

Job Opening

Posting Title:	Director of Administration, D1
Job Code Title:	Chief of Administration
Department/ Office:	Economic and Social Commission for Asia and the Pacific
Duty Station:	BANGKOK
Posting Period:	12 January 2021-25 February 2021
Job Opening number:	21-ADM-ESCAP-147926-R-BANGKOK(G)
Staffing Exercise ID:	N/A

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

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Org. Setting and Reporting

The mandate of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is to promote sustainable and inclusive development and regional connectivity in the Asian and Pacific region. ESCAP's role as a regional development arm of the United Nations Secretariat is to support its membership with policy oriented research and analysis, normative support and technical assistance and capacity building, to respond to the development priorities and changing needs of the Asian and Pacific region.

This position leads the Division of Administration, managing all operational areas including procurement, human resources, finance, central support services, conference centre management, information technology services. Other activities of the Division include acting as a service provider to other UN entities in the Asia and Pacific Region, overseeing the real estate and host country agreements of ESCAP premises, and administration of the United Nations Medical and Occupational Safety and Health services. Acts as the Project Executive for the managing a Seismic Mitigation and Retrofit project in Thailand.

This position is located in the Division of Administration. The incumbent reports to the Deputy Executive Secretary for Programme Support.

Responsibilities

Within delegated authority, the Director of Administration is responsible for the effective, efficient and systematic management and delivery of all administrative support services required by ESCAP to fulfill its mandate in an efficient and cost effective manner, ensuring that the Commission adheres to the established UN regulations, rules policies and procedures in all operational areas.

Under the direct supervision of the Deputy Executive Secretary for Programme Support, the incumbent is required to perform the following functions:

- Provides strategic direction and supports the leadership in administrative planning of financial, human and physical resources management; and assists the Executive Secretary and senior management in

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the development and implementation of the administrative and financial and human resources framework and conduct of resource and asset management with due consideration to fiduciary standards.

- Advises senior management on, financial, human resources, supply chain, real estate, information technology and management, and general administration issues and practices.
- Develops strategies, processes and procedures that ensure strategic and cost effective management of the administrative services of the following sections and units: human resources management; financial services; procurement; information and communications technology services; conference centre management; real estate management and central support services; travel, transport, and host country relations.
- Produces major reports for management and provides guidance in related areas including long-range planning, appropriate management techniques, and audit observations.
- Develops cost plans and containment strategies for the division, monitors expenditures to ensure that they remain within authorized levels; provides guidance and direction on financial and resource planning and effective utilization.
- Provides supervision and policy advisory services and guidance to all areas under the Division and in support of the Commission's work; promotes organizational-wide reform policies and initiatives and facilitates effective staff mobility.
- Ensures that the outputs produced by the Division maintain high quality standards and ensures that production and service standards are met; implements strategies by organizing and directing operational activities of the Division with the objective of continuous upgrading of divisional staff capacity and services.
- Leads, supervises and carries out the work programme of the Division, ensuring that work in the different areas is coordinated both within the Division and other Divisions, and with other organizations of the United Nations System, as appropriate.
- Manages, guides, develops, and trains staff under his/her supervision.
- Fosters teamwork and communication among staff in the Division and across organizational boundaries.
- Performs other related duties as required.

Competencies

Core Competencies:

Professionalism: Ability to provide specialized advice in a broad range of human resources management, financial, real estate management and administrative areas to senior management. Ability to prepare reports with respect to key administrative decisions. Ability to apply UN rules, regulations, policies, and guidelines in work situations and prepare reports or rational with respect to key administrative decisions. Demonstrated ability in handling complex organizational issues at the international level. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is 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 and direction of the Organization; 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.

Managerial competencies:

Leadership: Provides strategic and innovative leadership; collaborates to ensure operational strategies support the programme of work appropriately; serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Judgment/decision making: Identifies the key issues in a complex situation, and comes to the heart of

the problem quickly; proactively seeks and recommends sound policy guidance; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Education

Advanced university degree (Master's degree or equivalent) in management, business administration, public administration, human resources, finance, or related area.

A relevant first-level university degree in the above fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of 15 years of progressively responsible experience in various areas of administration, such as financial services and budgeting, human resources, real estate management, information technology services, supply chain management, conference services, central support services or related field is required.

Experience with managing a sizeable work force of a diverse nature is required.

Experience with managing projects, including change management initiatives at the organizational-wide level, e.g. construction, renovation, technology, and/or conference services is required.

Hands on experience with application, including interpretation of UN Financial and Staff Regulations, Rules, policies and procedures is highly desirable.

Demonstrated experience with international standards in financial (IPSAS), procurement, human resources and other administrative areas is highly desirable.

Demonstrated functional, organizational and/or geographic mobility is desirable.

Relevant work experience in the Asia and Pacific Region is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of another UN official language is an advantage.

Assessment

Qualified applicants may be evaluated through a competency-based interview and/or other assessment methods.

Special Notice

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.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 September 2020, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brazil, Brunei Darussalam, Cabo Verde, Cambodia, China, Comoros, Cuba, Democratic People's Republic of Korea, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Mozambique, Namibia, Nauru, Norway, Oman, Palau, Papua New Guinea, Qatar, Republic of Korea, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Solomon Islands, South Sudan, Suriname, Timor-Leste, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

Accessibility

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator’s working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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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Job Opening

Posting Title:	Deputy Secretary of the Commission, P4
Job Code Title:	COORDINATION OFFICER
Department/ Office:	Economic and Social Commission for Asia and the Pacific
Duty Station:	BANGKOK
Posting Period:	12 January 2021-25 February 2021
Job Opening number:	21-PGM-ESCAP-147928-R-BANGKOK(G)
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The position is located in the Office of the Executive Secretary. Under the Supervision of the Secretary of the Commission, the incumbent will contribute towards strengthening and successfully managing of the intergovernmental functions of the Secretariat.

Responsibilities

Within delegated authority, the Deputy Secretary of the Commission is responsible for the following duties:

- Substantively prepares for, organizes and services regular and ad-hoc meetings of the Advisory Committee of Permanent Representatives to ESCAP (ACPR).
- Substantively prepares for and services intergovernmental working groups, such as those on resolutions or other bodies of the Commission and its subsidiary bodies; facilitates the effective review, endorsement and adoption of decisions and resolutions by the Commission, as well as monitors their implementation by the secretariat.
- Researches, analyzes and presents information gathered from diverse sources on matters related to intergovernmental processes of the Commission and its subsidiary bodies.
- Coordinates preparations for legislative committees including frameworks for the quality evaluation.
- Identifies, reviews, analyzes and prepares conclusions on issues related to intergovernmental matters, including formulation of resolutions and on other matters of relevance to the Commission.
- Organizes and prepares written outputs, e.g. background papers, analysis, sections of reports and studies on intergovernmental matters of relevance to the Commission.
- Provides procedural backstopping to consultative and other inter-governmental meetings, ministerial

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conferences, etc.

- Initiates and coordinates outreach activities for representatives of member States; conducts training workshops, seminars and makes presentations on intergovernmental matters of relevance to the Commission.
- Leads and/or participates in missions to organize intergovernmental meetings such as the sessions of the Commission and legislative committees and ministerial conferences, held outside Bangkok, including provision of guidance to government officials and other parties and drafting mission summaries, etc.
- Supports the Secretary of the Commission on activities related to programme planning, monitoring and evaluation to ensure linkages between the Commission conference structure and the secretariat work programme.
- Supports the Secretary of the Commission in the day-to-day external relations of the Commission with Member States and other stakeholders.
- Performs other duties as required.

Competencies

- **Professionalism:** Knowledge and understanding of the United Nations intergovernmental process at the global or regional level. Ability to synthesize complex policy proposals into negotiated documents and resolutions. Ability to identify issues, analyze and participate in the resolution of issues/problems. Conceptual, analytical and evaluative skills to conduct analysis on intergovernmental matters, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is 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.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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, international relations, economics, social sciences, management, or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in international relations, programme management, administration or related area.

Experience in the provision of substantive support to intergovernmental processes and legislative machinery in an international organization is highly desirable.

Experience in dealing with procedures, policies and practices of intergovernmental bodies of an international organization such as the United Nations is highly desirable.

Experience in preparation/coordination of parliamentary documentation is desirable.

Languages

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Assessment

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