



## Job Opening

**Posting Title:** Deputy Executive Secretary for Programmes, D2  
**Job Code Title:** DIRECTOR, ECONOMIC AFFAIRS  
**Department/ Office:** Economic and Social Commission for Asia and the Pacific  
**Duty Station:** BANGKOK  
**Posting Period:** 17 March 2015-16 May 2015  
**Job Opening number:** 15-ECO-ESCAP-41609-D-BANGKOK(G)

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

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### 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.

ESCAP is committed to promoting diversity and gender equality within its Secretariat. Women candidates are strongly encouraged to apply.

### Org. Setting and Reporting

The mandate of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is to promote inclusive economic and social development and support regional cooperation and integration in the Asian and Pacific region. ESCAP's role as a regional development arm of the United Nations Secretariat is to support its membership, through its analytical, normative and technical cooperation, to respond to the development priorities and changing needs of the Asian and Pacific region.

This position supports the Executive Secretary in managing ESCAP's substantive research and analytical work programme. The Deputy Executive Secretary for Programmes reports directly to the Executive Secretary.

### Responsibilities

Under the oversight of the Executive Secretary, the Deputy Executive Secretary for Programmes (DES/P) will be responsible for the following:

- Supporting the implementation of the Executive Secretary's vision to strengthen the analytical and normative research and resultant publications, including the development and maintenance of a strong vetting process, with a view to elevating ESCAP's capacity, profile, and impact in the region. Works closely with the Executive Secretary to build and strengthen the analytical and intellectual capacity of ESCAP by enhancing the research, analysis and knowledge sharing work of ESCAP with policy communities and influential academic institutions regionally and globally.
- Leads and oversees substantive, normative, analytical work of ESCAP, including economic research, modelling, and forecasting. Oversees ESCAP's work in the areas of macroeconomics; trade, investment, science, technology and innovation; transport; information and communications technology; statistics; and disaster risk reduction.
- Contributes to the formulation of ESCAP's overall strategies and policies, preparing documents on policy issues, and acting, as required, in an advisory capacity to the Executive Secretary; coordinates, on behalf of the Executive Secretary, the work of the Regional Coordination Mechanism.
- In close collaboration with the Executive Secretary, takes the lead in strengthening the collaboration and integration with UN and non-UN stakeholders, ensuring full utilization of existing capacities in the field of economic, finance and social development.
- Supports the substantive work programme of ESCAP, determining priorities, and allocating resources for the completion of outputs and their timely delivery in accordance with the strategic direction set out by the Executive Secretary.
- Ensures that programmed activities are carried out in a timely manner and coordinates work in the different areas both within ESCAP, and with other organizations of the United Nations System, donors and agencies as appropriate.
- Ensures that the outputs produced by ESCAP maintain high-quality standards; that reports are clear, objective and based on comprehensive data, meet required standards, and comply with the relevant mandates.
- Ensures close linkages amongst planning, implementation, monitoring and evaluation of the various programmes and projects entrusted to ESCAP.
- Chairs meetings, seminars, etc., representing the Organization and the Executive Secretary, as required.
- Performs other related duties as requested by the Executive Secretary.

### Competencies

**Professionalism:** Knowledge of the substantive fields of economic and social development, financing for development, or related area. Ability to produce analytical reports and papers on technical issues and to review and edit the work of others. Demonstrates high-level managerial and programmatic competence. Shows 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.

**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.

**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.

**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 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, development, finance or related field. Ph.D in economics or related field is desirable. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

#### Work Experience

Over fifteen years (or over seventeen years for candidates with a first level university degree) of progressively responsible experience in economics, financing for development, or related field. Experience in programmatic activities in an international or multicultural institution highly desirable. Research and analysis in any of the above-mentioned fields as demonstrated through authored, peer-reviewed publications is desirable. Demonstrated experience in establishing and maintaining professional networks is desirable. Work experience in the Asia-Pacific region is an asset.

#### Languages

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

#### Assessment Method

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

#### United Nations Considerations

Job openings posted on the Careers Portal are taken off at midnight (New York time) on the deadline date.

Applications are automatically pre-screened according to the published evaluation criteria of the job opening on the basis of the information provided by applicants. Applications cannot be amended following submission and incomplete applications shall not be considered. The selected candidate will be subject to a reference checking process to verify the information provided in the application.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, Inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" on the upper right side of the browser on Inspira.

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

#### 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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