Temporary Job Opening

Job Title, Level: Chief of Service, P-5

Department/Office: Strategic Communications and Advocacy Section, Strategic Publications, Communications and Advocacy hub

Location: BANGKOK

Posting Period: 27 March – 13 April 2015

Duration: Starting as soon as possible until 31 October 2015, with possibility of extension, subject to performance and the availability of the funds

Temporary JO number: 15-P-11-OES-SCAS-TEMP-BANGKOK

Org. Setting and Reporting

The mandate of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is to promote regional cooperation for inclusive economic and social development 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 is located in the Strategic Communications and Advocacy Section, in the Strategic Publications, Communications and Advocacy (SPCA) hub, reporting to the Office of the Executive Secretary. The incumbent reports to the “Chief, Strategic Publications, Communications and Advocacy hub”.

Responsibilities

Under the direct supervision of the Chief, Strategic Publications, Communications and Advocacy hub, and overall supervision of the Deputy Executive Secretary in the Office of the Executive Secretary, the incumbent is required to perform the following functions:

1. Provides policy guidance to the SPCA Chief on conceptualization, design, execution, monitoring, strengthening and development and management of ESCAP’s strategic communications and knowledge development programme, which includes development of good practices for continuous improvement of institutional public information, external relations and knowledge sharing.

2. In the context of SPCA’s overall communications, publications and advocacy strategy, plans and oversees the management of activities undertaken by Section; ensures that substantive work programmes and programmed activities are carried out in a timely fashion, coordinating diverse projects with ESCAP divisions, Sub-regional offices and Regional Institutions, and when appropriate, with other organizations of the United Nations System and development partners.

3. Manages, supervises and carries out the work programme of the Section under his/her responsibility, including SCAS and ESCAP’s library. Co-ordinates the work carried out by the Section, providing programmatic and substantive reviews of drafts prepared by others.

4. Contributes to the reporting to intergovernmental bodies on budget and programme performance on SCAS and library programme of work, particularly those presented in biannual and/or annual reports.

5. Ensures that the outputs produced by the Section maintain high-quality standards ensuring that they meet required standards before completion to ensure they comply with the relevant mandates.
6. Prepares inputs for the work programme of the SPCA, helping to determine priorities, and allocating resources for the completion of outputs and their timely delivery.

7. Carries out programmatic and administrative tasks necessary for the functioning of the Section, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget and programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance, interviews of candidates for job openings and evaluation of candidates.

8. Recruits staff for Section, taking due account geographical and gender balance and other institutional values.

9. Manages, guides, develops and trains staff under his/her supervision, with particular attention to training in new technologies, as appropriate

10. Fosters teamwork and communication among staff in the Section, with divisions, Sub-regional offices and Regional Institutions, and across organizational boundaries.

11. Represents ESCAP to media, with UN system and development partners regarding communications issues, as appropriate.

**Competencies**

**Professionalism:** Ability to advise on and effectively manage high profile and sensitive communications challenges where inappropriate handling creates risk to the Organisation’s reputation; ability to develop and manage a sizeable public information programme for the Organisation and to direct others in the execution of the programme; knowledge of Organisation’s substantive work programme, media markets, public attitudes, local conditions and developments; ability to build an effective communications strategy and programme based on an assessment of diverse communications environments and to adapt and be innovative as conditions change and challenges arise; ability to develop cutting-edge media campaigns with excellent advocacy and communications techniques; ability to identify and develop effective information and knowledge management techniques and tools that support the Organisation’s overall research, publications and communications goals; ability to present and defend difficult positions to senior officials; shows pride in and enthusiasm for work; 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; takes a proactive approach to problem-solving; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of men and women in all areas of work.

**Planning and Organising:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates an appropriate amount of time and resources for completing work; foresees risk and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Communications:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify; exhibits interest in having a two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**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 communications, journalism, public relations or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of 10 years of progressively responsible experience in communications, journalism, public relations or related fields is required. At least five years in managerial positions (media/strategic communications) and leading a diverse team are desirable. Experience with multi-media and social media outputs 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 official United Nations language would be an advantage.

Assessment Method

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

United Nations Considerations

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.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

Application Process

Applicants are requested to complete a Personal History Profile (PHP) on careers.un.org and submit it electronically to: escap-application@un.org with the subject “Application for TJO No. 15-P-11-OES-SCAS-TEMP-BANGKOK” and received no later than the deadline indicated above.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

Due to the volume of applications, only candidates under positive consideration will be contacted.