



JOB PROFILE
HEAD OF THE IPU NEW YORK OFFICE
Member Parliaments and External Relations
Grade P5

Organizational Setting and Reporting Relationships:

Reporting to the Director for Members Parliaments and External Relations, the Head of the IPU Office in New York will help advance the vision of a parliamentary dimension to the work of the United Nations. He/she directs the work of staff in New York, with the responsibility to maintain and develop relations with the United Nations and other US-based organisations. The Head of the Office also acts as the IPU Permanent Observer to the United Nations.

Accountabilities: Within delegated authority, the Head of the NY Office will be responsible for the following:

- Represent the IPU at the United Nations and vis-à-vis the diplomatic community based in New York;
- Maintain and develop relations with the UN departments, programmes and agencies, as well as with the Bretton Woods institutions and other US-based organizations;
- Work to consolidate the strategic partnership between the IPU and the UN, including by facilitating the negotiation of General Assembly Resolutions on interaction with parliaments and the IPU;
- Work with Permanent Missions in New York to ensure that parliamentary perspectives are reflected in relevant General Assembly resolutions and other UN outcome documents;
- Engage with the United States Congress, help organize IPU events on Capitol Hill and develop stronger relations between the US Congress and the IPU;
- Provide political advice and guidance to IPU management at the conceptual and strategic levels on relations with the United Nations, the Bretton Woods organizations and other US-based organizations;
- Provide research, analysis and opinion on international issues as they affect the IPU and assist the IPU in the implementation of its programme of activity as it relates to the United Nations and other international organizations;
- Prepare inputs for the work programme of the Union and determine priorities in the tasks to be carried out by the NY Office, allocating resources for the completion and timely delivery of outputs;
- Provide substantive input in the preparation of position papers and reports for presentation to IPU governing bodies and Standing Committees, as appropriate; provide programmatic/substantive reviews of drafts prepared by others;
- Coordinate preparations for IPU meetings in New York, including the annual parliamentary Hearing at the United Nations and other specialized meetings;
- Assume responsibility in supporting the work of the IPU Committee on UN Affairs, including by organizing meetings and field missions, establishing agendas, and compiling background reports;
- Carry out programmatic/administrative tasks necessary for the functioning of the Office, including preparation of budgets, reporting on budget and programme performance, evaluation and hiring of staff;
- Manage the finances and operations of the New York Office, including supervision of staff;
- Foster teamwork and communication among staff in the Office and across the Secretariat;
- Other such duties assigned by IPU Senior Management and consistent with the overall responsibilities of the position.

Work implies frequent interaction with the following:

- Representatives of Governments, international organizations and NGO's.
- Parliamentarians, including Members of the US Congress and their staff.
- Senior managers and staff within the Secretariat.

Results expected:

- High-quality outputs on policies and key issues, consistent with the IPU Strategy.
- Delivery of initiatives and parliamentary events which can influence UN processes and decisions.
- Substantive support in the servicing of various IPU committees and governing bodies.
- Effective assistance, guidance and support to staff in meeting their objectives and outputs.

Core Competencies:

- Professionalism: Diplomatic skill, sound knowledge of international relations, ability to influence negotiations; proven capacity to produce reports and papers on global policy issues;
- Planning and organizing: Proven ability to plan and organize work according to the Union's strategic direction and ability to build synergies between the United Nations and the IPU.
- Communication: Excellent drafting ability and communication skills, both oral and written; ability to defend and explain complex issues; ability to prepare clear and concise analytical reports.
- Technological awareness: Familiarity with Internet applications; proficiency in the use of the MS Office programs; ability to work with databases.
- Teamwork: Good interpersonal skills; demonstrated ability to work in a multicultural and multi-ethnic environment. Ability to lead and gain assistance of others in a team endeavour.
- Gender mainstreaming: Ability to incorporate gender perspectives into substantive work.
- Client orientation: Ability to identify members' needs and propose appropriate solutions, as well as to establish and maintain effective relationships with outside collaborators and other contacts.

Managerial Competencies:

- Judgment/Decision-making - Good judgment and initiative, imagination and resourcefulness, energy and tact.
- Leadership - Strong managerial/leadership skills. Proven record of building and managing teams, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives. Strongly self-motivated, disciplined and able to work with little supervision, including a hands-on approach to mundane tasks.
- Continuous learning – Willing to keep abreast of new developments and to further own managerial, leadership and information technology skills.
- Building trust - Reputation for dealing honestly and openly with issues and staff; recognized and highly respected by peers, clients and staff.

Qualifications:

- Education: Advanced University Degree or university degree with experience and advanced training/courses, in political science, social sciences, law or international relations.
- Experience: At least 10 years of progressively responsible experience in international relations or parliamentary affairs. Sound knowledge of the United Nations system. Demonstrated management and leadership ability. Work experience in varied assignments. Familiarity with parliaments is a distinct advantage.
- Languages: Fluency in oral and written English; proficiency in French; knowledge of a third official UN language is an advantage.
- Other Skills: Comprehensive knowledge of the IPU; ability to effectively work in a diverse and politically charged environment; good negotiating and public speaking skills.

Duties applicable to all staff:

Actively work towards the achievement of the IPU's strategic objectives. Perform any other work related duties and responsibilities that may be assigned by the line manager.

Compensation:

The Inter-Parliamentary Union offers an attractive salary and benefits package comparable to that of other international organizations headquartered in New York or Geneva. The net salary for this position starts at USD 80'734 (plus a cost of living adjustment) commensurate with education and experience.

Employment Policy:

This position will be filled through an international recruitment process that will be open to internal and external applicants.

Deadline for applications:

Applications should be addressed to the:

Director, Support Services
Inter-Parliamentary Union
5, chemin du Pommier
Case postale 330
CH-1218 Le Grand-Saconnex, Switzerland
Tel: 41 22 919 4150
Fax: 41 22 919 4160
E-mail: postbox@ipu.org

Applications should be received on or before 31 December 2012. In order to ensure prompt and efficient processing of your application, you are required to provide, along with your resume and IPU Job application form, a detailed covering letter explaining how you meet each of the requirements of the position with concrete examples.