



Job Opening

Job Title: Ethics Officer, P3
Department/ Office: ETHICS OFFICE
Duty Station: NEW YORK
Posting Period: 2 August 2011-1 October 2011
Job Opening number: 11-ETH-ETHICS OFFICE-20247-R-NEW YORK

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

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Org. Setting and Reporting

This post is located in the Ethics Office which assists the Secretary-General in ensuring that all staff members observe and perform their functions consistent with the highest standards of integrity required by the Charter of the United Nations through fostering a culture of ethics, transparency and accountability. The Ethics Officer reports to the Head of Protection Against Retaliation (PAR) and Advise Unit and to the Director of the Ethics Office.

Responsibilities

- 1) Protection Against Retaliation (PaR) matters:
 - a. Advise UN staff on the UN's PaR policy and internal UN grievance mechanisms;
 - b. Conduct preliminary review of UN staff PaR requests and draft prima facie case findings;
 - c. Develop management recommendations, where appropriate;
 - d. Engage with UN internal justice system bodies on retaliation cases;
 - e. Conduct legal research.
- 2) Administration of the Financial Disclosure Program (FDP):
 - a. Implement the financial disclosure policy and develop position papers on FDP and related issues;
 - b. Administer the Financial Disclosure Program (FDP) contractual obligations and liaise with external vendors to ensure compliance and recommend improvements to the program;
 - c. Provide guidance to staff members and the reviewers on financial disclosure issues;
 - d. Ensure smooth, effective and efficient operation of the FDP and the Voluntary Public Disclosure initiatives on daily basis;
 - e. Ensure provision of consistent ethics advice through daily interactions with other Ethics Office staff.
- 3) Provision of ethics advice:
 - a. Provide timely and confidential ethics advice and guidance to staff members;
 - b. Manage the ethics helpline, monitor trends and conduct analysis into the root causes of ethical dilemmas for staff;
 - c. Assist in management of relevant confidential files and information;
 - d. Issue advisory memos to the Executive Office of the Secretary-General;
 - e. Conduct research.
- 4) Coherence, training and outreach programmes:
 - a. Provide assistance to develop ethics training materials and programmes;
 - b. Provide assistance to develop outreach materials and ensure engagement outreach by the Office with all staff members;
 - c. Provide assistance to develop coherence within the UN system;
 - d. Perform other tasks as directed by the supervisor or the Director.

Competencies

Professionalism:

- Ability to conduct independent research to identify and analyze policy and practice issues and formulate options in making recommendations
- Knowledge of public sector or business ethics issues, policy and practice
- Knowledge of anti-corruption issues
- Demonstrated understanding of the importance of maintaining confidentiality
- Awareness of how to handle and maintain documents of evidentiary value
- Ability to conduct necessary fact-finding including interviews of third parties
- Shows pride in work and in achievements
- Demonstrates professional competence and mastery of subject matter
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results
- 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 & 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 law, public administration, or human resources management. A first-level university degree in combination with qualifying experience in organizational ethics may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in law, corporate compliance, organizational ethics, staff misconduct and investigation, employee relations or other related fields. Prior UN experience, especially in the field missions and experience in implementing whistle blower protection system are desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency (oral and written) in English is required. Knowledge of French is desirable.

Assessment Method

Evaluation of qualified applicants may include a written assessment which may be followed by a competency-based interview.

Special Notice

Extension of the appointment is subject to Extension of the mandate and/or the availability of the funds.

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.

An impeccable record for integrity and professional ethical standards is essential. All staff of the Ethics Office are required to submit a financial disclosure statement upon appointment and annually thereafter.

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, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

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