

TEMPORARY VACANCY ANOUNCEMENT

DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS Population Division

**Temporary assignment starting as soon as possible and to 31 July 2009
with possibility of extension**

Post Number Station	Grade	Functional title	Duty
UNA-009-03060-EP3-0002	P-3	Population Affairs Officer	New York

DUTIES AND RESPONSIBILITIES

Under the supervision of the Chief of the Population and Development Section of the Population Division, Department of Economic and Social Affairs, the incumbent assists in implementing the work programme of the Population and Development Section and performs the following functions:

- Prepares reports on the interrelations between population factors and development, including those pertaining to population ageing, urbanization and the spatial distribution of the population, and the environment. This task entails the use of population data and the application of demographic techniques to analyse the relations with socio-economic indicators.
- Conducts studies on population trends and their impact on social and economic development, especially with regard to population ageing, internal and international migration; urbanization; health and mortality; and the environment. Drafts substantive reports on the results of these studies.
- Provides support on population and development issues to intergovernmental bodies, such as the Commission on Population and Development, the Economic and Social Council, the General Assembly and the regional commissions. This activity includes preparing reports or inputs for reports to intergovernmental bodies, attending meetings, preparing summary reports on meetings, assisting in the organization of panels or round tables.
- Develops and maintains databases on demographic indicators, population and development indicators, and other related information. Programs and oversees the development of appropriate software for the efficient use and management of the databases.
- Applies, adapts or develops methodologies and tools for demographic-economic analysis.
- Assists in the organization of expert group meetings and seminars on population-related issues.
- Attends international, regional or national meetings on population issues to present results of research and reports, and keeps abreast of developments in the field.
- Provides, as necessary, support to technical cooperation projects in the area of population and development.
- Performs other related duties as required for the final delivery of the work unit's services.

COMPETENCIES

- Professionalism: Sound analytical skills; knowledge of methods of demographic analysis, population trends and development, including economic models relevant for the study of population and development interrelations; ability to apply demographic concepts and techniques to demographic-economic analysis; ability to draft good quality reports and technical papers on population and development issues; is conscientious and efficient in meeting commitments, observing deadlines and

achieving results. • **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; demonstrates openness in sharing information and keeping people informed. • **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input and is willing to learn from others; supports and acts in accordance with final group decisions. • **Planning and Organizing:** Ability to plan and organize own work, including research; identifies priority activities and assignments and adjusts priorities as required; monitors and adjusts plans and actions as necessary. • **Technological Awareness:** Keeps abreast of available technology; understands applicability of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in demography, or in economics, statistics, or a related field with specialization in demography. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in relevant population-economic analysis and research.

Languages

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

Other Skills

Required skills: Proficiency in the use of the Microsoft Office programs; command of statistical packages such as STATA or SPSS; **Desirable skills:** proficiency in database management with of MS-Access or SQL Server, and computer programming with Visual Basic or R.

Interested Secretariat staff at the P2/P3 levels should send their PHP via email by cob 9 April 2009 to Ms. Colleen Louis, louis1@un.org Executive Office, DESA including the most recent (completed and signed) PAS. Any move for a period of 3 months or more will be "banked" and may be combined and recognized as a lateral move once a total duration of one year is reached.