

Posting Title : Population Affairs Officer, P3
Job Code Title : POPULATION AFFAIRS OFFICER
Department/ Office : Department of Economic and Social Affairs
Location : NEW YORK
Posting Period : 17 January 2018-2 March 2018
Job Opening number : 18-POP-DESA-90908-R-NEW YORK (G)
Staffing Exercise : N/A

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

Org .Setting And Reporting

This position is located in the Migration Section of the Population Division of the Department of Economic and Social Affairs (DESA). 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 Migration Section.

Responsibilities

Within delegated authority, the duties of a Population Affairs Officer are the following: ? Provides substantive support to intergovernmental bodies and processes on population issues, such as the Commission on Population and Development, the Economic and Social Council or the General Assembly. This includes preparing reports or inputs for reports, attending meetings and preparing summary reports, and assisting in the organization of panels and round tables. ?Develops and maintains databases on demographic indicators, population and development indicators, population policy information and indicators or information on other population-related issues. Programs and oversees the development of appropriate software for the efficient use and management of data in databases. ?Prepares population estimates and projections. This task includes the application of techniques of demographic analysis to estimate demographic indicators and to evaluate population data for completeness and accuracy so as to adjust the data as needed. It also includes the application and development of techniques or methods of population projection, and the provision of expert input to the periodic revisions of assumptions underlying the population projections?Designs and carries out technical studies or research reports on population trends and policies and their relations to social and economic factors in specific topical areas such as fertility; family planning; internal and international migration; urbanization; mortality; population structure and composition; population ageing; population, environment and development. Writes

substantive reports on the results of the studies carried out?Applies, adapts or develops methodologies for demographic analysis. Develops tools for the appropriate implementation of these methodologies. Programming experience is necessary to perform this task, as is a solid background in statistics or mathematics.?Assists in the organization and servicing of expert group meetings, seminars, etc. on population-related issues.?Attends international, regional and national meetings on population issues to present results of demographic analysis and research; keeps abreast of developments in the field, gathers information, networks and holds discussions on population issues with colleagues in other institutions.?Provides, as necessary, substantive support to technical cooperation projects in the area of population and development.?Prepares briefing notes on population and development issues for senior officials.?Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work unit's products.

Competencies

?Professionalism: Knowledge of methods of demographic analysis and theories pertaining to demographic change and population trends. Ability to produce reports and technical papers on population issues, preferably including own-name publications in technical journals or other scientific publications;- 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. ?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.?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.

Education

Advanced university degree (Master's degree or equivalent degree) in demography, sociology, statistics, economics or related field is required. A first-level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in population analysis and research or related area is required. Experience in migration analysis and research is desirable. Experience in using statistical database software, in particular MS Excel, is desirable. Experience in interacting with national governments and UN entities 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

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. For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 September 2017, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belarus, Belize, Brazil, Brunei Darussalam, Cabo Verde, Cambodia, Central African Republic, China, Comoros, Cyprus, Democratic People's Republic of Korea, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Indonesia, Islamic Republic of Iran, Iraq, Japan, Kiribati, Kuwait, Kyrgyzstan, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Mozambique, Nauru, Norway, Oman, Palau, Papua New Guinea, Qatar, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Sao Tome and Principe, Saudi Arabia, Seychelles, Solomon Islands, South Sudan, Suriname, Syrian Arab Republic, Thailand, Timor-Leste, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela and Viet Nam.

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. 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.