





- b. Overview of capacity-building needs and priorities assessments highlighting the work the Division has done to assess the capacity-building needs and priorities of States in order to provide tailored capacity-building and technical assistance;
- c. Overview of the technical assistance being provided at the national level;
- d. Overview of the regional workshops being delivered by the Division; and
- e. Overview of the Division's activities

manage conflicting priorities. Ability to build good working relationships at all levels. Ability to work under pressure and in dynamic situations; is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Ability to treat sensitive or confidential information appropriately. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Ability to deal efficiently and effectively with administrative responsibilities.

- Teamwork: Excellent interpersonal skills and ability to establish and maintain harmonious working relationships in a multicultural, multi-ethnic and political work environment. Works collaboratively with colleagues to achieve programme goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Ability to develop consensus among people with varying points of view; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- 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.

- Communications: Strong oral communication and drafting skills; Ability to interact positively with

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