

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:

THIS IS AN EXTENSION OF DEADLINE: THOSE CANDIDATES WHO HAVE ALREADY APPLIED NEED NOT RE-SUBMIT THEIR APPLICATIONS

Vacancy Details

Vacancy Code	VA/2010/SWOC/UNW/001
Post Title	Chief Technical Adviser (UN-Water)
Post Level	P-5
Position status	Non-rotational
Org Unit	UNOPS/SWOC Switzerland Operations Center
Duty Station	GENEVA, Switzerland
Duration	2 years (with possibility of extension subject to availability of funds and to a positive performance appraisal, meeting or exceeding expectations)
Closing Date	3 December 2010

Background

UN-Water is the interagency mechanism established in 2003 by the Chief Executive Board and the High Level Committee on Programmes of the United Nations to promote coherence and coordination in UN system actions aimed at implementing the agenda defined by the Millennium Declaration and the World Summit on Sustainable Development as it relates to its scope of work.

Over the years, general interest for and support to UN-Water has increased steadily. It is becoming an increasingly efficient vehicle for supporting actions and promoting solutions related to the complex water-related agenda. This includes issues associated with both water supply and sanitation as well as water resources management. UN-Water continues to focus on developing its role as a support mechanism for members, partners and other key stakeholders in their efforts to provide leadership and offer solutions to water challenges in support of Member States.

The participating UN Organizations have agreed that they should adopt a coordinated approach to collaboration within the UN system, with partners and donors who wish to support the implementation of the work of UN-Water.

The participating United Nations Organizations established a *UN-Water Inter Agency Trust Fund* (hereinafter referred to as the "UNW-IATF") as well as a forum to steer the operational management of UN-Water called the Joint Steering Group. UN-Water Members and UNOPS signed a Memorandum of Understanding to set up the administrative structure for UNOPS to administer all aspects of the UNW-IATF including remittances, disbursements and transfer of funds, monitoring and reporting to the UN-Water Members through the Joint Steering Group and donors.

Duties and Responsibilities

Under the direct supervision of the Chair of UN-Water, and in close collaboration with the UN-Water Joint Steering Group, UN-Water members, and in direct cooperation with other UN-Water Technical Secretariat staff, the incumbent will serve as Chief Technical Advisor (CTA) in support to the activities of UN-Water. More specifically he/she will:

- Support the Chair of UN-Water in the performance of his/her duties in relation to the implementation of the UN-Water work plan and, when so required, represent the Chair of UN-Water at meetings and in processes;
- Provide support to overall coordination and participate in the preparation of UN-Water organized events;
- Prepare inputs and support the further development and implementation of the UN-Water Work Programme;
- Provide technical support to UN-Water thematic initiatives and task forces;
- Assist UN-Water members in the establishment and promotion of thematic initiatives, and monitor progress in their implementation;
- Support drafting of UN-Water policy briefs, analytical water briefs and other relevant publications on key issues as identified by UN-Water;
- Together with the Chair, coordinate the activities of the UN-Water virtual Technical Secretariat (currently with staff at UNDESA, UNU and FAO);
- Establish and lead a UN-Water support function based in Geneva and act as a key member of UN-Water's virtual team;
- Liaise with existing donors and seek to further increase the funding base of UN-Water through fund-raising efforts both among existing and potentially new donors;
- Have overall responsibility for all financial reporting requirements related to the UN-Water Interagency Trust Fund administered by UNOPS;
- Prepare the UN-Water Annual Report and work programme;
- Attend and support the organization of meetings of UN-Water;
- Support and monitor implementation of all decisions taken at UN-Water meetings, by the Joint Steering Group and by the Chair acting on behalf of UN-Water;
- Liaise with UN-Water partners and seek to enhance their involvement in UN-Water related activities;
- Together with the Chair and Technical Secretariat support UN-Water activities in major processes and events;
- Prepare, implement and coordinate strategic advocacy activities related to major processes and events;
- Perform other duties as assigned by the Chair and/or Joint Steering Group; and.
- The CTA is anticipated to spend, at most, 2 weeks every 2 months at the duty station of the UN-Water Chair, if the Chair is not located in Geneva.

Required Selection Criteria

Key Competencies

- Leadership and managerial abilities;
- Proven experience of professional networking and advocacy at the international level;
- Fully conversant with standard Windows applications: office programmes, email and internet;
- Generic desirable competencies include those for producing results, working under pressure, meeting deadlines, team play, communicating in a credible and effective way, and building and promoting partnerships and collaboration between UN agencies. Extent of knowledge and experience of work in interagency processes within the United Nations and with member states and relevant non-United Nations Institutions;
- Demonstrated professional competence and mastery of subjects dealt with by UN-Water;
- Demonstrated experience in leading and managing, and participating in professional teams;

- Relevance of professional experience in relation to policy development, water management and project implementation;
- Initiative, innovation and sense of responsibility;
- Excellent Networking, facilitation, negotiation and personal skills;
- Proven managerial and technical leadership and ability to negotiate and obtain outputs in interagency processes;
- Experience in policy advice in water matters and intergovernmental consultations;
- Analytical, writing and communication ability, including drafting reports and correspondence clearly and concisely; and
- Experience in working at the global and regional levels would be an advantage

Education/Experience/Language

- Advanced University degree, and professional experience in a water-related field linked to environment and/or development;
- At least ten (10) years of progressively responsible professional post-graduate experience in water policy and management, including at least five years of working experience at the international level, including in developing countries and preferably with the UN System;
- Excellent working knowledge of English; knowledge of French or Spanish or any of the other official UN languages will be an asset.

The selected candidate will be responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS

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)** (available on our website www.unops.org) via e-mail to vacanciesgeneva@unops.org Kindly indicate the vacancy number and the post title in the subject line when applying by email.

Additional Considerations

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

For more information on UNOPS, please visit the UNOPS website at www.unops.org.