



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জনপ্রশাসন মন্ত্রণালয়
চুক্তি ও বৈদেশিক নিয়োগ শাখা
www.mopa.gov.bd



নম্বর : ০৫.০০.০০০০.১৪৬.২৪.০২৯.২১-৫০১

তারিখ: ০১ অগ্রহায়ণ ১৪২৮
১৬ নভেম্বর ২০২১

বিষয়: Head, Subregional Office for the Pacific, D-1 পদে ESCAP এর নিয়োগ বিজ্ঞপ্তি

সূত্র: অর্থনৈতিক সম্পর্ক বিভাগ হতে প্রাপ্ত স্মারক নং-০৯.০০.০০০০.২২৪.৯৯.০০২.২১-৬৫৩, তারিখ : ০৩ নভেম্বর ২০২১

উপর্যুক্ত বিষয় ও সূত্রোক্ত স্মারকের পরিপ্রেক্ষিতে United Nations Economic and Social Commission for Asia and the Pacific (UN-ESCAP) শীর্ষক আন্তর্জাতিক সংস্থায় Head, Subregional Office for the Pacific, D-1 পদের বিপরীতে সংযুক্ত পত্রে উল্লিখিত নির্ধারিত যোগ্যতাসম্পন্ন আগ্রহী প্রার্থীগণকে আগামী ২০ ডিসেম্বর ২০২১ তারিখের মধ্যে আবেদন করার জন্য নির্দেশক্রমে অনুরোধ করা হলো।

০২। উল্লেখ্য, সংশ্লিষ্ট সংস্থায় আবেদন সংক্রান্ত তথ্য <https://careers.un.org> and at <http://www.unescap.org/jobs> হতে পাওয়া যাবে।

সংযুক্তি : বর্ণনামতে ০৬ (ছয়) পৃষ্ঠা।

(মোঃ অলিউর রহমান)
উপসচিব
ফোন : ৯৫৭৪৫৬১
confapp@mopa.gov.bd

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়) :

- ০১। মন্ত্রিপরিষদ সচিব, মন্ত্রিপরিষদ বিভাগ/মুখ্য সচিব, প্রধানমন্ত্রীর কার্যালয়।
- ০২। সিনিয়র সচিব/সচিব-----মন্ত্রণালয়/বিভাগ।
(তীর নিয়ন্ত্রণাধীন সকল কর্মকর্তা/সংস্থার মধ্যে বিতরণের নিমিত্ত নির্দেশনা প্রদানের অনুরোধ করা হলো)
- ০৩। মহাপরিচালক, বাংলাদেশ কর্মচারী কল্যাণ বোর্ড, ঢাকা/ রেক্টর, বাংলাদেশ লোক প্রশাসন প্রশিক্ষণ কেন্দ্র, সাতার/ রেক্টর, বাংলাদেশ সিভিল সার্ভিস (প্রশাসন) একাডেমি, ঢাকা।
- ০৪। মহাপরিচালক, বিয়াম/ মুদ্রণ ও প্রকাশনা অধিদপ্তর।
- ০৫। অতিরিক্ত সচিব (সকল), জনপ্রশাসন মন্ত্রণালয়।
- ০৬। পরিবহন কমিশনার, সরকারি যানবাহন অধিদপ্তর।
- ০৭। বিভাগীয় কমিশনার (সকল)।
- ০৮। যুগ্মসচিব (সকল), জনপ্রশাসন মন্ত্রণালয়।
- ০৯। যুগ্মসচিব, পিএসসি, জনপ্রশাসন মন্ত্রণালয় (সংযুক্ত বিজ্ঞপ্তি জনপ্রশাসন মন্ত্রণালয়ের ওয়েবসাইটে প্রকাশের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুরোধ)।
- ১০। উপসচিব (সকল), জনপ্রশাসন মন্ত্রণালয়।
- ১১। সিনিয়র সিস্টেমস এনালিস্ট, পিএসসি, জনপ্রশাসন মন্ত্রণালয় (সংযুক্ত বিজ্ঞপ্তি জনপ্রশাসন মন্ত্রণালয়ের ওয়েবসাইটে প্রকাশের ব্যবস্থা গ্রহণের জন্য অনুরোধ)।
- ১২। সিনিয়র সচিবের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয় (সিনিয়র সচিব মহোদয়ের সদয় অবগতির জন্য)।
- ১৩। অফিস কপি/মাস্টার ফাইল।

Bangladesh

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

অর্থ মন্ত্রণালয়

অর্থনৈতিক সম্পর্ক বিভাগ

ডিই-১ শাখা

শের-ই-বাংলানগর, ঢাকা-১২০৭।

www.erd.gov.bd



স্মারক নম্বর: ০৯.০০.০০০০.২২৪.৯৯.০০২.২১-৬৫৩

তারিখ: ১৮ কার্তিক ১৪২৮

০৩ নভেম্বর ২০২১

বিষয়: Senior-level job opening: Head, Subregional Office for the Pacific, D-1, ESCAP

সূত্র: এসকাপ হতে প্রাপ্ত পত্র নং-OES/B/2; dated on 25 October 2021.

উপর্যুক্ত বিষয় ও সূত্রের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, United Nations Economic and Social Commission for Asia and the Pacific (UN-ESCAP), Head, Subregional Office for the Pacific (ESCAP)-এর D-1 পদের জন্য দরখাস্ত আহ্বান করেছে। আগ্রহী প্রার্থীগণকে আগামী ২০ ডিসেম্বর ২০২১ তারিখের মধ্যে উক্ত পদের জন্য আবেদন করতে হবে।

এমতাবস্থায়, বর্ণিত বিষয়ে ESCAP হতে প্রাপ্ত বিজ্ঞপ্তি ওয়েবসাইটে প্রকাশের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে এসাথে প্রেরণ করা হলো।

সংযুক্তি: বর্ণনামতে ৫ (পাঁচ) পৃষ্ঠা।

৩-১১-২০২১

মুহাম্মৎ শাহীনা আক্তার

উপসচিব

সিনিয়র সচিব, জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।

ফোন: ৪৮১১৩৫৪৪

ইমেইল: de1@erd.gov.bd

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

স্মারক নম্বর: ০৯.০০.০০০০.২২৪.৯৯.০০২.২১-৬৫৩/১(৩)

তারিখ: ১৮ কার্তিক ১৪২৮

০৩ নভেম্বর ২০২১

সদয় অবগতি ও কার্যার্থে প্রেরণ করা হল:

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

জনপ্রশাসন মন্ত্রণালয় এ.পি.ডি অনুবিভাগ চুক্তি ও বৈদেশিক নিয়োগ শাখা
ভায়েরি নং ২৬৭
তারিখ ০৪/১১/২১

৩-১১-২০২১

মুহাম্মৎ শাহীনা আক্তার

উপসচিব

Job Opening

Posting Title: Head, Subregional Office for the Pacific, D1
Job Code Title: HEAD OF OFFICE, ECONOMIC AFFAIRS
Department/ Office: Economic and Social Commission for Asia and the Pacific
Duty Station: SUVA
Posting Period: 22 October 2021-20 December 2021
Job Opening number: 21-ECO-ESCAP-166717-R-SUVA(G)
Staffing Exercise ID: N/A

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

[Email to a Friend](#)

[Apply](#)

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 Subregional Office for the Pacific in Suva, which covers Australia, Fiji, Kiribati, Marshall Islands, Micronesia (Federated States of), Nauru, New Zealand, 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. The incumbent of this post will report to the Executive Secretary of ESCAP or her/his designate.

Responsibilities

Under the direct supervision of the Executive Secretary or their designate, the incumbent is required to perform the following functions:

- Represents ESCAP in the Pacific subregion, including promoting the active participation of member governments and partners in the work of ESCAP.
- Assists and advises the Executive Secretary on emerging issues and concerns in the subregion, including those gathered from consultations/discussions with government officials and representatives of other key intergovernmental organizations, institutions and stakeholders, and provides advice toward developing ESCAP policies, programmes and courses of action, taking into consideration the socio-economic and political context of the subregion.
- Formulates the programme of work of the Subregional Office in line with subregional priorities and ensures its implementation in collaboration with ESCAP divisions, so that programmed activities are

carried out in a timely fashion and coordinated, both within the secretariat as well as with other organizations of the United Nations System. Ensures that all subregional activities are in line with the Commission's overall strategy in the subregion and reinforces its core mandate.

- Leads, supervises and carries out the programme of work of Office; provides inputs on countries of the subregion to substantive divisions through coordination with concerned government officials, United Nations entities, country teams, subregional organizations and other stakeholders.
- Leads and supervises or supports for missions, intergovernmental meetings, seminars, workshops, publications, training, and other activities held in the subregion, including acting as advocate for ESCAP matters and activities. Manages the substantive preparation and organization of meetings or seminars, etc.
- Provides inputs to reports for presentation to intergovernmental bodies, including the Special Body on Least Developed Countries, Landlocked Developing Countries and Pacific Island Developing States of the Commission, Economic and Social Council, General Assembly and other policy-making organs, as appropriate.
- Participates in international, regional or national meetings and provides policy advice and technical assistance on economic and social development policies and programmes to governments in coordination with other entities in the subregion; promotes partnership and knowledge sharing among member countries, private sector, civil society and other relevant development partners to address key subregional priorities.
- Ensures that the outputs produced by the Office maintain high-quality standards, that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the Office under his/her supervision meet required standards to ensure they comply with relevant mandates.
- Undertakes and oversees programmatic, administrative, and managerial tasks necessary for the smooth functioning of the subregional office, including preparation of programme and budget plan and reporting, particularly those presented in annual or biannual reports; effective use of resources for the timely delivery of mandated outputs; recruitment of candidates, taking into account gender and geographical balance; guidance and development of staff under supervision; and evaluation of staff performance .
- Performs other related duties as necessary.

Competencies

Professionalism: Knowledge of the substantive field of work in general and of specific areas being supervised. Ability to produce reports and papers on technical issues and to review and edit the work of others. 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 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.

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.

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.

226

Education

Advanced university degree (master's degree or equivalent) in economics, social sciences or related field is required. A doctorate degree is an advantage. 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.

Job - Specific Qualification

Work Experience

A minimum of fifteen years of progressively responsible experience in economic and social analysis, policy formulation and implementation and/or programme management is required.

A minimum of five-year's work experience outside of the home country in Asia and the Pacific and preferably in the subregion, is desirable.

Demonstrated experience in establishing and maintaining professional networks is desirable.

Experience with the United Nations System and of the United Nations programmes, policies, rules and regulations is desirable.

Experience in advocacy and establishing partnerships with key stakeholders, including civil society and the private sector, 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 April 2021, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brunei Darussalam, Cabo Verde, Cambodia, China, Comoros, Cuba, Democratic People's Republic of Korea, Djibouti, 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, Somalia, South Sudan, Suriname, 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.

Accessibility

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.

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.

[Email to a Friend](#)

[Apply](#)



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 job opening for the post of Head, Subregional Office for the Pacific, D-1 at the Economic and Social Commission for Asia and the Pacific, as detailed below:

Head, Subregional Office for the Pacific, D-1
(Application deadline: 20 December 2021)

Among other attributes, the ideal candidates will have:

- A minimum of fifteen years of progressively responsible experience in economic and social analysis, policy formulation and implementation and/or programme management;
- A minimum of five-year's work experience outside of the home country in Asia and the Pacific and preferably in the subregion;
- Demonstrated experience in establishing and maintaining professional networks;
- Experience in advocacy and establishing partnerships with key stakeholders, including civil society and the private sector;
- Experience with the United Nations System and of the United Nations programmes, policies, rules and regulations;
- Advanced university degree (Master's degree or equivalent) in economics, social sciences or related field.

Complete information about the responsibilities and requirements for this position 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 this position.

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



25 October 2021

Member States of the United Nations