

Job Opening

Posting Title:	Director, Division for Africa, Least Developed Countries and Special Programmes
Job Code Title:	DIRECTOR, ECONOMIC AFFAIRS
Department/Office:	UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT
Duty Station:	GENEVA
Posting Period:	24 November 2015 - 21 February 2016
Job Opening Number:	50853



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.
- An impeccable record for integrity and professional ethical standards is essential. All staff at the D2 level and above are required to submit a financial disclosure statement upon appointment and annually thereafter.
- Qualified female candidates are strongly encouraged to apply.

Org. Setting and Reporting

This position is located in the United Nations Conference on Trade and Development (UNCTAD). The mandate of the Division for Africa, Least Developed Countries and Special Programmes (ALDC) is to promote development of national policies and international support measures to build productive capacities for economic development and poverty reduction in Africa, least developed countries and other groups of countries in special situations (landlocked developing countries, small island developing States and other structurally weak, vulnerable and small economies) and to progressively and beneficially integrate them into the global economy. The Director of Division reports to the Secretary-General (SG) and Deputy Secretary-General (DSG) of UNCTAD.

Responsibilities

Within delegated authority and under the guidance of the Secretary-General (SG) and the Deputy Secretary-General (DSG) of UNCTAD, the Director for Africa, Least Developed Countries and Special Programmes will be responsible for the following:

- Provides substantive leadership to the management and coordination of UNCTAD-wide activities concerning Africa, least developed, land-locked and island developing countries.
- Contributes to the formulation of UNCTAD's overall strategies and policies by participating in various committees, preparing documents on policy issues, and acting, as required, in an advisory capacity to the SG and/or DSG of UNCTAD; contribute to the overall management of UNCTAD's activities and operations.
- Directs the implementation of the work programme of Africa, least developed, landlocked and island developing countries including the monitoring of country- level programmes;
- Chairs meetings, seminars, etc., on substantive-related issues; represents the Organization at international, regional, inter-agency meetings, seminars and conferences; provides programmatic/substantive expertise on an issue, or holds programmatic/substantive and organizational discussions with representatives of other institutions.
- Develops policy guidelines and supervises the preparation of reports to the Trade and Development Board concerning Africa, least developed, landlocked and island developing countries.
- Provides, plans and supervises the servicing of intergovernmental bodies and participates at a policy level in preparation for meetings of the Trade and Development Board and the quadrennial Conferences of UNCTAD.
- Liaises on behalf of the Secretary-General and/or the Deputy Secretary-General with senior government officials to provide advice and coordination on issues to be discussed and negotiated in the intergovernmental bodies of UNCTAD.

- Provides leadership to the development of innovative and/or change management programmes.
- Ensures effective implementation of Results Based Management (RBM) in the programme of work of the division in line with UNCTAD's work programme.
- Directs the implementation of the work of the Division for Africa, Least Developed Countries and Special Programmes, and helps mobilize extra budgetary resources for technical cooperation and manages the LDC Trust Fund.
- Ensures that the outputs produced by the Division maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the Division under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates.
- Oversees the recruitment of staff for the Division taking due account geographical and gender balance and other institutional values.
- Manages, guides, develops and trains staff under his/her supervision; foster teamwork and communication among staff in the Division and across organizational boundaries.
- Perform other related duties as requested by the senior management of the Organization.

Competencies

• **Professionalism:** - In-depth knowledge of the economic challenges and opportunities facing Africa, least developed, land-locked and small island developing states and the role of trade and development. Expert knowledge and demonstrated ability in analyzing, interpreting, formulating and communicating complex policies and strategies. Ability to convey difficult issues and positions to high level officials; diplomacy and tact. Shows ability to produce reports and papers on technical issues and to review and edit the work of others. Shows ability to apply UN rules, regulations, policies and guidelines in work situations. Demonstrated capacity to establish strategic partnerships within and outside the organization, to deliver on the programme of work. 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.

• **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 or related field is required. A post graduate degree (Ph.D. or equivalent) in economics or related field is desirable. 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

Over fifteen years of progressively responsible experience dealing with development, particularly policy issues in development finance and trade. Relevant experience working with the challenges of least developed countries at country and international-level is required. Experience directing research activities related to development issues is required.

Languages

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

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

United Nations Considerations

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.

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.

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" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (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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