Temporary Job Opening

Job Title, Level:    Associate Economic Affairs Officer, P-2
Department/Office: Sustainable Urban Development Section, Environment and Development Division
Location:     BANGKOK
Posting Period:    27 May – 10 June 2015
Duration:  Starting as soon as possible until 25 May 2016
Temporary JO number:   15-P-22-EDD-SUDS-P-2-TEMP-BANGKOK

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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 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.

The post is located in the Sustainable Urban Development Section, Environment and Development Division. The section seeks to strengthen regional commitment to sustainable, inclusive and resilient cities and implementation of the Division's mandates. The incumbent reports to the Chief, Sustainable Urban Development Section, under the overall guidance of the Division Director.

Responsibilities

Under the direct supervision of the Chief, Sustainable Urban Development Section, and overall supervision of the Director, Environment and Development Division, the incumbent is required to perform the following functions:

- Contributes to the section by conducting research, undertaking evaluation, interpreting and analysing data (both quantitative and qualitative) on a range of issues relevant to sustainable, inclusive and resilient urban development;
- Prepares substantive and high-quality inputs in the form of analytical drafts, background documents, inputs to presentations and similar material on issues related to sustainable urban development in the Asia-Pacific region;
- Assists in the organization and servicing of expert group meetings, intergovernmental meetings and additional activities related to the priorities of the section;
- Represents the section in internal and external meetings on administrative and substantive matters as needed;
- Monitors, backstops and assesses the implementation of technical cooperation programmes and projects;
- Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work unit's services.

Competencies

- Professionalism: Knowledge of urban development, sustainable development and related fields. Ability to identify and develop sources for data collection. Ability to undertake research, analyse data, make recommendations and write reports. 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. 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 and 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.

Education

Advanced university degree (Master’s degree or equivalent) in social sciences, economics, urban planning, environmental sciences or related field. A first-level university degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of two years of progressively responsible experience in research and analysis on sustainable development, in particular urban development, policy formulation, or related areas is required. Work experience in Asia-Pacific region and in organizing intergovernmental meetings would be an advantage.

(No experience is required for candidates who have passed the YPP, NCRE or G to P Examinations)

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 is 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-22-EDD-SUDS-P-2-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.