

UNITED NATIONS



NATIONS UNIES

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

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The Secretariat of the United Nations presents its compliments to the member States and has the honour to refer to the job opening for the post of Director, Asian and Pacific Training Centre for Information and Communication Technology, D-1 at the Economic and Social Commission for Asia and the Pacific (ESCAP), now posted on the ESCAP website, www.unescap.org/jobs and the United Nations Careers Portal, www.careers.un.org.

Among other attributes, the ideal candidates will have:

- A minimum of fifteen years of progressively responsible experience in a combination of information and communications technology and human and institutional capacity-development;
- Experience of work at the international level, preferably including location away from home country;
- Experience in fund-raising;
- Familiarity with United Nations programmes, policies, rules and regulations;
- Experience in leading and managing a sizable work unit;
- Experience in the Asia-Pacific region;
- Advanced university degree (Master's degree or equivalent), in information and communications technology, business, management, economics or related area.

Further information and requirements for this position is available at careers.un.org or at www.unescap.org/jobs.

The Secretariat requests the assistance of member States in widely circulating this information to their respective Offices and encouraging qualified candidates, particularly women, to apply through the Inspira system, and further expresses its appreciation to its 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 its member States the assurances of its highest consideration.



6 February 2018



Job Opening

Posting Title: Director, Asian and Pacific Training Centre for Information and Communication Technology, D1
Job Code Title: Chief of Service, Programme Management
Department/ Office: Economic and Social Commission for Asia and the Pacific
Duty Station: INCHEON CITY
Posting Period: 18 January 2018-16 February 2018
Job Opening number: 18-PGM-ESCAP-91766-R-INCHEON CITY (X)
Staffing Exercise ID: N/A

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 and the implementation of the Sustainable Development Goals.

The Asian and Pacific Training Centre for Information and Communication Technology (APCICT) was inaugurated on 16 June 2006 as a regional institute of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP), and is located in Incheon, Republic of Korea. The Centre's mission is to strengthen the efforts of the member countries of ESCAP to use ICT in their sustainable development through human and institutional capacity building. To meet this objective, APCICT's work is focused on three inter-related pillars – Training, Research and Advisory Services. Together they form an integrated approach to ICT human capacity building.

This position is located in the APCICT, Incheon, Republic of Korea. The incumbent reports to the Deputy Executive Secretary, ESCAP, Bangkok.

Responsibilities

Under the direct supervision of the DES, and overall supervision of the Executive Secretary of ESCAP, the incumbent is required to perform the following functions:

1. Formulates and implements the substantive programme of work of APCICT, taking into account the guidances by ESCAP and the Governing Council of APCICT;
2. Advises and assists member and associate member States in developing capacity-building programmes which include training programmes and exchange of trainers and experts to enhance knowledge and skills in information and communication technology (ICT) in support of sustainable development for policy-makers, IT professionals, ICT trainers and institutions;
3. Advises and assists member and associate member States in developing human resources development strategies, policies and programmes for development and application of ICT for sustainable development;
4. Mobilises financial resources, ensuring a diversity of donors, for the Centre's operations and programme delivery;
5. Oversees the Centre's administrative and financial management in line with UN rules, regulations and

guidelines to ensure its smooth functioning, and that the programmed activities are carried out in a timely manner with high quality;

6. Ensures that the Centre produces reports which are clear, objective, based on comprehensive data and comply with relevant mandates;
7. Manages staff in line with UN rules, regulations and guidelines, guides and trains staff members and fosters teamwork and communication among them, as well as across organizational boundaries;
8. Coordinates with relevant substantive divisions of ESCAP, in particular IDD, promotes coordinated and where possible joint activities and to improve the coherence, quality and efficiency of the Centre's capacity-building programmes;
9. Serves as Secretary of the Centre's Governing Council;
10. Represents the Centre and provides expertise at international, regional and national meetings;
11. Undertakes other related duties as assigned.

Competencies

Professionalism: Knowledge of promoting the use of ICT tools and policies for sustainable development. 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. Track record in managing and organizing technical assistance and capacity building programmes, preferably linked to ICT. 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.

Managerial Competencies

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 information and communications technology, business, management, economics or related area is required. 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 fifteen years of progressively responsible experience in a combination of information and communications technology and human and institutional capacity-development is required. Experience of work at the international level, preferably including location away from home country, is also required.

Experience in fund-raising is desirable. Familiarity with United Nations programmes, policies, rules and regulations is desirable. Experience in leading and managing a sizable work unit is desirable. Experience in the Asia-Pacific region 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 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.

This post is funded from extra budgetary resources. The initial appointment is for a period of one year. Extension of appointment is subject to satisfactory performance and availability of funds.

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.

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 or sexual abuse, or crimes other than minor traffic offences, 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.

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.

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.

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