

Posting Title : Chief of Section, Population Affairs, P5  
Job Code Title : CHIEF OF SECTION, POPULATION AFFAIRS  
Department/ Office : Department of Economic and Social Affairs  
Location : NEW YORK  
Posting Period : 27 September 2016-25 November 2016  
Job Opening number : 16-Population Affairs-DESA-65246-R-NEW YORK (G)  
Staffing Exercise : N/A

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

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### **Special Notice**

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. Staff members of the United Nations Secretariat must fulfil the lateral move requirements to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover note.

### **Org .Setting And Reporting**

This position is located in the Population and Development Section of the Population Studies Branch in the Population Division of the Department of Economic and Social Affairs. The Population Division was created in 1946 with the mandate of strengthening the capacity of the international community to address current and emerging population issues and to integrate population dimensions into the development agenda at the national and international levels. The incumbent reports to the Chief of the Population Studies Branch Branch.

### **Responsibilities**

Within delegated authority, the Chief of the Population and Development Section will be responsible for the following duties:-Provides guidance to the Chief of the Population Studies Branch on formulation, organization and management of the substantive work programme of the Section in the field of population and development;-Plans and oversees the management of activities undertaken by the Section; ensures that substantive work programmes and programmed activities are carried out in a timely fashion, including, inter alia, the design of technical studies on population trends and their interrelations to social and economic development, especially with regard to population ageing, urbanization and the environment; the compilation and analysis of relevant data; and the selection or development of appropriate

analytical methodology. Co-ordinates diverse projects in the Section, and, in liaison with other organizations of the United Nations System, donors and agencies as appropriate.- Manages, supervises and carries out the work programme of the Section. Co-ordinates the work carried out by the Section; provides programmatic and substantive reviews of drafts prepared by others.-Provides substantive input in the preparation of position papers and reports for presentation to intergovernmental bodies such as the Commission on Population and Development, the Economic and Social Council, the General Assembly and other policy-making organs, as appropriate.-Contributes to the reporting to intergovernmental bodies on programmatic/ substantive issues, as appropriate, particularly those presented in biannual and/or annual reports.-Ensures that the outputs produced by the Section maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the Section under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates.-Prepares inputs for the work programme of the Division, determining priorities, and allocating resources for the completion of outputs and their timely delivery.-Carries out programmatic/administrative tasks necessary for the functioning of the Section, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance (PAS), interviews of candidates for job openings and evaluation of candidates.-Recruits staff for Section taking due account of geographical and gender balance and other institutional values.-Manages, guides, develops and trains staff under his/her supervision.-Fosters teamwork and communication among staff in the Section and across organizational boundaries.-Represents the Organization at inter-agency meetings, seminars, etc. on substantive-related issues.-Participates in international, regional or national meetings and provides programmatic/substantive expertise on issues related to population and development, or holds programmatic/substantive and organizational discussions with representatives of other institutions.

### **Competencies**

- Professionalism: Expert knowledge of the interlinkages between population and development, such as with respect to population ageing, urbanization and the environment; 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.
- Planning & 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.
- 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. •Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly. •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 demography, or in a related field such as economics, sociology, geography or statistics with an emphasis in population, is required. Candidates with an advanced university degree in another area may be considered provided that they have a strong record of research experience in a range of population and development issues, and publications that demonstrate mastery of demographic techniques, research and analysis. A first-level university degree in combination with additional two years of qualifying work experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of ten years of progressively responsible experience in population analysis and research or related field is required. Experience on the interlinkages between population dynamics and social and economic development is desirable. Experience in overseeing the preparation of technical reports on topics related to population and development is desirable. Experience in communicating with technical experts, policy-makers and government officials on population and development issues are desirable. Experience in managing a team and in planning and executing a long-term work programme is desirable.

### **Languages**

English and French are the working languages of the UN Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another UN official language is desirable.

### **Assessment**

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

### **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law. 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 At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The screening and 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, including but not limited to, their education, work experience, and language skills, according to the instructions provided on inspira. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: 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 a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (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.