

Vacancy announcement

UN JPO Programme

JPO in Economic Affairs

United Nations

*Economic and Social Commission for Asia and the Pacific
(ESCAP)/Office of the Executive Secretary (OES)*



Closing date
9 August 2024
11:59pm KST

Vacancy Announcement # 22P261

I General information

Title:	JPO in Economic Affairs
Sector of Assignment:	Economic Affairs
Country:	Thailand
Location (City):	Bangkok
Agency:	United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)/Office of the Executive Secretary (OES)
Duration of Assignment:	The initial appointment is for 1 year, renewable based on performance and availability of funds.
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

The JPO will focus his/her work on the following issues, under supervision of his/her immediate supervisor and overall guidance of the Executive Secretary:

- Collects, evaluates, interprets, analyses specified statistics and qualitative socio-economic information obtained from a variety of sources and pertaining to particular sectors, countries, regions or development topics.
- Prepares briefing notes, inputs to speeches and similar material on economic or sector issues in a form that is meaningful to non-specialists;
- Prepares first drafts of sector, country or regional components of analytical studies on development issues and policies.
- Assists in the organization and servicing of meetings and seminars on development issues.
- Prepares inputs for reports to intergovernmental bodies.
- Follows intergovernmental meetings and prepares summary reports and similar material.
- Prepares inputs to statements by members of the Bureau and Secretariat staff to such meetings.
- Assists in the organization of panels and roundtables on development issues for inter-governmental processes.
- Prepares documentation for technical cooperation programmes and projects.
- 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;
- Undertakes on-the-job and other training activities, both internally and externally.

III Training component: Learning elements and expectations

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

- Identify and articulate upcoming challenges related to development to be addressed by ESCAP.
- Extended knowledge of the development within ESCAP, including the relationships with Member States and the wider structures within UNHQ.
- Draft communications, speeches and presentations for use internally and externally by ESCAP senior leadership.
- Presentation, teambuilding, advocacy, resource mobilization/coordination and negotiation/consensus building skills.
- Acquired skills to conduct analytical review on sustainable development strategies.

IV Supervision

Title of Supervisor:

Principal Officer

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.

V Required Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in economics, social sciences 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 development studies, economic and policy analysis, public administration or related area. Familiarity with global and regional development challenges and their scientific and policy implications is desirable.

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.

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.

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.

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 Office of the Executive Secretary is headed by the Principal Officer. The core functions of the Office are as follows:

- (a) Advising the Executive Secretary on specific questions of policy, management and subregional cooperation;
- (b) Acting as a focal point for external relations;
- (c) Dealing with questions of ESCAP representation at meetings convened by other bodies;
- (d) Providing support to the programme of work, in particular on issues of a “cross-cutting” nature;
- (e) Advising the Executive Secretary on policies and strategies concerning knowledge management within ESCAP;
- (f) Providing support services to the Commission and the Economic and Social Council;
- (g) Assisting the Executive Secretary in his or her discussions on substantive issues and concerns of the Commission with members and associate members, departments and offices of the United Nations Secretariat, specialized agencies, intergovernmental and non-governmental organizations and other bodies, as appropriate;
- (h) Ensuring the implementation of resolutions and decisions of the Commission, the Economic and Social Council and the Executive Committee on Economic and Social Affairs.

In light of the Secretary General’s programme of reform and the 2030 Agenda’s Sustainable Development Goals, the Executive Secretary is realigning ESCAP’s programme of work. The JPO will support senior management by providing research and programme support to this ongoing process as well as participate in the strengthening and streamlining of knowledge management and innovation across the organization.

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 2024 (Born on or after Jan. 1, 1992) (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. Those who will be discharged from military service in the year of the application may also apply.

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- one year will be extended for those who served for less than one year
- two years will be extended for those who served for more than one year and less than two years
- three years will be extended for those who served for two years or more

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://owa.undesa.it/oasrok/>

*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 **9 August 2024 (11:59pm 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 in English (to be completed in the OAS interface)
- A scanned copy of applicant's Resident Register in English
- A copy of the university degree (Bachelor's/ Master's degree) certificate in English
- A certificate of English language proficiency test certificate. Please note that test scores are valid for 2 years after the test date. Applicants should score a minimum of
 - (1) TOEFL iBT 100 or
 - (2) TEPS 430 or
 - (3) IELTS 7 or
 - (4) TOEIC 900
 - TOEFL 'Home Edition' score is accepted while 'MyBest Scores' are not accepted
 - IELTS General Training and Academic test are both accepted
- Only for male applicants who have completed the national military service: A certificate of Korean Military Service in English. 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.]