



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPPEMENT INDUSTRIEL
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

VACANCY ANNOUNCEMENT INTERNAL/EXTERNAL

Female candidates from all Member States are particularly encouraged to apply.

Vacancy Announcement No:	VA2014_P_EXT_00064	Date of Issuance:	30 May 2014
Post Title and Level:		Director, D1	
Duty Station:		Vienna, Austria	
Organizational Unit:		Human Resource Management Branch Prog. Support & General Manag. Division	
Indicative Minimum Net Annual Remuneration:		USD 162,286.-	
<i>(for further information on salaries, refer to the International Civil Service Commission website: http://icsc.un.org/secretariat/sad.asp?include=ss)</i>			
Type of Appointment:		Fixed Term (100 series)	
Employment Fraction:		Staff-Full-time	
Deadline for the receipt of applications:		20 June 2014	

Organizational Context

The United Nations Industrial Development Organization (UNIDO) is a specialized agency of the United Nations. Its mandate is to promote and accelerate sustainable industrial development in developing countries and economies in transition, and work towards improving living conditions in the world's poorest countries by drawing on its combined global resources and expertise.

The Human Resource Management Branch is located in the Programme Support and General Management Division (PSM/HRM). The functions of the Branch include human resources management policy, human resources planning, job analysis and classification; recruitment, selection and staffing; performance management; Organizational learning and training; career development; administration of compensation and entitlements; social security as well as the management of employee relations.

Under the overall guidance of the Director General and the general supervision of Managing Director for Programme Support and General Management Division, the incumbent shall be a champion for providing and supporting senior management to implement innovative HR strategies that assist in the positioning of UNIDO to achieve the following five pillars

1. Strategy and direction of UNIDO in the framework of the post-2015 development agenda.
2. Meet the diversified demands of Member States at different stages of development.
3. Strengthen and expand partnerships.
4. Enhance the efficiency and effectiveness through optimized structure.
5. Motivate staff to their full potential

The incumbent shall demonstrate leadership and managerial competencies to strengthen the Organizational capacity to deliver best approaches and innovative practices to enable the Organization to deliver its core business of Inclusive and Sustainable Industrial Development; to provide advice to the Director General and senior management staff on all aspects of the regulatory and policy framework governing the management of human resources, particularly, the interpretation of Staff Regulations, Staff Rules and Administrative Issuances; and be accountable for the overall management and performance of financial and human resources in the Branch.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

After a certain number of years located at Headquarters, the incumbent must be prepared to be rotated into a position in one of UNIDO's field offices, as part of the Organization's Field Rotation Policy.

Main Functions

As the lead authority in the Organization on human resources, to advise the Director-General, senior management staff and advisory bodies on the development and implementation of the Organization's HR policy within the framework of the Constitution of UNIDO, the resolutions of the policy-making organs, the Staff Regulations and Staff Rules and relevant agreements and guidelines established within the United Nations Common System Organizations. This role includes establishing clear interpretations of regulations and rules and their transparent and consistent application thereof, overseeing the revisions of staff regulations and rules, the administrative instructions and related documents.

To lead the Branch in reviewing and updating a HR Framework which contains innovative means of aligning the delivery of HR services to meet the current and future demands for technical and managerial excellence required for the delivery of UNIDO services.

To lead the implementation of the HR Framework, including appropriate policies, procedures and processes which address HR planning; staffing (recruitment, reassignment, mobility/rotation); career and staff development; performance management; improving managerial capacities for conflict resolution and staff management relations; staff welfare policies and the delivery of high quality HR services.

To expand the Organizational capacity of the Branch to service its internal and external stakeholders within its staffing structure, ensuring efficient, effective and transparent HR work flows, communication flows and processes as well as enhance the personal capacities of its staff through delegation and empowerment to deliver best approaches and practices in the field of human resources management.

To share and draw on best practices, innovations and harmonization following cooperation with relevant bodies of the CEB HR Network, the International Civil Service Commission and other institutions as required. To implement resolutions of the General Assembly of the United Nations on conditions of service in so far as they apply to the United Nations Common System Organizations; to manage UNIDO's participation in the comprehensive review of the compensation package of Common System staff.

Within the overall framework of quality and results-based management, establish the work programme of the Branch taking into account the financial and human resources assigned to the Branch ensuring appropriate coverage based on key priorities, management of performance and motivation of staff as well as the efficient and effective use of such resources.

Maintain constructive and forward looking staff management relations with elected representatives of the staff.

Perform other assignments and special projects assigned.

Core Competencies:

Core Values

Integrity: Ability to work honestly, openly, impartially and in accordance with the values of the United Nations.

Professionalism: Ability to work in a competent, committed and calm manner.

Respect for diversity: Ability to work effectively, respectfully and inclusively with people from different backgrounds and with different perspectives.

Core Competencies

Results orientation and accountability: Ability to be accountable and responsible for achieving results and meeting performance standards.

Planning and Organizing: Ability to plan, organize and manage work effectively and efficiently.

Communication and Trust: Ability to communicate effectively and build trust.

Team orientation: Ability to cooperate at various levels.

Client Orientation: Ability to be responsive towards those to whom services are provided internally and externally.

Organizational development and innovation: Ability to realize continuous improvement, support innovation, share knowledge and skills and learn from others.

Managerial Competencies:

Strategy and Direction: Leadership skills and ability to act within the big picture.

Managing people and performance: Ability to lead and motivate a large and diverse group of people and to get the best out of them.

Judgment and decision making: Ability to identify critical issues and make timely and sound decisions.

Conflict resolution: Ability to prevent, anticipate and resolve conflicts.

Minimum Requirements

Education:

University - Master's degree or equivalent, in human resource management, business administration, public administration, law or a relevant social science.

UNIDO Languages:

English (Fluent), fluency in French or Spanish is highly desirable. Knowledge of other UN Official languages is an asset.

Field of Expertise:

Human resources (12 years and more), of progressively responsible experience in managing human resources in large multicultural institutions including 8 years in an international organization preferably within the United Nations Common System. Experience in formulating and implementing human resources strategies in large and diverse multilateral organizations, an advantage.

THE INITIAL FIXED TERM APPOINTMENT WILL BE UNTIL 30 JUNE 2016 WITH POSSIBILITY OF EXTENSION.

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Only persons who fully and unconditionally commit to these values should consider applying for jobs at UNIDO.

All applications must be submitted online through the Online Recruitment System

Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process.

Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependants, under the procedures established by the Director General.

Visit the UNIDO web site for details on how to apply: www.unido.org

NOTE: The Director General retains the discretion to make an appointment to this post at a lower level.

Notice to applicants:

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VACANCY ANNOUNCEMENT

INTERNAL/EXTERNAL

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Vacancy Announcement No:	VA2014_P_EXT_055	Date of Issuance:	29 May 2014
Post Title and Level:			Industrial Development Analyst, P3
Duty Station:			Vienna, Austria
Organizational Unit:			Research and Policy Advice Group Devel. Policy Stat. & Str. Res. Branch Office of the Deputy to the DG
Indicative Minimum Net Annual Remuneration:			USD 95,424
<i>(for further information on salaries, refer to the International Civil Service Commission website: http://icsc.un.org/secretariat/sad.asp?include=ss)</i>			
Type of Appointment:			Fixed Term (100 series)
Deadline for the receipt of applications:			19 June 2014

Organizational Context

The United Nations Industrial Development Organization (UNIDO) is a specialized agency of the United Nations. Its mandate is to promote and accelerate sustainable industrial development in developing countries and economies in transition, and work towards improving living conditions in the world's poorest countries by drawing on its combined global resources and expertise.

The position is located in the Research and Policy Unit (RPA) of the Development Policy, Statistics and Strategic Research Branch (DPR), Office of the Deputy to the Director General (DDG).

The Office of the Deputy to the Director General is responsible for providing substantive support to the Director General in both his strategic and day-to-day management of UNIDO. For the effective discharge of these responsibilities, the Office of the Deputy to the Director General gives guidance to the various organizational entities comprising the Office, and coordinates and consolidates their inputs into the formulation of actionable policy recommendations for the Director General. In addition, it manages the Organization's strategic relations with its Member States and other stakeholders and partners in the United Nations system, the broader development community, civil society and academia. The office of the Deputy to the Director General consists of the Strategic Planning, Donor Partnerships, and Quality Assurance Branch (DDG/SDQ), the Policymaking Organs Secretariat, Advocacy and External Relations Branch (DDG/PMR), the Development Policy and Strategic Research Branch (DDG/DPR), and the UNIDO Liaison Offices in New York, Geneva, and Brussels.

The Research and Policy Unit, which is part of DDG/DPR, conducts applied economic research with a thematic focus and disseminates its findings both within UNIDO and to development practitioners. It provides strategic and thematic policy advice to Member States to accelerate industrial development and competitiveness. The Unit also supports Member States in the design and implementation of policies to expand and diversify their productive capacity, and advocates sustainable industrialization strategies at the global and national level.

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Main Functions

Under the overall supervision of the Branch Director and the direct supervision of the Unit Chief, the incumbent will be

responsible for providing industrial policy advice with a particular emphasis on issues related to economic growth, technological change and employment generation:

1. Contribute to the Branch's analytical foundations for evidence-based policy making, especially through studies and publications, participating in research meetings, providing detailed comments to papers and being directly involved in the usage of UNIDO's industrial statistics. Generates and maintains a network of university contacts, business leaders, development practitioners and policy makers for the purpose of collaboration in the field of industrial policies.
2. Undertake the qualitative and quantitative analytical work at the core of methodologies and indicators for country benchmarking and comparing products, technologies, and sectors with high potential across countries in terms of inclusive and sustainable industrial development. Produce the accompanying reports and manuals.
3. Collaborate with the staff of the DPR Branch to develop an integrated policy advisory and to prepare UNIDO publications and other information dissemination aids and tools. Organize and run in cooperation with other units in-house UNIDO policy advice activities and prepare research and technical papers for external seminars, conferences, journals etc.
4. Contribute to the preparation of country and regional diagnostic studies, training material and course work to disseminate UNIDO's approach to industrial strategy setting.
5. Assist in the provision of analysis and advice on international trends on economic growth, technological change and employment generation and on the capacity of governments to design, implement, monitor and evaluate related industrial policies.
6. Assist in providing advice to relevant stakeholders in Member States, especially LDCs and lower-middle income ones, on inclusive and sustainable industrial development strategies and policies and facilitates the underlying industrial policy making processes.
7. Cooperate with other units in-house in mobilizing the funds necessary for project and programme implementation.
8. Complete other tasks and duties as required by the Director.

Core Competencies:

Client orientation, Communication and trust, Organizational development & innovation, Planning and organizing, Results orientation and accountability, Team orientation, Core Values: Integrity, Professionalism and Respect for Diversity.

Minimum Requirements

Education:

University - Master's degree or equivalent, Economics - and/or Business Administration, preferably with specialization in international and/or developmental issues.

UNIDO Languages:

English (Fluent), knowledge of other UN Languages, especially Spanish, would be an asset.

Field of Expertise:

Science and research (5 years and more), in areas listed under the Main Functions with previous experience in conducting quantitative research on relevant themes. Some experience preferably in an international environment. Proven experience in providing advice to policymakers, preferably from Least Development Countries, for the implementation of industrial strategies/policies would be an advantage.

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VACANCY ANNOUNCEMENT INTERNAL/EXTERNAL

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Vacancy Announcement No:	VA2014_P_EXT_00062	Date of Issuance:	29 May 2014
Post Title and Level:			Human Resource Specialist, P4
Duty Station:			Vienna, Austria
Organizational Unit:			Staff Services & Employee Relations Unit Human Resource Management Branch Prog. Support & General Manag. Division
Indicative Minimum Net Annual Remuneration:			USD 114,803.-
<i>(for further information on salaries, refer to the International Civil Service Commission website: http://icsc.un.org/secretariat/sad.asp?include=ss)</i>			
Type of Appointment:			Fixed Term (100 series)
Employment Fraction:			Staff-Full-time
Deadline for the receipt of applications:			19 June 2014

Organizational Context

The United Nations Industrial Development Organization (UNIDO) is a specialized agency of the United Nations. Its mandate is to promote and accelerate sustainable industrial development in developing countries and economies in transition, and work towards improving living conditions in the world's poorest countries by drawing on its combined global resources and expertise.

The Programme Support and General Management Division (PSM) is responsible for one of the major UNIDO programmes, which consists of four subprogrammes managed respectively by the Human Resource Management Branch, the Financial Services Branch, the Information and Communication Management Services and the Operational Support Services Branch.

The Human Resource Management Branch (PSM/HRM) specifically provides a broad range of services, including the development and implementation of HR policies, best practices, systems and tools that facilitate effective and efficient management of the UNIDO human capital and thus enable the Organization to achieve its business and strategic goals, while upholding the impartiality and fairness embodied in its Staff Regulations and Rules. Organizationally, HRM Branch consists of the Office of the Director and two Units, namely the Human Resource Planning and Development Unit (HPD) and the Staff Services and Employee Relations Unit (SSR).

This position is located in the Staff Services and Employee Relations Unit (SSR), which bears inter alia overall responsibility for (i) providing statutory administrative and operational support services related to contracts, benefits and entitlements of all UNIDO employees holding letters of appointment under 100-, 200- and 300-series of Staff Rules and those employed on Individual Service Agreement; (ii) managing and coordinating the Organization's group life and health insurance schemes (in- and after-service), (iii) coordinating the Organization's due process related to staff appeals, disciplinary measures, disputes and conflicts; (iv) maintaining employees' official personnel records and status files; and (v) maintaining HRM's system of policies, practices, staff rules and administrative issuances.

Under the overall supervision of the Director of the Branch, the direct supervision of the Unit Chief and in close collaboration with other HR Specialists in the Unit and the Branch, the incumbent acts as Team Leader of a group of HR Assistants responsible for the delivery of a full range of statutory administrative and operational support services related to the personnel, both staff and consultants, of the assigned cluster of organizational units.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

After a certain number of years located at Headquarters, the incumbent must be prepared to be rotated into a position in one of UNIDO's field offices, as part of the Organization's Field Rotation Policy.

Main Functions

The responsibilities of the incumbent include but are not limited to the following tasks:

Plan, coordinate and supervise the delivery of the statutory administrative and operational support services related to the employees' contracts, benefits and entitlements (except social security and pension fund benefits) by the team ensuring compliance with the staff regulations, staff rules, administrative instructions and decisions of the supervisors.

Provide expert advice to staff and managers on staff benefits, entitlements and other terms and conditions of service, including relevant rules, regulations, policies and administrative practices.

Within delegated authority review and approve/sign the letters of appointment, ISA contracts, corresponding personnel actions, etc. paper-based as well as electronic using UNIDO ERP system, on employees' contractual status, benefits and entitlements on behalf of the Director-General.

Guide, coordinate and supervise the work of the team members under direct supervision. Appraise their performance, provide regular and systematic feedback and advice in the performance of their duties and in special cases.

Monitor and analyze UNIDO policies and administrative practices in the area of administration of and services to personnel. Prepare the first draft or coordinate preparation, review, approval and implementation of amendments to UNIDO Staff Rules and Regulations and other administrative issuances.

Provide input to and/or prepare the first draft of the required submissions to the established review bodies with relevant facts and background information on the contested decisions, disputes, etc. Coordinate the review and clearance of such submissions by the supervisors and/or Office of Legal Affairs, as and when appropriate/requested.

Serve as the Branch focal point on the assigned issues(s) or subject(s). In that capacity, coordinate the required actions within and outside of the Branch, prepare/coordinate/consolidate submission of the required information and accurate statistical data as well as its review and clearance by the supervisors, as and when appropriate/requested.

Carry out other assignments and special projects as assigned.

Core Competencies:

Results orientation and accountability; planning and organizing; communication and trust; team orientation; client orientation; organizational development and innovation.

Core values: integrity; professionalism; respect for diversity.

Minimum Requirements

Education:

University - Master's degree or equivalent, in human resources management, administrative law, public or business administration or relevant field.

UNIDO Languages:

English (Fluent), knowledge of other UN Official languages is an asset.

Computer skills:

Databases (Fully proficient), E-mail (Fully proficient), Enterprise Planning Systems (Fully proficient), Internet (Fully proficient), Spreadsheets (Fully proficient), Word processing (Fully proficient), knowledge and/or experience with SAP is an advantage.

Field of Expertise:

Seven years or more of progressively responsible professional working experience in human resource management, including 4 years at the international level or in an international organization; advanced knowledge of HRM policies and practices in the UN Common System. Working experience in human resource management in one of the UN Common System organizations at the professional level is highly desirable. Demonstrated experience in policy development and best practices promotion, including drafting of policy proposals and analytical papers is required. Supervisory experience will be an asset.

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VACANCY ANNOUNCEMENT INTERNAL/EXTERNAL

Female candidates from all Member States are particularly encouraged to apply.

Vacancy Announcement No:	VA2014_P_EXT_00062	Date of Issuance:	29 May 2014
Post Title and Level:			Human Resource Specialist, P4
Duty Station:			Vienna, Austria
Organizational Unit:			Staff Services & Employee Relations Unit Human Resource Management Branch Prog. Support & General Manag. Division
Indicative Minimum Net Annual Remuneration:			USD 114,803.-
<i>(for further information on salaries, refer to the International Civil Service Commission website: http://icsc.un.org/secretariat/sad.asp?include=ss)</i>			
Type of Appointment:			Fixed Term (100 series)
Employment Fraction:			Staff-Full-time
Deadline for the receipt of applications:			19 June 2014

Organizational Context

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The Human Resource Management Branch (PSM/HRM) specifically provides a broad range of services, including the development and implementation of HR policies, best practices, systems and tools that facilitate effective and efficient management of the UNIDO human capital and thus enable the Organization to achieve its business and strategic goals, while upholding the impartiality and fairness embodied in its Staff Regulations and Rules. Organizationally, HRM Branch consists of the Office of the Director and two Units, namely the Human Resource Planning and Development Unit (HPD) and the Staff Services and Employee Relations Unit (SSR).

This position is located in the Staff Services and Employee Relations Unit (SSR), which bears inter alia overall responsibility for (i) providing statutory administrative and operational support services related to contracts, benefits and entitlements of all UNIDO employees holding letters of appointment under 100-, 200- and 300-series of Staff Rules and those employed on Individual Service Agreement; (ii) managing and coordinating the Organization's group life and health insurance schemes (in- and after-service), (iii) coordinating the Organization's due process related to staff appeals, disciplinary measures, disputes and conflicts; (iv) maintaining employees' official personnel records and status files; and (v) maintaining HRM's system of policies, practices, staff rules and administrative issuances.

Under the overall supervision of the Director of the Branch, the direct supervision of the Unit Chief and in close collaboration with other HR Specialists in the Unit and the Branch, the incumbent acts as Team Leader of a group of HR Assistants responsible for the delivery of a full range of statutory administrative and operational support services related to the personnel, both staff and consultants, of the assigned cluster of organizational units.

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Main Functions

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Monitor and analyze UNIDO policies and administrative practices in the area of administration of and services to personnel. Prepare the first draft or coordinate preparation, review, approval and implementation of amendments to UNIDO Staff Rules and Regulations and other administrative issuances.

Provide input to and/or prepare the first draft of the required submissions to the established review bodies with relevant facts and background information on the contested decisions, disputes, etc. Coordinate the review and clearance of such submissions by the supervisors and/or Office of Legal Affairs, as and when appropriate/requested.

Serve as the Branch focal point on the assigned issues(s) or subject(s). In that capacity, coordinate the required actions within and outside of the Branch, prepare/coordinate/consolidate submission of the required information and accurate statistical data as well as its review and clearance by the supervisors, as and when appropriate/requested.

Carry out other assignments and special projects as assigned.

Core Competencies:

Results orientation and accountability; planning and organizing; communication and trust; team orientation; client orientation; organizational development and innovation.

Core values: integrity; professionalism; respect for diversity.

Minimum Requirements

Education:

University - Master's degree or equivalent, in human resources management, administrative law, public or business administration or relevant field.

UNIDO Languages:

English (Fluent), knowledge of other UN Official languages is an asset.

Computer skills:

Databases (Fully proficient), E-mail (Fully proficient), Enterprise Planning Systems (Fully proficient), Internet (Fully proficient), Spreadsheets (Fully proficient), Word processing (Fully proficient), knowledge and/or experience with SAP is an advantage.

Field of Expertise:

Seven years or more of progressively responsible professional working experience in human resource management, including 4 years at the international level or in an international organization; advanced knowledge of HRM policies and practices in the UN Common System. Working experience in human resource management in one of the UN Common System organizations at the professional level is highly desirable. Demonstrated experience in policy development and best practices promotion, including drafting of policy proposals and analytical papers is required. Supervisory experience will be an asset.

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The Programme Support and General Management Division (PSM) is responsible for one of the major UNIDO programmes, which consists of four subprogrammes managed respectively by the Human Resource Management Branch, the Financial Services Branch, the Information and Communication Management Services and the Operational Support Services Branch.

The Human Resource Management Branch (PSM/HRM) specifically provides a broad range of services, including the development and implementation of HR policies, best practices, systems and tools that facilitate effective and efficient management of the UNIDO human capital and thus enable the Organization to achieve its business and strategic goals, while upholding the impartiality and fairness embodied in its Staff Regulations and Rules. Organizationally, HRM Branch consists of the Office of the Director and two Units, namely the Human Resource Planning and Development Unit (HPD) and the Staff Services and Employee Relations Unit (SSR).

This position is located in the Staff Services and Employee Relations Unit (SSR), which bears inter alia overall responsibility for (i) providing statutory administrative and operational support services related to contracts, benefits and entitlements of all UNIDO employees holding letters of appointment under 100-, 200- and 300-series of Staff Rules and those employed on Individual Service Agreement; (ii) managing and coordinating the Organization's group life and health insurance schemes (in- and after-service), (iii) coordinating the Organization's due process related to staff appeals, disciplinary measures, disputes and conflicts; (iv) maintaining employees' official personnel records and status files; and (v) maintaining HRM's system of policies, practices, staff rules and administrative issuances.

Under the overall supervision of the Director of the Branch, the direct supervision of the Unit Chief and in close collaboration with other HR Specialists in the Unit and the Branch, the incumbent acts as Team Leader of a group of HR Assistants responsible for the delivery of a full range of statutory administrative and operational support services related to the personnel, both staff and consultants, of the assigned cluster of organizational units.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

After a certain number of years located at Headquarters, the incumbent must be prepared to be rotated into a position in one of UNIDO's field offices, as part of the Organization's Field Rotation Policy.

Main Functions

The responsibilities of the incumbent include but are not limited to the following tasks:

Plan, coordinate and supervise the delivery of the statutory administrative and operational support services related to the employees' contracts, benefits and entitlements (except social security and pension fund benefits) by the team ensuring compliance with the staff regulations, staff rules, administrative instructions and decisions of the supervisors.

Provide expert advice to staff and managers on staff benefits, entitlements and other terms and conditions of service, including relevant rules, regulations, policies and administrative practices.

Within delegated authority review and approve/sign the letters of appointment, ISA contracts, corresponding personnel actions, etc. paper-based as well as electronic using UNIDO ERP system, on employees' contractual status, benefits and entitlements on behalf of the Director-General.

Guide, coordinate and supervise the work of the team members under direct supervision. Appraise their performance, provide regular and systematic feedback and advice in the performance of their duties and in special cases.

Monitor and analyze UNIDO policies and administrative practices in the area of administration of and services to personnel. Prepare the first draft or coordinate preparation, review, approval and implementation of amendments to UNIDO Staff Rules and Regulations and other administrative issuances.

Provide input to and/or prepare the first draft of the required submissions to the established review bodies with relevant facts and background information on the contested decisions, disputes, etc. Coordinate the review and clearance of such submissions by the supervisors and/or Office of Legal Affairs, as and when appropriate/requested.

Serve as the Branch focal point on the assigned issues(s) or subject(s). In that capacity, coordinate the required actions within and outside of the Branch, prepare/coordinate/consolidate submission of the required information and accurate statistical data as well as its review and clearance by the supervisors, as and when appropriate/requested.

Carry out other assignments and special projects as assigned.

Core Competencies:

Results orientation and accountability; planning and organizing; communication and trust; team orientation; client orientation; organizational development and innovation.

Core values: integrity; professionalism; respect for diversity.

Minimum Requirements

Education:

University - Master's degree or equivalent, in human resources management, administrative law, public or business administration or relevant field.

UNIDO Languages:

English (Fluent), knowledge of other UN Official languages is an asset.

Computer skills:

Databases (Fully proficient), E-mail (Fully proficient), Enterprise Planning Systems (Fully proficient), Internet (Fully proficient), Spreadsheets (Fully proficient), Word processing (Fully proficient), knowledge and/or experience with SAP is an advantage.

Field of Expertise:

Seven years or more of progressively responsible professional working experience in human resource management, including 4 years at the international level or in an international organization; advanced knowledge of HRM policies and practices in the UN Common System. Working experience in human resource management in one of the UN Common System organizations at the professional level is highly desirable. Demonstrated experience in policy development and best practices promotion, including drafting of policy proposals and analytical papers is required. Supervisory experience will be an asset.

THE INITIAL FIXED TERM APPOINTMENT WILL BE UNTIL 30 JUNE 2016 WITH POSSIBILITY OF EXTENSION.

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All applications must be submitted online through the Online Recruitment System

Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process.

Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependants, under the procedures established by the Director General.

Visit the UNIDO web site for details on how to apply: www.unido.org

NOTE: The Director General retains the discretion to make an appointment to this post at a lower level.

Notice to applicants:

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UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPPEMENT INDUSTRIEL
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

VACANCY ANNOUNCEMENT INTERNAL/EXTERNAL

Female candidates from all Member States are particularly encouraged to apply.

Vacancy Announcement No:	VA2014_P_EXT_00058	Date of Issuance:	29 May 2014
Post Title and Level:			Industrial Development Officer, P3
Duty Station:			Vienna, Austria
Organizational Unit:			Statistics Unit Devel. Policy Stat. & Str. Res. Branch Office of the Deputy to the DG
Indicative Minimum Net Annual Remuneration:			USD 95,424
<i>(for further information on salaries, refer to the International Civil Service Commission website: http://icsc.un.org/secretariat/sad.asp?include=ss)</i>			
Type of Appointment:			Fixed Term (100 series)
Employment Fraction:			Staff-Full-time
Deadline for the receipt of applications:			19 June 2014

Organizational Context

The United Nations Industrial Development Organization (UNIDO) is a specialized agency of the United Nations. Its mandate is to promote and accelerate sustainable industrial development in developing countries and economies in transition, and work towards improving living conditions in the world's poorest countries by drawing on its combined global resources and expertise.

The position is located in the Statistics Unit (STA) of the Development Policy, Statistics and Research Branch (DPR), Office of the Deputy to the Director General (DDG).

The Statistics Unit (STA) of the Development Policy, Statistics and Research is responsible for implementation of UNIDO's international mandate in production and dissemination of worldwide key industrial statistics. STA supports UNIDO's technical cooperation, research and policy advice functions with timely and reliable statistics, disseminates global industrial statistics worldwide and provides technical assistance to the National Statistical Organizations (NSOs) in the field of industrial statistics.

The duties of this post are related to i) development of statistical methods for collection, compilation and analysis of business and industrial structure data including statistical indicators of industrial performance and the composite indices, ii) analysis and evaluation of manufacturing trends and related economic and policy issues and acts as liaison between the activities of the statistics and research and policy units, iii) assess the country request, develop, formulate and implement TC projects for capacity building in the field of industrial statistics and their industrial policy applications, iv) organize global forum activities related to the statistical programme of the Branch, such as conferences, seminars, EGM etc.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

Main Functions

Under the overall guidance of the Director of Branch and the direct supervision of the Chief of the Statistics Unit, the incumbent will be responsible for:

Compilation, quality assurance and analysis of statistical data:

Develop and apply appropriate statistical methods for data collection, compilation and dissemination – based on recent recommendations and best practices, it includes quality assurance of statistics produced by unit in terms of coherence and

international comparability; enhance the scope of statistical indicators of industrial performance including composite indices and prepare a regular analytical publication in close cooperation with Policy Advice group of the Branch. Contribute to the thinking, analysis and formulation of new statistical indicators, methodologies and approaches.

Analysis and industrial policy support:

Within the realm of research agenda of the Organization and Branch, contribute to research and analysis on sustainable manufacturing and industrial growth and development trends based on UNIDO's industrial statistics database and derived indicators. Prepare working papers, reports, articles and other means of dissemination of research results. Operationalize research findings through technical assistance projects and the development of methodologies and other knowledge components for inclusion in UNIDO industrial policy advisory services. Contribute to the overall Branch's work through participating in meetings and missions, providing detailed comments to papers and being directly involved in joint analytical and industrial policy work with staff members of other Branch units and groups. Take on other analytical and research activities within the mandate of organization.

Formulation and implementation of technical cooperation projects:

Conceptualize and implement technical assistance project for advice and capacity building in the field of industrial statistics and/or industrial policy within the scope of UNIDO's mandate. Prepare statistical, economic and policy relevant concept papers and training materials in response to the needs of recipient governments. Explore funding possibilities and negotiate agreement with partner agencies, manage the approved projects, prepare progress and evaluation reports.

Global Forum:

Organize global forum activities such as conferences, seminars, workshops, training courses, EGM etc related to the statistical and other programmes of the Branch – it includes preparation of the programme, concept notes, background papers, reports and other documents.

Other activities:

Perform any other related duties and ad-hoc assignments as required, including administrative tasks necessary for the final delivery of the work programmes as assigned by the Unit Chief or Branch Director.

Core Competencies:

Client orientation, Communication and trust, Organizational development & innovation, Planning and organizing, Results orientation and accountability, Team orientation, Core Values: Integrity, Professionalism, Respect for Diversity.

Minimum Requirements

Education:

University - Master's degree or equivalent, Economics - Statistics, Mathematics or related field.

UNIDO Languages:

English (Fluent), fluency and/or working knowledge of another UN Official language, particularly French or Spanish, is desirable.

Field of Expertise:

Economics (5 years and more), including economic research and analysis, policy formulation or related fields. Experience at the international level involving technical cooperation in developing countries. Experience in the collection, compilation, analysis and dissemination of statistical data or related area, and familiarity with the international recommendations on industrial statistics are highly desirable. Exposure to the needs, conditions and problems in developing countries.

THE FIXED TERM APPOINTMENT WILL BE UNTIL 31 MARCH 2016.

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Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process.

Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependants, under the procedures established by the Director General.

Visit the UNIDO web site for details on how to apply: www.unido.org

NOTE: The Director General retains the discretion to make an appointment to this post at a lower level.

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VACANCY ANNOUNCEMENT
INTERNAL/EXTERNAL

Female candidates from all Member States are particularly encouraged to apply.

Vacancy Announcement No:	VA2014_P_EXT_057	Date of Issuance:	29 May 2014
Post Title and Level:			Industrial Policy Officer, P4
Duty Station:			Vienna, Austria
Organizational Unit:			Research and Policy Advice Group Devel. Policy Stat. & Str. Res. Branch Office of the Deputy to the DG
Indicative Minimum Net Annual Remuneration:			USD 114,803.-
<i>(for further information on salaries, refer to the International Civil Service Commission website: http://icsc.un.org/secretariat/sad.asp?include=ss)</i>			
Type of Appointment:			Fixed Term (100 series)
Employment Fraction:			Staff-Full-time
Deadline for the receipt of applications:			19 June 2014

Organizational Context

The United Nations Industrial Development Organization (UNIDO) is a specialized agency of the United Nations. Its mandate is to promote and accelerate sustainable industrial development in developing countries and economies in transition, and work towards improving living conditions in the world's poorest countries by drawing on its combined global resources and expertise.

The position is located in the Research and Policy Unit (RPA) of the Development Policy, Statistics and Strategic Research Branch (DPR), Office of the Deputy to the Director General (DDG).

The Office of the Deputy to the Director General is responsible for providing substantive support to the Director General in both his strategic and day-to-day management of UNIDO. For the effective discharge of these responsibilities, the Office of the Deputy to the Director General gives guidance to the various organizational entities comprising the Office, and coordinates and consolidates their inputs into the formulation of actionable policy recommendations for the Director General. In addition, it manages the Organization's strategic relations with its Member States and other stakeholders and partners in the United Nations system, the broader development community, civil society and academia. The office of the Deputy to the Director General consists of the Strategic Planning, Donor Partnerships, and Quality Assurance Branch (DDG/SDQ), the Policymaking Organs Secretariat, Advocacy and External Relations Branch (DDG/PMR), the Development Policy and Strategic Research Branch (DDG/DPR), and the UNIDO Liaison Offices in New York, Geneva, and Brussels.

The Research and Policy Unit (RPA) conducts applied economic research with a thematic focus and disseminates its findings both within UNIDO and to development practitioners. It provides strategic and thematic policy advice to Member States to accelerate industrial development and competitiveness. The Unit also supports Member States in the design and implementation of policies to expand and diversify their productive capacity, and advocates sustainable industrialization strategies at the global and national level.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

After a certain number of years located at Headquarters, the incumbent must be prepared to be rotated into a position in one of UNIDO's field offices as part of the Organization's Field Rotation Policy.

Main Functions

Under the overall supervision of the Branch Director and the direct supervision of the Unit Chief, the incumbent will be responsible for advising on industrial development issues and undertaking related research activities with a particular emphasis on issues related to economic growth, technological change and employment generation:

1. Advise relevant stakeholders in Member States, especially LDCs and lower-middle income ones, on inclusive and sustainable industrial development strategies and policies and facilitates the underlying industrial policy making processes. This includes, among others: commenting on, appraising or revising draft project proposals submitted by requesting Governments; guiding and/or preparing relevant studies; facilitating the interaction between stakeholders; advising Governments on financing institutions, multilateral and bilateral organizations and other strategic partners; and providing technical advice to strategic partners. Support the design and implementation of institutional capacity-building projects in the area of industrial strategy.
2. Provide guidance on international trends on economic growth, technological change and employment generation and on the capacity of governments to design, implement, and monitor related industrial policies
3. Lead the preparation of country and regional diagnostic studies and lead the delivery of training material and course work to disseminate UNIDO's approach to industrial strategy.
4. Conceptualize and formulate effective and innovative cooperation strategies for programme development. Develop methodologies and indicators for benchmarking and comparing products, technologies, and sectors with high potential across countries in terms of inclusive and sustainable industrial development. Produce the accompanying reports and manuals.
5. Collaborate with the staff of the DPR Branch to develop an integrated research programme and statistics on industrial structural change. Prepare UNIDO publications and other information dissemination aids and tools. Organize and run in cooperation with other units in-house UNIDO global forum activities and prepare research and technical papers for external seminars, conferences, journals etc.
6. Conducts research on good policy practice and on the capacity of governments to design, implement, monitor and evaluate related industrial strategies and policies.
7. Cooperate with other units in-house to mobilize the funds necessary for project and programme implementation, often taking the leadership role.
8. Complete other tasks and duties as required by the Director.

Core Competencies:

Client orientation, Communication and trust, Organizational development & innovation, Planning and organizing, Results orientation and accountability, Team orientation, Core Values: Integrity, Professionalism, Respect for Diversity.

Minimum Requirements

Education:

University - Master's degree or equivalent, Economics - or Business Administration (preferably at PhD level), if possible with a background in international/development issues.

UNIDO Languages:

English (Fluent), French (Fluent), knowledge of other UN languages would be an asset.

Field of Expertise:

Economics (7 years and more), with proven experience in providing advice to policy makers for the implementation of industrial strategies/policies. Experience in an international environment is desirable. Previous experience in conducting quantitative research on relevant themes would be an asset.

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