

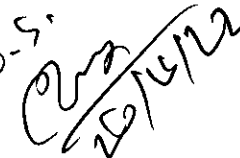


অতিরিক্ত সচিব (সিপিটি)-এর দপ্তর
ডায়েরী নং.....তারিখ.....
যুগ্ম-সচিব (প্রশিক্ষণ)
যুগ্ম-সচিব (সিপি)
যুগ্ম-সচিব (পিএসিসি)
ব্যক্তিগত কর্মকর্তা

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ডিই-১ শাখা  
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স্মারক নম্বর: ০৯.০০.০০০০.২২৪.৯৯.০০২.২২-২৯২

তারিখ: ২৯ জ্যৈষ্ঠ ১৪২৯

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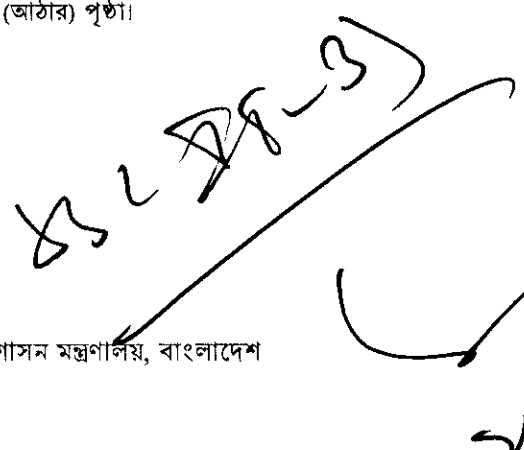
বিষয়: **Senior-level job openings: P5 positions at Subregional Office for South and South-West Asia, Subregional Office for East and North-East Asia and Macroeconomic Policy and Financing for Development Division, ESCAP**

সূত্র: এসকাপ হতে প্রাপ্ত পত্র নং-OES/B/2; dated on 07 June 2022.

উপর্যুক্ত বিষয় ও সূত্রের পরিপ্রেক্ষিতে Senior Economic Affairs Officer and Deputy Head, Subregional Office for South and South-West Asia, P-5, Senior Economic Affairs Officer and Deputy Head, Subregional Office for East and North-East Asia, P-5 এবং Chief, Macroeconomic Policy Analysis Section, Macroeconomic Policy and Financing for Development Division, P-5 পদের জন্য দরখাস্ত আহবান করা হয়েছে। আগ্রহী প্রার্থীগণকে আগামী ১৬ জুলাই ২০২২ তারিখের মধ্যে বর্ণিত পদসমূহের জন্য আবেদন করার জন্য এসকাপ হতে অনুরোধ জানানো হয়েছে। এসকাপ হতে প্রাপ্ত ইমেইল, পত্র ও অন্যান্য ডকুমেন্ট এসাথে প্রেরণ করা হলো।

এমতাবস্থায়, এসকাপ হতে প্রাপ্ত বিজ্ঞপ্তি ওয়েবসাইটে প্রকাশের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তি: বর্ণনামতে ১৮ (আঠার) পৃষ্ঠা।



১২-৬-২০২২

মুহাম্মদ শাহীন আক্তার  
উপসচিব

ফোন: ৪৮১১৩৫৪৪

ইমেইল: de1@erd.gov.bd

সিনিয়র সচিব, জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ  
সচিবালয়, ঢাকা।

দৃষ্টি আকর্ষণঃ অতিরিক্ত সচিব, ক্যারিয়ার প্ল্যানিং ও ট্রেনিং অনুবিভাগ, জনপ্রশাসন মন্ত্রণালয়

স্মারক নম্বর: ০৯.০০.০০০০.২২৪.৯৯.০০২.২২-২৯২/১(৩)

তারিখ: ২৯ জ্যৈষ্ঠ ১৪২৯

১২ জুন ২০২২

সদয় অবগতি ও কার্যার্থে প্রেরণ করা হল:

- ১) যুগ্মসচিব, ডিই অধিশাখা-১, অর্থনৈতিক সম্পর্ক বিভাগ
- ২) একান্ত সচিব, সচিবের দপ্তর, অর্থনৈতিক সম্পর্ক বিভাগ
- ৩) ব্যক্তিগত কর্মকর্তা, উইং ১০: ডেভেলপমেন্ট ইফেক্টিভনেস উইং, অর্থনৈতিক সম্পর্ক বিভাগ



১২-৬-২০২২

মুহাম্মৎ শাহীনা আক্তার  
উপসচিব



## ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

OES/B/2

The Secretariat presents its compliments to the Member States of the United Nations and has the honour to refer to the following job openings, as detailed below:

**1. Senior Economic Affairs Officer and Deputy Head, Subregional Office for South and South-West Asia, P-5**  
(Application deadline: 1 July 2022)

Among other attributes, the ideal candidates will have:

- A minimum of ten years of progressively responsible experience in economic research and analysis, policy formulation, application of economic principles in development programmes or on issues related to sustainable development;
- Experience in working with international organizations outside one's home country;
- Experience of working in multilateral organizations in Asia and the Pacific;
- Advanced university degree (Master's degree or equivalent) in economics or related field.

**2. Senior Economic Affairs Officer and Deputy Head, Subregional Office for East and North-East Asia, P-5**  
(Application deadline: 16 July 2022)

Among other attributes, the ideal candidates will have:

- A minimum of ten years of progressively responsible experience in economic or sustainable development research and analysis, policy formulation, application of economic or sustainable development principles in development programmes or related area with at least five years at the multilateral or international level;
- Experience in leading and managing a work unit;
- Experience in the United Nations Common System, international organizations or multilateral cooperation programmes;
- Demonstrated experience in analytical and policy analysis in economic or sustainable development;
- Experience in developing policies on sustainable development issues in East and North-East Asia;
- Experience in developing knowledge products on sustainable development issues;
- Advanced university degree (Master's degree or equivalent) in economics, environmental studies, sustainable development, public policy or related field.

**3. Chief, Macroeconomic Policy Analysis Section, Macroeconomic Policy and Financing for Development Division, P-5**

(Application deadline: 16 July 2022)

Among other attributes, the ideal candidates will have:

- A minimum of ten years of progressively responsible experience in research and analysis, policy formulation, application of economic principles in development programmes in the area of macroeconomics or related field;
- Demonstrated experience in leading and managing a sizable work unit;
- Experience in establishing and maintaining professional networks;
- Research and analysis in the above fields as demonstrated through authored publications;
- Advanced university degree (Master's degree or equivalent) in economics, development economics, financial economics, development finance, or related area.

Complete information about the responsibilities and requirements for these positions is available at <https://careers.un.org> and at <http://www.unescap.org/jobs>.

The Secretariat requests the assistance of Member States in widely circulating this information and encouraging qualified candidates, particularly women, to apply through the Inspira system, and further expresses its appreciation to Member States for their interest in its efforts to identify the best qualified candidates for these positions.

The Secretariat avails itself of the opportunity to renew to the Member States of the United Nations the assurances of its highest consideration.



7 June 2022

Member States of the United Nations

Zimbra

steno.hamidur@erd.gov.bd

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**Fwd: Senior-level job openings: P5 positions at Subregional Office for South and South-West Asia, Subregional Office for East and North-East Asia and Macroeconomic Policy and Financing for Development Division, ESCAP**

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**From :** Musammat Shahina Akter <de1@erd.gov.bd> Tue, Jun 07, 2022 02:30 PM  
**Subject :** Fwd: Senior-level job openings: P5 positions at Subregional Office for South and South-West Asia, Subregional Office for East and North-East Asia and Macroeconomic Policy and Financing for Development Division, ESCAP 📎 4 attachments  
**To :** Hamidur <steno.hamidur@erd.gov.bd>

Please put-up.

----- Forwarded Message -----

From: "Syed Rashedul Hossen" <rashedul\_hossen@yahoo.com>  
To: "DE-1 Section" <de1@erd.gov.bd>  
Cc: "Farid Aziz" <wingchief10@erd.gov.bd>, "Musrat Meh Jabin" <de.br1@erd.gov.bd>  
Sent: Tuesday, June 7, 2022 1:31:23 PM  
Subject: Fw: Senior-level job openings: P5 positions at Subregional Office for South and South-West Asia, Subregional Office for East and North-East Asia and Macroeconomic Policy and Financing for Development Division, ESCAP

Syed Rashedul Hossen | Economic Minister & Alternate PR of Bangladesh to UNESCAP | Embassy of Bangladesh | 47/8 Ekamai, Soi 30, Sukhumvit 63 | Bangkok 10110, THAILAND.  
Tel +66 2 390 5105 | Mobile +66 6 2664 2191 | Fax +66 2 390 5106 | PABX +66 2 390 5107 |  
Alternate email | kinrash999@gmail.com | [www.bdembassybangkok.org](http://www.bdembassybangkok.org) |

----- Forwarded message -----

From: ESCAP-OES-ACPR <escap-oes-acpr@un.org>  
To: Group Countries <groupcountries@unitednations.onmicrosoft.com>  
Cc: ACPR members <acprmembers@unitednations.onmicrosoft.com>; ACPR Thailand <acprthailand@unitednations.onmicrosoft.com>; Hirohito Toda <toda@un.org>;

6/8/22, 2:08 PM

Zimbra

Soomi Ro <ros@un.org>; Nicole Eggers-Westermann <eggers-westermann@un.org>;  
Milica Markovic <markovic@un.org>; Nantaporn Vuthikulpanich  
<vuthikulpanich@un.org>; Sinee Norrachetwuttiwai <norrachetwuttiwai@un.org>;  
Laszlo Dosa <dosal@un.org>; Duangporn Reungampaiphath  
<duangporn.reungampaiphath@un.org>; Jutamas Helfer <jutamas.helfer@un.org>;  
Caijia Liu <caijia.liu@un.org>; Lorenzo Santucci <santucci@un.org>; Caridad  
Canales <canalesc@un.org>; Wilasluck Aurtaveekul <aurtaveekul@un.org>;  
Korakot Chunprapaph <chunprapaph@un.org>; ESCAP-OES <oes.unescap@un.org>;  
ESCAP-DA <escap-da@un.org>

Sent: Tuesday, 7 June 2022, 02:28:24 pm GMT+7

Subject: Senior-level job openings: P5 positions at Subregional Office for  
South and South-West Asia, Subregional Office for East and North-East Asia  
and Macroeconomic Policy and Financing for Development Division, ESCAP

Dear Sir/Madam,

Please find attached a note verbale dated 7 June 2022 and the job openings  
concerning the following senior-level posts:

\* Senior Economic Affairs Officer and Deputy Head, Subregional Office for  
South and South-West Asia, P-5

(Application deadline: 1 July 2022)

\* Senior Economic Affairs Officer and Deputy Head, Subregional Office for  
East and North-East Asia, P-5

(Application deadline: 16 July 2022)

\* Chief, Macroeconomic Policy Analysis Section, Macroeconomic Policy and  
Financing for Development Division, P-5

(Application deadline: 16 July 2022)

The Secretariat requests the assistance of Member States in widely  
circulating this information and encouraging qualified candidates,  
particularly women, to apply for the job openings.

Yours sincerely,

Office of the Executive Secretary

United Nations Economic and Social Commission for Asia and the Pacific

Office: +662 288 1940 | oes.unescap@un.org

[www.unescap.org](http://www.unescap.org)

--

Musammat Shahina Akter

Deputy Secretary

DE-1 Section

Economic Relations Division

Ministry of Finance

Government of the People's Republic of Bangladesh

Phone: +88-02-48113544

Cell: +8801712251770

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— **JO No. 181419 SOSSWA P5.pdf**

122 KB

— **JO 182172 MPFP MPAS P5.pdf**

125 KB

— **JO No. 182737 SOENEA P5.pdf**

151 KB

— **Note Verbale for senior-level job openings-P5 positions at SOSSWA, SOENEA,  
and MPFD.pdf**

153 KB

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## Job Opening

**Posting Title:** Chief, Macroeconomic Policy Analysis Section, P5  
**Job Code Title:** CHIEF OF SECTION, ECONOMIC AFFAIRS  
**Department/ Office:** Economic and Social Commission for Asia and the Pacific  
**Duty Station:** BANGKOK  
**Posting Period:** 2 June 2022-16 July 2022  
**Job Opening number:** 22-ECO-ESCAP-182172-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 is located in the Macroeconomic Policy Analysis Section, Macroeconomic Policy and Financing for Development Division. The incumbent reports directly to the Director of the Division.

### Responsibilities

Within delegated authority, the Chief of Section will be responsible for the following.

- Plans and oversees the management of activities undertaken by the Section, ensuring that substantive work programme and programmed activities including country-level technical assistance and capacity building projects pertinent to the Section are delivered in a timely and satisfactory manner.
- Leads and supervises a team of staff economists and carries out the economic and analytical work of the Section under his/her responsibility; co-ordinates the related work carried out by team and provides substantive reviews of drafts prepared by others.
- Plans, leads and coordinates research/analysis in the preparation of working papers and reports on emerging macroeconomic and development trends and issues, including flagship publication "Economic and Social Survey of Asia and the Pacific".
- Prepares a comprehensive launch, dissemination and outreach strategy for the "Economic and Social Survey of Asia and the Pacific", including by organizing policy dialogues with think tanks, academia, government officials and UN entities;
- Contributes to and supervises the reporting to intergovernmental bodies, such as the ESCAP Commission and Committee on Macroeconomic Policy, Poverty Reduction and Financing for Development, on economic and development issues.
- Ensures that the analytical outputs/reports produced by the Section maintain high-quality standards, and are clear, objective and based on comprehensive data.
- Conceives, plans and manages expert group meetings, seminars and similar consultations that contribute to the finalization of the Section's work outputs.
- Prepares inputs for the work programme of the Division, determining priorities, and allocating resources for the completion of outputs and their timely delivery.

Accessibility



- Represents the Organization at inter-agency meetings, seminars, etc. and delivers presentations on emerging economic issues for specialists or non-specialist audiences, when needed.
- Participates in international, regional or national meetings and provides substantive expertise on economic and development issues, and hold substantive discussions with representatives of other institutions and UN entities.
- Carries out programmatic/administrative tasks necessary for the functioning of the Section, including preparation of budgets, assigning and monitoring of performance parameters, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance (ePerformance), interviews of candidates for job openings and evaluation of candidates.
- Manages, guides, develops and trains staff under his/her supervision, and fosters teamwork and communication among staff in the Section and across organizational boundaries.
- In consultation with the Division Director, recruits staff of the Section taking due account of geographical and gender balance and other institutional values.
- Performs other related duties as assigned, such as preparation of speeches/presentations for senior management.

## Competencies

### Core Competencies:

- **Professionalism:** Ability to apply economic theories and concepts in the relevant sectors of economic and sustainable development. Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of data provided by different sources. Ability to develop economic policies and make recommendations on their implementation. Ability to apply UN rules, regulations, policies and guidelines in work situations. 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, short deadlines, 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.
- **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.
- **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.

### Managerial Competencies:

- **Empowering Others:** Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility; genuinely values all staff members' input and expertise. Shows appreciation and rewards achievement and effort; involves others when making decisions that affect them.
- **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 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.

## Education

Advanced university degree (Master's degree or equivalent) in economics, development economics, financial economics, development finance, or related area is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Ph.D. in any of the above fields is highly desirable.

## Work Experience

A minimum of ten years of progressively responsible experience in research and analysis, policy formulation, application of economic principles in development programmes in the area of macroeconomics or related field is required.

Demonstrated experience in leading and managing a sizable work unit is required.

Experience in establishing and maintaining professional networks is highly desirable.

Research and analysis in the above fields as demonstrated through authored publications is desirable.

### **Languages**

English and French are the working languages of the UN Secretariat. For the post advertised, fluency in English 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 28 February 2022, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brunei Darussalam, Cabo Verde, China, Comoros, Cuba, Democratic People's Republic of Korea, Djibouti, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Haiti, Israel, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Namibia, Nauru, Norway, Oman, Palau, Panama, Papua New Guinea, Qatar, Republic of Korea, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Solomon Islands, Somalia, South Sudan, Timor-Leste, Turkey, 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**

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, inspired by the Manual for the Applicant. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed

Accessibility

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:** Senior Economic Affairs Officer and Deputy Head, P5  
**Job Code Title:** SENIOR ECONOMIC AFFAIRS OFFICER  
**Department/ Office:** Economic and Social Commission for Asia and the Pacific  
**Duty Station:** NEW DELHI  
**Posting Period:** 18 May 2022-1 July 2022  
**Job Opening number:** 22-ECO-ESCAP-181419-R-NEW DELHI(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 position is located in the Subregional Office for South and South-West Asia in New Delhi, which serves 10 countries within the subregion, namely Afghanistan, Bangladesh, Bhutan, India, the Islamic Republic of Iran, Maldives, Nepal, Pakistan, Sri Lanka and Turkey. The incumbent reports to the Head, ESCAP Subregional Office for South and South-West Asia.

### Responsibilities

Under the direct supervision of the Head, ESCAP Subregional Office for South and South-West Asia, and overall supervision of the Executive Secretary, the incumbent is required to perform the following functions:

#### Economic or sectoral analysis

- Leads in the formulation, organization and management of mandated programmes of economic analysis and the formulation of possible economic strategies, policies and actions related to economic cooperation and integration of countries in South and Southwest Asia, and leads in the formulation, organization and management of programmes to assist relevant member States in issues related to LDC graduation.
- Leads in the identification of new or emerging development issues related to the achievement of the 2030 Agenda in South and Southwest Asia, and designs and develops programmes to address them.
- Commissions economic 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.

22-ECO-ESCAP-181419-R-NEW DELHI(G)

- Finalizes reports on development for issuance by the United Nations.
- Prepares speeches for senior staff and makes presentations on economic issues for specialist or non-specialist audiences.

#### Intergovernmental support

- Provides direct substantive support on development issues of South and Southwest Asia to the Commission and its subsidiary bodies by providing strategic and technical inputs and assisting in developing a consensus.
- Manages the work unit's contribution to the preparation and management of meetings of intergovernmental bodies.
- Represents the organizational unit at international, regional and national meetings on development issues.

#### Technical cooperation

- Develops and maintains relations with senior officials of member governments from South and Southwest Asia and solicits their participation and engagement in ESCAP technical cooperation, analytical and normative work, and negotiates with donor and recipient governments on technical assistance programmes and projects.
- Organizes and coordinates cooperation among Member States of South and Southwest Asia on Sustainable development, including on economic programmes or issues.
- Leads or participates in technical cooperation missions.

#### Programme support

- Contributes to the formulation of the programme of work and the budget of the subregional office and participate in the formulation of the organization's overall programme of work and other similar endeavours.
- Attends to various administrative matters concerning the subregional office.
- Takes lead on selected issues delegated by the Head of the Subregional Office and serve as Officer-in-Charge, a.i. of the Office during her/his absence.
- Performs other related duties as required.

### Competencies

#### Core Competencies

**PROFESSIONALISM:** Ability to apply economic theories and concepts in different sectors of economic and sustainable development. Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of data provided by different sources. Ability to develop economic policies and make recommendations on their implementation. 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.

**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.

**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

**LEADERSHIP:** 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.

**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 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.

## **Education**

Advanced university degree (Master's degree or equivalent) in economics 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 economic research and analysis, policy formulation, application of economic principles in development programmes or on issues related to sustainable development is required.

Experience in working with international organizations outside one's home country is required.

Experience of working in multilateral organizations in Asia and the Pacific 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. 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 28 February 2022, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brunei Darussalam, Cabo Verde, China, Comoros, Cuba, Democratic People's Republic of Korea, Djibouti, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Haiti, Israel, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Namibia, Nauru, Norway, Oman, Palau, Panama, Papua New Guinea, Qatar, Republic of Korea, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Solomon Islands, Somalia, South Sudan, Timor-Leste, Turkey, 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**

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.

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## Job Opening

**Posting Title:** Senior Economic Affairs Officer and Deputy Head, P5  
**Job Code Title:** SENIOR ECONOMIC AFFAIRS OFFICER  
**Department/ Office:** Economic and Social Commission for Asia and the Pacific  
**Duty Station:** INCHEON CITY  
**Posting Period:** 2 June 2022-16 July 2022  
**Job Opening number:** 22-ECO-ESCAP-182737-R-INCHEON CITY(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.

ESCAP Subregional Office for East and North-East Asia (SOENEA) covers the following six countries: China, the Democratic People's Republic of Korea, Japan, Mongolia, Republic of Korea and the Russian Federation. SOENEA is established to enhance multilateral cooperation in North-East Asia in the implementation, follow up and review of the 2030 Agenda for Sustainable Development, including through regional cooperation on environmental sustainability, connectivity and innovation. SOENEA also serves as the Secretariat of the North-East Asian Subregional Programme for Environmental Cooperation (NEASPEC) with the membership of the six countries.

The incumbent reports to the Head of Office.

### Responsibilities

Under the direct supervision of the Head of Office, the incumbent is required to perform the following functions.

Accessibility



#### Economic or sector analysis

- Leads or participates in the formulation, organization and management of mandated programmes of economic, environmental and social analysis and the formulation of possible economic and sustainable development strategies, policies and actions for adoption by the membership of ESCAP; Through subregional platforms such as NEASPEC and North-East Asia Regional Power Interconnection and Cooperation Forum (NEARPIC), leads the development, implementation and evaluation of programmes/projects on sustainable development issues, such as on environment, energy, trade, transport and social issues; Coordinates the operation of NEASPEC Secretariat and projects.
- Leads or participates in the identification of new or emerging development issues of potential concern to the ESCAP membership or the subregion and designs and develops innovative programmes and products to address them.
- Supervises a work unit on various topics of economic or developmental issues in programme / project development, implementation, monitoring and assessment and ensures gender mainstreaming, including in legislation, policies or programmes
- Commissions 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 Supervises and provides analytical inputs in the preparation and finalization of various written outputs, including background papers, analysis, substantial sections of reports and studies, and inputs to publications on sustainable development issues, in addition to subregional analysis inputs to ESCAP flagship publications, surveys and reports. Coordinates and supports ESCAP Headquarters in advocacy and capacity-building events, including the launching of ESCAP publications and dissemination of analytical studies and reports in the subregion. Prepares speeches for senior staff and makes presentations on economic and/or sustainable development issues for specialist or non-specialist audiences.

#### Intergovernmental support

- Provides direct substantive support on development issues to intergovernmental bodies (such as the ESCAP commission and the Asia Pacific Forum for Sustainable Development) and other subregional activities 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.
- Represents the organizational unit at international, regional and national meetings on 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 economic and sustainable development issues and policies.
- Negotiates with donor and recipient governments and subregional organizations on technical assistance programmes and projects. Manages outreach and technical activities, including networks and communities of practice for knowledge sharing; designs and conducts training workshops, seminars, etc., give lectures or presentations on assigned topics/activities on sustainable development issues. Coordinates closely with Member States, the United Nations Country Teams (UNCTs) regional and subregional intergovernmental organizations, as well as with civil society organizations and other development partners in the region.

#### Programme support

- Functions as the deputy head of an organizational unit.
- Contributes to the formulation of the medium-term plan, the programme of work and the budget of the unit and participate in the formulation of the organization's overall programme of work and other similar endeavours.

A minimum of ten years of progressively responsible experience in economic or sustainable development research and analysis, policy formulation, application of economic or sustainable development principles in development programmes or related area with at least five years at the multilateral or international level is required.

Experience in leading and managing a work unit is required.

Experience in the United Nations Common System, international organizations or multilateral cooperation programmes is desirable.

Demonstrated experience in analytical and policy analysis in economic or sustainable development is desirable.

Experience in developing policies on sustainable development issues in East and North-East Asia is desirable.

Experience in developing knowledge products on sustainable development issues is desirable.

### **Languages**

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### **Assessment**

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

### **Special Notice**

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### **United Nations Considerations**

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- Attends to various administrative matters concerning the larger organizational unit (Section or Division).
- Performs other related duties as required.

## Competencies

### Competencies:

- **Professionalism:** Ability to apply economic theories and concepts in different sectors of economic and sustainable development. Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of data provided by different sources. Ability to develop economic policies and make recommendations on their implementation. 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.
- **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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

### Managerial Competencies:

- **Leadership:** 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.
- **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, environmental studies, sustainable development, public policy or related field. 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

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