



Job Opening

Posting Title: Senior Economic Affairs Officer, P5
Job Code Title: SENIOR ECONOMIC AFFAIRS OFFICER
Department/ Office: Economic and Social Commission for Asia and the Pacific
Duty Station: SUVA
Posting Period: 13 May 2020-26 June 2020
Job Opening number: 20-ECO-ESCAP-135565-R-SUVA(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.

The Subregional Office for the Pacific (SOP), based in Suva, Fiji covers Fiji, Kiribati, Marshall Islands, Micronesia (Federated States of), Nauru, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu, as well as the American Samoa, the Cook Islands, French Polynesia, Guam, New Caledonia, Niue and the Northern Mariana Islands.

This position is located in the Subregional Office for the Pacific (SOP). The incumbent is under the direct supervision of the Head of SOP but will also work collaboratively with substantive divisions at ESCAP headquarters, especially the Environment and Development Division, the Social Development Division, and the Macroeconomic Policy and Financing for Development Division.

Responsibilities

Within delegated authority, the duties of a Senior Economic Affairs Officer are likely to fall mainly into one of the first three functional areas identified below but all are also likely to embrace a number of programme support responsibilities. (These duties are generic and may not be carried out by all Senior Economic Affairs Officers.)

Economic or sustainable development analysis

- Leads or participates in the formulation, organization and management of mandated programmes of economic social and environmental analysis and the formulation of possible sustainable development strategies, policies and actions for adoption by the membership of ESCAP.
- Leads or participates in the identification of new or emerging development issues of potential concern to the Pacific, particularly those of a regional or sub-regional nature, and designs and develops programmes to address them.

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- Undertakes and supervises the undertaking of various written outputs, including background papers, analysis, substantial sections of reports and studies and inputs to publications on sustainable development issues.
- Commissions sustainable development studies and analyses that cannot be undertaken internally.
- Conceives, plans and manages expert group meetings, seminars and similar consultations that contribute to the finalization of the work unit's outputs.
- Finalizes reports on development for issuance by the United Nations. Prepares speeches for senior staff and makes presentations on sustainable development issues for specialist or non-specialist audiences.

Intergovernmental support

- Provides direct substantive support on development issues to intergovernmental bodies (such as ESCAP Commission and Asia Pacific Forum for Sustainable Development) and the sub-regional activities of each by offering strategic advice, giving technical guidance and assisting in developing a consensus.
- Manages the work unit's contribution to the preparation and management of meetings of intergovernmental bodies and stakeholder dialogues.
- Represents the organizational unit at international, regional and national meetings on sustainable development issues.

Technical cooperation

- Develops and maintains relations with senior officials of member governments and ensures a response to requests for advice and/or assistance on sustainable development issues and policies.
- Coordinates with donor and recipient governments and sub-regional organizations on technical assistance programmes and projects.
- Facilitate regional cooperation among Member States on sustainable development programmes or issues.
- Leads or participates on behalf of ESCAP in technical cooperation missions.

Programme support

- Functions as the programme and operations manager of the organizational unit.
- Oversees the formulation of the medium-term plan, the programme of work and the budget of the unit and participates in the formulation of the organization's overall programme of work and other similar endeavours.
- Attends to various administrative matters concerning the Office
- Performs other related duties as required.

Competencies

Competencies:

- Professionalism: Ability to apply economic or sustainable development theories and concepts in different pillars or priority areas of the 2030 Agenda and the SAMOA Pathway. Ability to conduct independent research on economic or sustainable development topics, determine suitability, validity and accuracy of data provided by different sources. Ability to develop policies and make recommendations on their implementation. Ability to produce analytical reports and papers on technical issues and to review and edit the work of others. 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. 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.
- Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- 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.

Managerial Competencies

- Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and

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provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

•Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; 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 economics, sustainable development, development economics and finance, public policy, public administration, natural resources management or related field. A 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 ten years of progressively responsible experience in development research and analysis, policy formulation, application of economics or sustainable development principles in development programmes or related area is required.

Experience in leading and managing a sizable work unit is required.

Experience working on sustainable development in countries with special needs, such as Small Island Developing States, Least Developed Countries and Land Locked Developing Countries is desirable.

Languages

English and French are the working languages of the UN 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. Staff of the United Nations Secretariat must fulfill the lateral move requirements to be eligible to apply for this vacancy and are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover note.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 November 2019, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brazil, Brunei Darussalam, Cabo Verde, Cambodia, Central African Republic, China, Comoros, Cuba, Democratic People's Republic of Korea, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Islamic Republic of Iran, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Mozambique, Nauru, Norway, Oman, Palau, Papua New Guinea, Qatar, Republic of Korea, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, Sao Tome and Principe, Saudi Arabia, Solomon Islands, South Sudan, Suriname, Thailand, 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.

Position availability is subject to release of funds. Confirmation on the Entry-on-Duty date will be provided during the onboarding.

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United Nations Considerations

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.

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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