advanced university degree (Master's degree or equivalent) in social science, public administration, business or related area.

A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience

A minimum of five years of progressively responsible experience in evaluation or related field.

Experience in survey and research methodologies as well as in using data visualization tools

For evaluation reporting is desirable.

## **PROGRAMME OFFICER**

**Grade Level : P-4**

**Job Opening number: 21-PROGRAMME-UNSDG-76620**

## Responsibilities

Under the direct supervision of the Senior Programme Officer, the Programme Officer will be responsible for the following duties:

**Programme Development and Implementation:** Participates in the development, implementation and evaluation of assigned programmes/projects; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions; Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change; Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries;

Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports and financial statements) and prepares related documents/reports (pledging, work programme and programme budget).

**Research:** Researches, analyzes and presents information gathered from diverse sources; Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies; Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions; Prepares various written outputs as draft background papers, analysis, sections of reports and studies inputs to publications.

**Meeting support:** Provides substantive support to consultative and other meetings and conferences to include proposing agenda topics, identifying participants, preparation of documents and presentations; Undertakes outreach activities; conducts training workshops, seminars; Makes presentations on assigned topics/activities.

4. General: Performs other duties as required.

## Education

Advanced university degree (Master's degree or equivalent) in Economics, Public Administration or related area is required. A first level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

## Work Experience

A minimum of five years of project management experience. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

## **POLITICAL AFFAIRS OFFICER**

**Post Level : P-4**

**Job Opening number: 21-POLITICAL AFFAIRS-UNSDG-76621**

### Responsibilities

Within delegated authority, the Political Affairs Officer will be responsible for the following duties:

Reviews and monitors activities in SDG Fund countries; assesses trends which might affect the political and security situation and the political impact of intra-regional issues; recommends solutions/possible action by United Nations.

Analyses political and related events within assigned area with a view to provide early warning advice .

Prepares analytical reports and papers on sensitive and high profile matters of concern to the General Assembly, Security Council, or other bodies; drafts notes, background papers, talking points, speeches and other correspondence for senior UN officials.

Acts as focal point for collection and analyses of information on political and peace and security developments in neighbouring states as they relate to SDG Fund.

Prepares up-to-date information for senior officials regarding substantive political matters and country or regional issues and makes recommendations on actions to take.

Maintains contacts with other relevant sectors of the UN, relevant other international organizations and governments on coordination and policy matters; briefs representatives and provides, as appropriate suggestions and recommendations.

Participates in conferences, seminars and academic for a related to his/her assigned area of expertise.

Carries out, as appropriate, administrative functions relating to the staff planning and budget.

Liaises and responds to queries from Member States as appropriate.

Performs other related duties as required.

### Education

Advanced university degree (Master's degree or equivalent in political science, international relations, international economics, law, public administration or other related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience

A minimum of five years of progressively responsible experience in political science, international relations, law,

disarmament, security, development management, conflict resolution or related area.

Experience in working with budgeting processes, including managing extra budgetary projects is desirable.

## **HEALTH OFFICER**

**Post Level : P-4**

**Job Opening number: 21-HEALTH -UNSDG-76622**

## RESPONSIBILITIES

Collects and analyzes data for the Situation Analysis, programme/project planning, management, and monitoring and evaluation purposes.

Analyzes health and HIV/AIDS programme implementation reports and evaluates against established programme recommendations and plans of action.

Undertakes ongoing visits to SDG Fund project sites, assesses local conditions and resources, and monitors SDG Fund inputs. Undertakes follow-up action on programme implementation activities, contributes to teamwork building, and prepares relevant reports.

Attends and leads technical cooperation meetings, prepares notes and undertakes follow-up action and coordination related to programme implementation and monitoring.

Assists in identification and selection of technical supplies and equipment that are required by partners to ensure that the activities are implemented effectively and with high quality health and HIV/AIDS programmes.

Inputs in the preparation of the state annual work plan, with consultation with the partners and rest of the team. Selects and compiles training and orientation materials for those involved in programme implementation, including donor and media visits.

This should include malaria, PHC/IMNCI, safe mother hood, EPI, PMCT and Paediatric HIV care and social mobilization and humanitarian response.

Evaluates and analyzes financial and supply reports to ensure appropriateness of documentation, expenditures are within allotments,

## MINIMUM QUALIFICATIONS AND EXPERIENCE

University degree in health/social sciences or related technical field. Two years progressively responsible experience in health and HIV/AIDS programme design, administration, monitoring and evaluation.

## PAY AND BENEFITS

The United Nations offers you an attractive remuneration package with competitive pay and benefits.

The level of pay for staff in the Professional and higher categories that are recruited internationally is set by reference to the highest paying national civil service. Staff members in categories that are locally recruited are compensated in accordance with the best prevailing conditions of service locally.

As a United Nations staff member you may also be entitled to other allowances and benefits including: Rental subsidy if newly arrived at the duty station your rent represents too high proportion of the total remuneration.

Dependency allowances if you have an eligible dependent spouse and/or child(ren). Under certain conditions an education grant if you have eligible children in school. Travel and shipping expenses when you are moving from one duty station to another. Assignment grant to assist you in meeting initial extraordinary costs when arriving at or relocating to a new duty station. At some duty stations, a hardship allowance linked to living and working conditions is paid and where there are restrictions on bringing family members, a non-family hardship allowance is also paid.

Hazard pay and rest and recuperation break when you serve in locations where the conditions are particularly hazardous, stressful and difficult.

#### HOLIDAYS AND LEAVE

Depending on your type of contract, you will be entitled to 18 days to 50 days of vacation per year. In addition, the United Nations also observes 10 paid holidays per year; these differ from duty station to duty station. You might also be eligible for home leave travel to renew your social, cultural and family ties in your home country; frequency depends on the duty station you are assigned to.

#### HEALTH INSURANCE

You will be eligible to participate in one of the United Nations-sponsored medical insurance plans. The monthly premiums are co-shared by yourself and the Organization.

#### RETIREMENT PENSION

If you have an appointment of six months or more or complete six months of service without an interruption you become a participant in the United Nations Joint Staff Pension Fund. A compulsory contribution will be deducted from your monthly salary.

#### HOW TO APPLY:

Candidates should submit by email to [HRD@UNSDGF.ORG](mailto:HRD@UNSDGF.ORG) the following, indicating relevant experience:

Curriculum vitae;

Brief cover letter indicating interest in the position.

Only Shortlisted candidates will be contacted.

PLEASE NOTE THE U.N DOES NOT CHARGE ANY JOB APPLICATION, INTERVIEW OR RECRUITMENT FEE



---

Heema Khadika  
Director Human Resources (DHR-SDGF)