UNOPS Global Personnel Recruitment System

DISCLAIMER: The screening of your application will be conducted based on the information in your profile. Before applying, we strongly suggest that you review your profile to ensure completeness, especially the education and experience sections.

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

Details

Vacancy code	VA/2013/B5004/3913
Position title	Alumni Network Coordinator
Level	ICS-9
Department/office	GPSO, Development Group
Duty station	Home based
Contract type	International ICA
Contract level	IICA-1
Duration	
12 days/month; 3 months (possibility of extension subject to funding availability and satisfactory performance)	
Application period	04-Sep-2013 to 11-Sep-2013

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

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Background Information - UNOPS

"UNOPS plays a critical role in providing management services for our life-saving, peacebuilding, humanitarian and development operations."
-Ban Ki-moon, United Nations Secretary-General

UNOPS mission is to expand the capacity of the UN system and its partners to implement peacebuilding, humanitarian and development operations that matter for people in need.

Working in some of the world's most challenging environments, our vision is to always satisfy partners with management services that meet world-class standards of quality, speed and cost effectiveness.

UNOPS provides services in sustainable infrastructure, sustainable procurement and sustainable project management, with projects ranging from building schools, roads, bridges and hospitals to procuring goods and services and training local personnel.

By assisting UN organizations, international financial institutions, governments and other development partners, UNOPS makes significant, tangible contributions to results on the ground.

We employ more than 6,000 personnel annually and on behalf of our partners create thousands more work opportunities in local communities. Through our headquarters in Copenhagen, Denmark and a network of regional and country offices, we oversee activities in more than 80 countries.

UNOPS is committed to achieving a truly diverse workforce.

Background Information - Development Group Cluster

Development Group Cluster

The UNOPS Development Group Cluster is based in the North America Office and supports a diverse and complex portfolio including partners such as the United Nations Development Programme (the Bureau for Development Policy, the Human Development Report Office, and the Special Unit for South-South Cooperation), the United Nations Population Fund, the United Nations Capital Development Fund, the United Nations Secretariat and a broadening community of primarily New York-based UN partners in the delivery of project management, implementation and administration services.

Background Information - Job-specific

The United Nations Alliance of Civilizations (UNAoC) was established in 2005, at the initiative of the Governments of Spain and Turkey, under the auspices of the United Nations. This initiative seeks to reduce tensions across cultural divides that threaten to inflame existing political conflicts or trigger new ones. Through preventive diplomacy initiatives, it work t grassroots level, promoting education, youth, media and migration projects aimed at building trust and respect among diverse communities.

In January 2013, the United Nations Secretary-General appointed Nassir Abdulaziz Al-Nasser, former President of the UN General Assembly, as UN High Representative for the Alliance of Civilizations. The UNAoC is supported by a Group of Friends – a community of over 100 member countries and international organizations and bodies and has a Secretariat, based in New York, NY. UNAoC is funded by multiple donors and is administered by UNOPS.

The WIFI is a program created by the UNAOC in collaboration with the BMW Group that provides members with connections to donors, policy-makers, media, etc. as well as mentoring and consulting services aimed at strengthen the projects' efficiency and encourage their adaptation to other contexts. Project support is individualized based on the specific needs of award winners. The UNAOC and the BMW Group have developed an online platform for Award winners as well as other UNAOC projects alumni. Both groups are Alumni Network members. This skill-sharing platform allows members to post needs and receive help from members and mentors, as well as share resources and opportunities.

Functional Responsibilities

1. Community engagement:

- Development and implementation of an internal marketing strategy for engaging Alumni Network members;
- Ensuring the registration of members and updating the list of members;
- Reaching out to organizations and individuals to become mentors of Alumni Network members;
- Liaising with Intercultural Innovation Award winners in order to ensure that organizational needs are met;
- Animating the conversation around relevant topics for award winners and creating a list of trending topics;
- Ensuring the dissemination of Award winners' events and activities through Award social media platforms;
- Liaising with WIFI pool of experts and ensuring the provision of services to Award winners;

2. Site maintenance:

- Managing the online Alumni Network: post information, resources,responses to question on the site;
- Creating communication materials about members of the Alumni Network;
- Ensuring that needs posted on the Alumni Network are met: contacting parties involved, ensuring timely delivery of services, following-up and compilation of evaluation forms;

3. Reporting:

- Providing monthly updates on usage and overall customer satisfaction;
- Providing monthly and quarterlystatistics report;
- Compiling events and activitiesof Alumni Network members and organizing an interactive calendar;
- Creating and updating a regional map tool with project activities of Alumni Network members;

4. Logistical support:
- Providing logistical support for events with Award winners and alumni: travel, accommodation, local transportation, meals and visas;
- Providing support in the organization of online trainings for Award winners;
- Providing program support for events with Award winners and alumni: identification of trainers and development of materials.

Competencies

Respect for Diversity
Proven ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender and geographical balance.

Communications
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 the audience. Demonstrates openness in sharing information and keeping people informed.

Technological Awareness
Keeps abreast of available technology. Understands applicability and limitations of technology. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

Planning and Organization
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
Strong interpersonal and customer relations skills; 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.

Accountability
Attention to detail; and ability to meet tight deadlines. 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.

Education/Experience/Language requirements

EDUCATION
Master's Degree in Business Administration, Communications, or Social Science. Bachelor's degree may be considered with sufficient work experience.

EXPERIENCE
1-2 years of work experience working in communications;
Experience with content management systems and social media;
Experience in providing logistical and administrative support;
Experience working in an international organization and with international partners would be an asset;
IT proficiency, including MS Office and WordPress;

LANGUAGE
Fluency in both oral and written English. Knowledge of other UN languages is an asset;

Contract type, level and duration

Contract type: International ICA
Contract level: IICA-1
Contract duration: 12 days/month; 3 months (possibility of extension subject to funding availability and satisfactory performance)

For more details about the ICA contractual modality, please follow this link:
http://www.unops.org/ENGLISH/WHOWENEED/CONTRACT-TYPES/Pages/Individual-Contractor-Agreements-ICAs.aspx

Additional Considerations

- Please note that the closing date is midnight Copenhagen time (CET)
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.

- Qualified female candidates are strongly encouraged to apply.
- For staff positions UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns.
Recruitment/internship in UNOPS is contingent on the results of such checks.