

Temporary Job Opening

Job Title, Level:	Economic Affairs Officer, P-3
Office:	Disaster Risk Reduction Section, Information and Communications Technology and Disaster Risk Reduction Division
Location:	BANGKOK
Posting Period:	18 March – 7 April 2014
Duration:	Starting as soon as possible initially four months with possibility of extension, subject to performance and the availability of the post
Temporary JO number:	14-10-IDD-DRS-P-3-TEMP-BANGKOK

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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.

The objective of the Information and Communications Technology and Disaster Risk Reduction subprogramme of ESCAP is to strengthen information and communications technology (ICT) connectivity and enhance regional cooperation and capacity for improved disaster risk reduction and management and associated socio-economic risks towards an inclusive and sustainable development in Asia and the Pacific.

This position is located in the Disaster Risk Reduction Section (DRS), under the Information and Communications Technology and Disaster Risk Reduction Division (IDD). The incumbent reports to the Chief of DRS.

Responsibilities

Under the direct supervision of the Chief of DRS, the incumbent is required to perform the following functions:

Economic or sector analysis

- Develops disaster risk management-related socio-economic databases and qualitative information necessary for specified recurrent or ad hoc assignments.
- Interprets, applies and, as necessary, adapts various development models to determine trends, patterns and relationships and to analyse the effects of alternative policies and assumptions.
- Drafts specified inputs for technical papers and analytical studies on national level resilience and resilience monitoring, and mainstreaming of disaster risk management and climate change adaptation into development strategies.
- Identifies and analyses policy proposals made elsewhere relating to assigned topics.
- Attends international, regional, and national meetings to collect information and to hold discussions with colleagues in other institutions.
- Assists in the organization and servicing of expert group meetings, seminars, etc. on development issues.
- Prepares speeches and other inputs for presentations by senior staff.

Intergovernmental support

- Prepares inputs for reports to intergovernmental bodies.
- Follows intergovernmental meetings and prepares summary reports.
- Prepares inputs to statements by members of the Bureau and Secretariat staff to such meetings.
- Assists in the organization of panels, round tables etc. on development issues for intergovernmental processes.

Technical cooperation

- Participates in missions on disaster risk management or development issues, usually as a member of a team.
- Organizes training seminars for national experts.
- Prepares documentation for technical cooperation programmes and projects.
- Contributes to the preparation of material for the approval of regional, country or sector technical cooperation projects.
- Monitors, backstops and assesses the implementation of technical cooperation programmes and projects.

General

- 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.

Competencies

Professionalism:

Ability to apply economic theories and concepts in different sectors of economic and sustainable development in relation to disaster risk reduction. Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of data provided by different sources. Shows skill in developing 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.

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.

Creativity:

Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Education

Advanced university degree (Master's degree or equivalent) in economics, disaster management, environmental studies, or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience

A minimum of five years of progressively responsible experience in economic research and analysis, policy formulation, application of economic principles in development programmes, disaster risk management, climate change adaptation, or related areas. Experience in assessment of natural disasters in developing countries is desirable.

Language

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Assessment Method

Qualified applicants will be evaluated through a competency-based interview and/or other assessment methods.

United Nations Considerations

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.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

Application Process

Applicants are requested to complete a Personal History Profile (PHP) on careers.un.org or a United Nations Personal History form (P.11), available at the UNESCAP internet website at: <http://www.unescap.org/jobs/>.

Applications must be submitted electronically to: escap-application@un.org with the subject "Application for TJO 14-10-IDD-DRS-P-3-TEMP-BANGKOK" and received no later than the deadline indicated above.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

Due to the volume of applications, only candidates under positive consideration will be contacted.