

Vacancy announcement

UN JPO Programme

JPO in Programme Management (Partnerships)

*United Nations Economic and Social Commission for Asia and the Pacific (ESCAP),
Strategy and Programme Management Division (SPMD),
Capacity Development and Partnerships Section (CPS)*



Closing date
6 August 2021
24:00 KST

Vacancy Announcement # 21P076

I General information

Title:	JPO in Programme Management (Partnerships)
Sector of Assignment:	Programme Management
Country:	Thailand
Location (City):	Bangkok
Agency:	United Nations Economic and Social Commission for Asia and the Pacific (ESCAP), Strategy and Programme Management Division (SPMD), Capacity Development and Partnerships Section (CPS)
Duration of Assignment:	Initially one year with the possibility to extend for a 2 nd year
Grade:	P2 step 1 in the first year

Note: This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Republic of Korea and is addressed exclusively to candidates with the Korean citizenship.

For general information on the Korean JPO Program and additional conditions see the following website:
<https://UNrecruit.mofa.go.kr>

II Duties, Responsibilities and Output Expectations

- Coordinate relations with selected donors and partners of ESCAP, including managing day-to-day communication with donors; organizing donor consultations on resource mobilization requirements and priorities for new and enhanced technical cooperation; and planning and organizing donor relation missions.
- Seek and coordinate substantive inputs from ESCAP divisions and offices, including for assigned capacity development projects, using results-based management; monitor and analyze/project development and implementation; review relevant documents and reports; identify problems and issues to be addressed and initiate corrective actions; liaise with relevant parties; ensure follow-up actions.
- Assist in the preparation and organization of meetings of intergovernmental bodies.
- Research, analyze and present information gathered from diverse sources.
- Review a variety of sources to identify appropriate materials and tools that meet the information needs of the ESCAP and its information clientele.
- Provide substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies.
- Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications.
- Contribute to the preparation of briefing notes, inputs to speeches, presentations and similar materials.
- Undertake outreach activities, including participation in meetings and delivering presentations on assigned topics/activities.
- Perform other duties as required.

III Training component: Learning elements and expectations

On completion of the assignment, the JPO will be able to:

- Establish and maintain partnerships with various donors and partners.
- Organize and service donor consultations and other meetings, including intergovernmental meetings.
- Use results-based management for daily work and in developing projects.
- Write reports, speeches, and other similar material, including outreach material, according to the UN practice.
- Work with ESCAP member States.
- Possess thorough understanding of the work of ESCAP, and through it the work the United Nations Secretariat, including the regional dimension of development cooperation and UN rules and practices relevant to project and grant management.

IV Supervision

Title of Supervisor:

Chief of Capacity Development and Partnerships Section (CPS)

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize his work plan. The final work plan will be discussed and mutually agreed between the JPO and his/her supervisor.

Evaluation:

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance.

The duties and responsibilities assigned to the post are designed to be undertaken under the general guidance of the Division Director and the supervision of the Chief, Capacity Development and Partnerships Section. The JPO will be in regular contact with his supervisor and Division management. Weekly meetings are held for the Section and Division staff and the JPO will be expected to attend and present on their activity.

V Required Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in business administration, management, economics, or related fields. 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 (incl. internships and volunteering):

A minimum of 2 years of relevant work experience in partnerships, project/programme management, administration or related area.

Languages:

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

Other skills:

Excellent drafting skills is required. Excellent computer skills, including proficiency in Microsoft Office (Word, Excel, PowerPoint), Microsoft Outlook and Internet/Intranet resources is highly desirable.

UN competencies:

PROFESSIONALISM: 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 the audience; Demonstrates openness in sharing information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

CLIENT ORIENTATION: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

VI Background information on Agency/Department/Section

The mandate of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is to promote sustainable and inclusive development and regional connectivity in the Asian and Pacific region. ESCAP's role as a regional development arm of the United Nations Secretariat is to support its membership with policy-oriented research and analysis, normative support and technical assistance and capacity building, to respond to the development priorities and changing needs of the Asian and Pacific region. Detailed information can be found through the website: <http://www.unescap.org>

The Strategy and Programme Management Division is headed by Director, who is accountable to the Executive Secretary of ESCAP, and oversees the formulation and implementation of the ESCAP programme of work under the regular budget resources and extrabudgetary resources; partnerships and resource mobilization; and evaluation functions. The Capacity Development and Partnerships Section is headed by Chief and oversees the formulation, design and implementation of the capacity building programmes/projects under the regular budget and extrabudgetary resources, including the voluntary contributions by various donors. The JPO will perform the functions of an Associate Programme Officer in the Capacity Development and Partnerships Section

VII General requirements for the JPO Programme of the Republic of Korea

- Korean citizenship
- Fluency in Korean and English language
- Completed advanced university degree (master's degree or equivalent). A bachelor's degree and an additional two years of work experience may be accepted in lieu of the advanced university degree.
- Not older than 32 years of age as of 31st December of 2021 (Born on or after Jan. 1 1989) (The maximum age limit for those who served in the military will be extended accordingly*)
- Male applicants shall have completed the Korean military service or be exempted from it.

* Age limit for male candidates who have completed military service:

- Less than one year will be extended for one year;
- one year above and two years under will be extended for two years;
- two years or more will be extended for three years.

* To be discharged from military service in the year of the application may apply

VIII How to apply

Applicants should submit their application electronically directly to the Organization.

All documents should be in English.

Candidates for this position apply **online** via the Online Application System (OAS)* portal link provided on <https://www.un.org/development/desa/jpo/vacancies/2021/06/jpo-programme-of-the-republic-of-korea/>

*Please also make sure to review the guidelines on [how to apply](#) in the Online Application System (OAS).

Applications must be received no later than **6 August 2021 (24:00 KST)**.

Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.

IX Required application documents (only complete applications will be considered)

- The completed United Nations Personal History Profile with motivation letter (to be completed in the OAS interface)
- A scanned copy of applicant's Resident Register
- A copy of the university degree
- A certificate of English language proficiency. Applicants should submit a minimum of
(1) IBT TOEFL score of 100 (or PBT TOEFL 600 and above) or
(2) NEW TEPS score of 430 or
(3) IELTS 7 or (4) TOEIC 900
(TOEFL 'MyBest Scores' are not accepted)
- Only for male applicants: A certificate of Korean Military Service. The maximum age limit for those who served in the military will be extended in accordance with the Support for Discharged Soldiers Act and the military service law.
- Only for low-income applicants: A scanned copy of applicant's certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial English translation
- Only for applicants with disability: A scanned copy of applicant's certificate of person with disability issued in Korean and English

[Please note that applicants can apply for **a maximum of two JPO positions** sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.]