



UNFPA, the United Nations Population Fund, promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. It works to ensure that every pregnancy is wanted, every birth safe and every girl and woman is treated with dignity and respect.

We are one of the Funds and Programmes of the UN System with headquarters in New York, five Regional Offices, and Country Offices in 114 countries around the world.

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VACANCY NO.: Job ID 1391

CLOSING DATE: 10 July 2009

POST TITLE: Adviser on Enterprise Risk Management (ERM)

CATEGORY: ICS- 12 (equivalent to L-5)\*

POST TYPE: Non-Rotational

DUTY STATION: New York

DURATION: 1 year Fixed-Term initially

ORGANIZATIONAL UNIT: Change Management and Business Continuity Office  
(CMBC Office), Office of the Executive Director

**ORGANIZATIONAL LOCATION:**

The post of Adviser for Enterprise Risk Management (ERM) is located in Headquarters within the Change Management and Business Continuity Office (CMBC Office). Under the direct guidance and supervision of the Executive Coordinator for CMBC Office the ERM Senior Adviser will be in charge of the development of the ERM corporate model and the day-to-day implementation support of corporate risk management strategy in the context of UNFPA's reorganization, including regionalization. The work will involve research and analysis and provision of technical knowledge on enterprise risk management.

**DUTIES AND RESPONSIBILITIES:**

- a. Risk Management Strategy
  - Develop an Organizational Strategy for Enterprise Risk Management for the organization to manage organizational risks.
  - Maintain close collaboration with UN organizations that are also developing enterprise risk management strategies to ensure as much coherence and sharing as possible.

- Facilitate and advise on the development of unit-specific risk management plans where they are not yet developed; facilitate and advise on the revision of unit-specific risk management plans where they already exist (e.g. fraud risk management, emergency response to an Avian Flu pandemic) within the context of the organizational risk management strategy based on the UNFPA experiences.
- Monitor implementation of risk management plans by the relevant units.
- Ensure cohesion across the organization under one organizational strategy for risk management.
- Review regularly reports of risk management implementation from various units and make a synthesized note for discussion for the Operations Committee (OC) and Executive Committee (EC)
- Review and analyze risk assessment on a semi-annual basis and make necessary updates on the organizational risk management strategy.

#### b. Others Tasks

- Transfer of knowledge and know-how to the focal points of risk management in all HQs units and ROs in implementing the unit-specific risk management plan. Ensure that each unit is implementing their unit-specific risk management plan effectively and able to update it.
- Perform any other activity as required to assure the success of the work team.
- Demonstrate basic knowledge of standard computer software applications and information technology including electronic communication and seeks to apply it in work tasks,
- Work in team with the other members of the CMBC Office.

#### **QUALIFICATIONS AND EXPERIENCE:**

- 10 years of progressively relevant experience, including 5 years of work experience in implementing Enterprise Risk Management.
- Advanced University degree with specialization in area such as management, business administration, audit and/or other related discipline.
- Experience in project management/coordination experiences on an organization-wide basis desirable
- Knowledge of Enterprise Risk Management and familiarity of the COSO model
- Knowledge of UNFPA's organizational structure and functioning of the organization at all levels desirable
- Familiarity with ATLAS/People Soft
- Fluency in oral and written English. Knowledge of another UN language is an asset
- Proficiency in current office software applications such as Atlas/People Soft; good research skills, basic spreadsheet software.

#### **CORE COMPETENCIES:**

- Values/Guiding Principles
- Integrity/Cultural Sensitivity/Valuing Diversity/Commitment to Mandate
- Developing People/Coaching and Mentoring/Performance Management
- Working in teams/Communication/Self-Management/Emotional Intelligence
- Analytical and Strategic Thinking/Results Orientation/Commitment to Excellence

#### **FUNCTIONAL COMPETENCIES:**

- Job knowledge/Technical expertise

- Impact and Influence
- Promoting organizational change and development
- Organizational awareness

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

We offer an attractive remuneration package commensurate with the level of the position. The package includes a competitive net salary plus health insurance and other benefits.

**HOW TO APPLY:**

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at [http://www.unfpa.org/employment/application\\_guide.doc](http://www.unfpa.org/employment/application_guide.doc).

Please print out the Guide for your reference during the registration and application process.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

\*This is a project-funded post