


United Nations
Job Description
Vacancy Announcement

V.- PROGRAMME AND PLANNING EXPERT

Title: Programme and Planning Expert
Duty Station: MINUSTAH
Level: Expert on Mission (Government-provided personnel)
Estimated Start Date: As soon as possible
Duration: 12 months

Background

In accordance with recommendations from paragraphs 63 b), 64 and 67 of the Report of the Secretary-General on the United Nations Stabilization Mission in Haiti (2010) and with paragraph 7 of Security Council resolution 1927, which **“encourages MINUSTAH to provide logistical support and technical expertise, within available means, to assist the Government of Haiti, as requested, to continue operations to build the capacity of its rule of law institutions at the national and local level”**, the Government of Haiti has accepted and authorized the deployment of seconded international judicial experts to the Ministry of Justice and Public Security, court registry and prosecution offices.

Main Duties

Under the direct supervision of the Chief of the Justice Section of MINUSTAH and in close collaboration with the Minister of Justice and Public Security and the senior official in charge of the Ministry's programme and planning functions, the expert will:

- 1) Support the development of diagnostics as well as projects and the modalities for their implementation;
- 2) Provide technical advice in analyzing the budgetary, economic and social implications of programs and public investment projects and assist in the formulation of appropriate recommendations;
- 3) Provide technical advice in preparing the action plan for the mobilization of budgetary resources needed for the development of related activities;
- 4) Assist in identifying areas of intervention by non-governmental organizations with regard to sectoral policies of the Ministry;
- 5) Provide technical advice on compliance with the norms and principles enshrined in contractual documents and established procurement procedures;
- 6) Support the development of norms and standards related to analysis and planning and their implementation by the various departments of the Ministry;

- 7) Facilitate the establishment of permanent working relationships among all structures of the Ministry and the Council of Economic and Social Development of the Prime Minister's office so as to promote consistency of sectorial policies with the overall policy of the government;
- 8) Assist in the creation of a manual for the development, implementation and evaluation of projects;
- 9) Perform other related functions as assigned by the Chief of the Justice Section of MINUSTAH.

Core Competencies

Professionalism: In-depth understanding of judicial and legal system issues, including knowledge of criminal law and relevant international human rights standards and their linkages to the broader developmental/post-conflict recovery framework and initiatives; ability to provide advice and guidance on programme planning and policies; ability to contribute with vision and creativity to the development of national capacities and to transform a strategic direction into a results-oriented work programme; aptitude and experience in transfer of knowledge and skills.

Planning & organizing: Ability to work efficiently under pressure on difficult assignments within tight deadlines, and possibly in hardship conditions in the field; ability to plan own work and manage conflicting priorities.

Teamwork: Good interpersonal skills, and ability to establish trust and build professional relationships with national counterparts and colleagues from varied cultures and professional backgrounds; demonstrated ability to incorporate gender perspectives and ensure the equal participation of women and men in all areas of work.

Communication: 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.

Qualifications

Education

Advanced university degree (Master or equivalent) in law, political science, economics, management, or public administration. An advanced diploma from a management school and significant relevant management experience in programme planning may be accepted in lieu of a university degree.

Work Experience

A minimum of 10 years of progressively responsible professional experience in planning, programming and management, including 7 years within public institutions.

Languages

Fluency in French (both written and oral) is required. Knowledge of Haitian Creole is desirable as well as a second official UN language, preferably English.

Other skills

Good computer skills, including proficiency in word processing and other software programmes. Ability to meet minimum requirements for assignment to peacekeeping operations (i.e. language proficiency and valid United Nations driving license).