

## Job Opening

<b>Posting Title:</b>	SOCIAL AFFAIRS OFFICER (Regional Advisor) (Temporary Job Opening), P4 (Temporary Job Opening)
<b>Job Code Title:</b>	SOCIAL AFFAIRS OFFICER
<b>Department/Office:</b>	Economic and Social Commission for Western Asia
<b>Duty Station:</b>	BEIRUT
<b>Posting Period:</b>	24 March 2017 - 06 April 2017
<b>Job Opening Number:</b>	17-Social Affairs-ESCWA-76368-J-Beirut (X)
<b>Staffing Exercise</b>	N/A

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

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### Special Notice

#### Notes:

- This post is available for a period of five months. Extension of the post is subject to availability of funding and the continuation of mandate.
- A current staff member who holds a fixed-term, permanent or continuing appointment may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a temporary appointment shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to section 5.7 below and staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of ST/AI/2010/4Rev.1 on Temporary Appointments. In its resolution 66/234, the General Assembly further "stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013..." Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Upon separation from service, including, but not limited to, expiration or termination of, or resignation from, a fixed-term, continuing or permanent appointment, a former staff member will be ineligible for re-employment on the basis of a temporary appointment for a period of 31 days following the separation. In the case of separation from service on retirement, a former staff member will be ineligible for re-employment for a period of three months following the separation. This equally applies, mutatis mutandis, with respect to a former or current staff member who has held or holds an appointment in another entity applying the United Nations Staff Regulations and Rules and who applies for a temporary position with the Secretariat.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.

- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under ST/AI/2010/3, as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression "Internal candidates", shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, 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 and/or violations of international human rights law and international humanitarian law.
- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: [http://www.un.org/hr\\_handbook/English](http://www.un.org/hr_handbook/English)
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply.
- Staff members are not eligible to apply for the current temporary job opening if they are unable to serve the specified duration of temporary need before reaching the mandatory age of separation. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.

### Org. Setting and Reporting

This position is located in the Inclusive Social Development Section (ISDS) in the Social Development Division (SDD) of the UN Economic and Social Commission for Western Asia. The Regional Advisor will report directly to the Chief of ISDS, under the overall direction and guidance of the Director of SDD.

### Responsibilities

Within delegated authority, the Social Affairs Officer (Regional Advisor) will be responsible for the following duties:

#### Social Analysis

- Proposes, designs and carries out substantive research projects analyzing key trends and changes in socio-economic structures related to disability at global, regional and national levels; assesses implications and develops proposals with respect to social development and social welfare policies and interventions.
- Develops new lines of theoretical analysis and research methodologies for the diagnosis of major transformations in socio-economic structures related to disability in the Arab region.
- Liaises and partners with other experts in the field (e.g. governments, research institutes, academia, other international organizations, etc.) to discuss issues related to social development and disability, exchanges views on latest findings, policy guidelines, new models of development, etc.; helps ensure that lessons learned are disseminated and incorporated into development programmes and other initiatives, including gender-related activities.
- Plans, organizes and provides substantial servicing of ad hoc expert group meetings, conferences, seminars, workshops, etc. to include identification and selection of participants, development of background documentation, preparation of reports, documents, policy recommendations and analytical briefs based on the outcome of such meetings.
- Prepares a variety of studies, reports, background papers, parliamentary documentation, etc. on a wide range of social development and disability-related issues.

#### Intergovernmental Support

- Provides substantive support on social issues to intergovernmental bodies (such as the General Assembly, the

Economic and Social Council, the Commission for Social Development).

- Represents organizational unit at international, regional and national meetings.
- Organizes panels, round tables, etc. on social development issues for intergovernmental processes.

#### Technical Cooperation

- Provides technical assistance to governments and other bodies in the formulation and implementation of policies and programs related to socio-economic development in the area of social inclusion and disability, in particular the Convention on the Rights of Persons with Disabilities (CRPD).
- Designs, monitors, backstops and assesses the implementation of technical cooperation programmes and projects.
- Undertakes missions to member states, either alone or as a participant in a diverse team, as part of the Organization's technical cooperation activities and/or in support of the work programme.
- Prepares global, regional, national or sectoral analyses that provide a basis for advising national governments on social development issues related to disability policy, in areas such as disability determination, national coordination mechanisms on the rights of persons with disabilities, and social protection systems for persons with disabilities.
- Conducts training seminars and workshops for government officials and others.
- Formulates technical modalities for the evaluation of individual technical cooperation projects.

#### General

- Prepares statements on social and economic issues for the Secretary-General and Under Secretary-General, as required.
- Performs other duties as required.

#### Competencies

- Professionalism: Proven substantial work experience and expertise in the area of disability policy, including mastery of technical details. Knowledge of social development and related fields. Ability to apply principles and concepts of socio-economic development in relation to government, the private sector, civil society and international organizations. Ability to apply modern techniques of analyzing social phenomena. Ability to conduct conceptual and strategic analyses. Ability to analyze and articulate the social dimension of complex issues. Problem-solving skills. Ability to use sound judgment in applying technical expertise to resolve a wide range of complex issues/problems. Very good knowledge of the Arab region, including the political, economic and social dimensions. Ability to relate socio-economic issues, trends and perspectives related to disability, including gender issues, to social development initiatives/programmes in the Arab region. Strong negotiating skills and ability to influence others to reach agreement. Ability to work under pressure. Very good knowledge of institutional mandates, policies and guidelines pertaining to social affairs in relation to disability. Sound knowledge of the institutions of the UN system. Excellent quantitative and qualitative research skills and demonstrated ability to complete in-depth studies and to formulate conclusions/recommendations. 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.
- Planning and 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.
- Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

#### Education

Advanced university degree (Master's degree or equivalent) in sociology, economics, other social science or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

#### Work Experience

A minimum of seven years of progressively responsible experience in socio-economic development, policy analysis, sociological research or related area is required. Experience with disability policy in the Arab region is required.

#### Languages

Fluency in oral and written Arabic and English is required. Working knowledge of French is desirable.

#### Assessment

Evaluation of qualified candidates may include assessment and interview.

#### United Nations Considerations

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

#### No Fee

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

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