



## **Vacancy Announcement**

Director, United Nations International Research and Training Institute for the Advancement of Women (UN-INSTRAW)

<b>Classification Level:</b>	D-2
<b>Deadline for applications:</b>	15 April 2008
<b>Date of issuance:</b>	28 February 2008
<b>Organizational Unit:</b>	United Nations International Research and Training Institute for the Advancement of Women (UN-INSTRAW)
<b>Duty Station:</b>	Santo Domingo, Dominican Republic
<b>Remuneration:</b>	Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

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

### **1. Responsibilities**

The United Nations Research and Training Institute for the Advancement of Women (UN-INSTRAW) has a specific mandate to conduct research and training for gender equality and the empowerment of women at the global level. Its mandate is to coordinate the development of the gender agenda with the UN System, Governments, NGOs, academic and training institutions and the private sector. The principle responsibility of the post of Director is providing the overall executive direction and management of the Institute in coordination with the UN system, and particularly with OSAGI, DAW and UNIFEM, and under the advice and guidance of its Executive Board. The incumbent will be responsible for the following functions:

- (1) Formulating UN-INSTRAW's strategic frameworks, annual workplans and budgets, and coordinating all the activities and work of the Institute. These include the interaction with and conduct of annual meetings of the Executive Board of UN-INSTRAW, as well as the preparation of the annual and/or periodic reports required by the Executive Board, ECOSOC and the General Assembly and other relevant bodies;
- (2) Overseeing the implementation of mandates received from UN bodies (General Assembly, Economic and Social Council, Commission on the Status of Women, etc), and the policy directives as issued by the Secretary-General and by the Executive Board to which the Institute reports;
- (3) Undertaking fund-raising efforts aimed at strengthening the Institute through increasing contributions to cover its core activities and making it financially sustainable;
- (4) Supervising and directing staff at the professional and general service levels;
- (5) Establishing and maintaining effective relationships with Members States, UN offices, entities and specialized agencies, intergovernmental and nongovernmental organizations, as well as the Host Government. Coordinating with regional commissions (ECA, ECE, ECLAC, ESCAP, ESCWA), as well as with research and training institutions;
- (6) Establishing and maintaining effective relationships with the Department of Economic and Social Affairs, the Controller, Office of Programme Planning Budget and Accounts and the Office of Human Resource Management;

- (7) Representing UN-INSTRAW at conferences, seminars and technical meetings relevant to the work and activities of the Institute;
- (8) Undertaking public information activities to promote the image of the Institute and its work and carrying out extensive advocacy initiatives; and
- (9) Carrying out fundraising, advocacy and promotional functions regarding to UN-INSTRAW special research and training activities which, are to be financed from voluntary contributions.

### **Professionalism**

Proven ability to perform extensive inter-agency and inter-governmental negotiations and networking functions; proven experience in providing technical and substantive support in the field of gender and policy development. Proven ability in fund-raising activities. Ability to identify strategic priorities for UN-INSTRAW and to develop clear strategic goals and work plans through a consultative process with UN-INSTRAW staff. The incumbent should be able to take on a leadership role in gender issues in the international environment and within the Organization empowering the staff and translating the UN-INSTRAW strategy into concrete results. Ability to delegate responsibility and decision-making authority together with corresponding accountability; ensuring that roles, responsibilities and reporting lines are clear.

### **Communication Skills**

Excellent written and verbal communication skills together with the ability to defend and explain complex issues relating to key policies, decisions and positions in interagency, inter-governmental and other fora. Ability to communicate with Governments, the Executive Board, women's movements, international NGOs and academic institutions.

## **2. Qualifications**

### **Education**

Advanced University degree, preferably PhD in Social Sciences, Development Studies or related fields, with sound knowledge and expertise in gender issues and social research.

### **Work Experience**

A minimum of 15 years of progressively responsible experience, including in senior level positions at the national and international levels, in management of research, education or training related activities. Familiarity with United Nations intergovernmental processes.

### **Languages**

UN-INSTRAW official languages are English, French and Spanish. Fluency in English is required. Fluency in one of the other two languages is highly desirable. Working knowledge of all languages is a strong asset.

### **Other skills**

Demonstrated fund-raising skills are an asset.

Applicants should submit a completed UN Personal History Form (P-11) to UN-INSTRAW, either via fax to: 1-809-685-2117, or via email to [diroffice@un-instraw.org](mailto:diroffice@un-instraw.org) **on or before 15 April 2008**.

The Personal History Form is available for download (PDF) form UN-INSTRAW's website at: <http://www.un-instraw.org/en/instraw/opportunities/job-opportunities-7.html>