

TEMPORARY JOB OPENING ANNOUNCEMENT

P-4	Economic Affairs Officer
TJO Grade Level ¹	Functional Title
New York Office, UNCTAD	
Department/Office/Division/ Service/Section	
Economic Affairs	
Job Network and Job Family (See list on page 3-4)	
11 November 2014	
Deadline (DD/MM/YYYY)	

Duty Station:	New York	Estimated Start Date:	As soon as possible
Duration of need:	9 months	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

SUMMARY OF MAIN DUTIES
 This position is located in the United Nations Conference on Trade and Development (UNCTAD) New York Office. The incumbent will focus on international economics (trade, finance and investment) and development economics, and sustainable development economics. The Economics Affairs Officer reports to the Chief, UNCTAD New York Office and overall guidance by the Chief of the Office of the Secretary-General of UNCTAD.

Within delegated authority, the duties of an Economic Affairs Officer in UNCTAD New York Office are the following:

ECONOMIC ANALYSIS AND TECHNICAL COOPERATION:

- Monitors economic developments in areas of UNCTAD’s related work, with a view to identify recurrent and emerging issues of concern to developing countries in areas within UNCTAD's mandates and competence;
- Prepares substantive and technical inputs from UNCTAD's perspectives to mandated reviews, by the General Assembly and ECOSOC, of the implementation of the outcome documents of major United Nations Conferences and summits, including in the context of the post-2015 Development Agenda of the United Nations;
- Provides strategic and technical supports to facilitation and negotiation processes on key resolutions on issues within the mandates and competence of UNCTAD;
- Participates in inter-agency consultative processes, meetings and process; prepares substantive reports with recommendations on the implications of such meetings, events and processes to the work of UNCTAD;
- Liaises with New York -based permanent missions, relevant United -Nations bodies, agencies, organizations and entities as well as other international organizations to promote the technical and analytical work of UNCTAD;
- Draft technical papers, analytical studies and briefing papers on trade related issues and the development dimension of the international trading system;
- Develops draft policy recommendations pertaining to UNCTAD to area of work;

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- Formulates proposals for development strategies, policies and measures for presentation to intergovernmental bodies and others;
- Attends international, regional, and national meetings to hold discussions with representatives of other institutions;
- Organizes expert group meetings, briefings, seminars, etc. on trade and development issues;
- Prepares speeches and other inputs for presentations by senior staff.

INTERGOVERNMENTAL SUPPORT:

- Provides substantive support on economic issues to the General Assembly, the Economic and Social Council, the Trade and Development Board as well as member States as may be necessary;
- Represents UNCTAD at international, regional and national meetings.

TECHNICAL COOPERATION:

- Support technical cooperation projects;
- Prepares global, regional, national or sector analyses that provide a basis for advising national governments on economic development issues;
- Conducts training seminars and workshops for member States and other relevant stakeholders.

GENERAL:

- Supports junior staff, reviewing their work and providing feedback;
- Participates in intra- and inter- agency processes of broader concern to represent the views or interests of UNCTAD;
- Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the New York office;
- Undertakes on-the-job and other training activities, both internally and externally.

COMPETENCIES

PROFESSIONALISM: Ability to apply economic theories and concepts in different sectors of economic and sustainable development goals related issues. Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of data provided by different sources. Ability to identify and develop sources for data collection. 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.

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.

For Managerial Positions:

QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) in economics preferably with specialization in macro-economics or international trade. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of seven years of progressively responsible experience in economic development in particular development aspects of international trade gained through involvement in policy formulation, economic research and the intergovernmental system.

Languages: Fluency in spoken and written English is required. Knowledge of French is desirable. Knowledge of additional UN languages in particular Spanish or Arabic an advantage.

Other Skills: Excellent interpersonal and group communication (both oral and written) skills.

ADDITIONAL COMMENTS

DOCUMENTS REQUIRED:

- Cover Letter**
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)**
- Proof of required academic credentials (for external applicants)**
- Employment verification letter from most recent employer (for external applicants)**
- Last two completed Performance Appraisal or two Reference Letters for external applicants**
- Other: ASAT results**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Unctad Talent Management Email Address: unctadtalentmanagement@unctad.org

Copy (cc): Ms. Chantal Line Carpentier Email Address: Chantalline.carpentier@unctad.org

Please choose from the list of Job Networks the appropriate Job Family:

<u>ECONOMIC AND SOCIAL DEVELOPMENT</u> Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention	<u>LEGAL</u> Jurists Legal Affairs Ombudsman
<u>MANAGEMENT AND OPERATIONS SUPPORT</u> Administration Audit Finance Procurement	<u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u> Public Information Protocol

Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management Logistics	
POLITICAL, PEACE AND SECURITY Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law	CONFERENCE MANAGEMENT Conference Services Language
INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY Information Systems and Technology Information Management	SAFETY AND SECURITY Security Safety

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule [4.16](#) (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based in the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and [ST/AI/2010/4/Rev.1](#). A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the post.
- For information on special post allowance, please refer to [ST/AI/1999/17](#).
- For more details on the administration of temporary appointments please refer to [ST/AI/2010/4/Rev.1](#).