

## Job Opening

<b>Posting Title:</b>	Principal Programme Management Officer, D1
<b>Job Code Title:</b>	Principal Programme Management Officer
<b>Department/Office:</b>	Office of Counter-Terrorism
<b>Duty Station:</b>	NEW YORK
<b>Posting Period:</b>	02 July 2018 - 15 August 2018
<b>Job Opening Number:</b>	18-Programme Management-UNOCT-91127-R-New York (X)
<b>Staffing Exercise</b>	N/A



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### Org. Setting and Reporting

The position is located in the Office of the Under-Secretary-General of the Office of Counter-Terrorism (OCT). The OCT is located at the United Nations Headquarters in New York. The United Nations Counter-Terrorism Centre (UNCCT) is placed within the OCT and undertakes counter-terrorism capacity building projects at the global, regional and national level to contribute to the full implementation of all four Pillars of the UN Global Counter-Terrorism Strategy through the OCT. This position directly reports to the Under-Secretary-General of the OCT.

### Responsibilities

Advises and assists the Under-Secretary-General on a variety of tasks assigned to the Office of Counter-Terrorism by the Secretary-General, especially in the areas of implementation of the United Nations Global Counter-Terrorism Strategy, for which the Department was designated as focal point by the General Assembly resolution A/RES/71/291 adopted on 15 June 2017, through close coordination with Directors and Section Chiefs and in partnership with other Departments and Offices within the UN Secretariat.

Formulates and implements the substantive work programme of the Office under his/her supervision. Oversees the management of activities undertaken by the Office/Branch/Service/Division, ensures that programmed activities are carried out in a timely fashion and co-ordinates work in the different areas both within the Office of Counter-Terrorism Division and Department, and with the Executive Office of DPA and with other organizations of the United Nations System, as appropriate.

Oversee the management of activities undertaken by the O/USG, ensuring that programmed activities of the O/USG are carried out in a timely fashion and co-ordinating work between the different units of the O/USG, with the Executive Office and with other organizations of the United Nations System, as appropriate.

Leads, supervises and carries out the work programme of the O/USG. Co-ordinates the work carried out by the Strategic Planning and Coordination Section and the External Relations Management and Communications Section, ; and provides programmatic reviews of the drafts prepared by O/USG.

Co-ordinates and oversees the preparation of administrative and financial reports for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budget Questions and Committee for Programme Coordination, as appropriate.

Reports to intergovernmental bodies on budget/programme performance or on programmatic issues, as appropriate, particularly those presented in biannual and/or annual reports. Ensures that the results based budgeting outputs reported by the Office of Counter-Terrorism maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all results based budgeting outputs produced by the Sections under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates.

Assists the Under-Secretary-General and Senior Management in preparing the work programme of the Office of Counter-Terrorism, , determining priorities, and allocating resources for the completion of outputs and their timely delivery. In support of OCT's Senior Management, undertakes or oversees the administrative tasks necessary for the functioning of the Office, including preparation of budgets, reporting on budget/programme

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performance, evaluation of staff performance (PAS), interviews of candidates for job openings, evaluation of candidates and preparation of inputs for results-based budgeting. In support of OCT's Senior Management, monitors activities of sections under his/her responsibility, brings to the attention of the USG matters of relevance, recommending the most appropriate course of action to be followed and conveying decisions taken by the USG to section chiefs under his/her responsibility, as well as following-up on their implementation.

**Competencies**

**Professionalism:** Knowledge of the substantive field of work in general and of specific areas being supervised. Ability to produce reports and papers on technical issues and to review and edit the work of others. Ability to apply UN rules, regulations, policies and guidelines in work situations. 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.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**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.

**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.

**Judgement/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 degree) in business or public administration, finance, accounting, law, social sciences or related area. A first-level university degree in combination with qualifying two additional years of experience may be accepted in lieu of the advanced university degree.

**Work Experience**

A minimum of fifteen years of progressively responsible experience in project or programme management, administration or related area is required. Programme management experience within the context of Counter-terrorism is desirable. Experience presenting proposals to governing and legislative bodies is desirable. Experience with the implementation of Change Management initiative is desirable. Experience advising senior officials is desirable.

**Languages**

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English is required. Knowledge of another UN official language is an advantage.

**Assessment**

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

**Special Notice**

This post is funded for a finite period of one year. Extension of the appointment is subject to Extension of the mandate and/or the availability of the funds.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

**United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in

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the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

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