

Posting Title : GOVERNANCE AND PUBLIC ADMINISTRATION
EXPERT, P4
Job Code Title : GOVERNANCE AND PUBLIC ADMINISTRATION
OFFICER
Department/ Office : Department of Economic and Social Affairs
Location : INCHEON CITY
Posting Period : 18 November 2020-17 December 2020
Job Opening number : 20-PBA-DESA-143567-R-INCHEON CITY (X)
Staffing Exercise : N/A

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

Org .Setting And Reporting

The United Nations Project Office on Governance (UNPOG) is a project office under the United Nations Department of Economic and Social Affairs (UNDESA). Its mandate is to assist countries in strengthening their public administration capacities to translate the Sustainable Development Goals (SDGs) and other internationally agreed goals into institutional arrangements, strategies and programmes at country-level. The incumbent is under the overall guidance of the Director of the Division for Public Institutions and Digital Government (DPIDG) and under the direct supervision of the Head of UNPOG. The Project aims to fulfill these objectives by implementing activities under three components: i) Research and Policy Analysis; ii) Capacity Development and iii) Networking and Outreach.

Responsibilities

The incumbent will be responsible for supporting the Division's work in diverse aspects related to policies and capacity development related to the role of public administration and institutions in support of the implementation of the 2030 Agenda for Sustainable Development. Within delegated authority, the duties of the incumbent will include the following:

- Participates in the identification of new or emerging governance, public administration and sustainable development issues of potential concern to Member States and/or the international community, particularly those of a regional or global nature and design and in the development of programmes to address them.
- Proposes, designs and supervises substantive research, studies, and prepares or reviews reports, and publications.
- Conceives, plans and manages expert group meetings, seminars and similar consultations

that contribute to the finalization of the work branch's outputs.

- Prepares reports on governance, public administration and sustainable development and on a wide range of development and related issues for issuance by the Division.
- Prepares briefing notes and speeches for senior staff and makes presentations on governance, public administration and sustainable development related issues for specialist or non-specialist audiences.
- Organizes and coordinates cooperation among Member States on governance, public administration and sustainable development technical cooperation programmes.
- Plans and oversees implementation, monitoring, and evaluation of projects in governance, public administration and sustainable development.
- Performs other related duties as required.

Work implies frequent interaction with the following:

- Colleagues and senior staff within immediate work unit and peers in the broader organizational unit.
- Counterpart and senior officials in other UN, regional, global organizations and international and regional governance, public administration and development management institutions, academia and research institutions
- Officials of Member States Missions, delegations, Governments and NGOs

Competencies

- **Professionalism:** Knowledge and understanding of governance, public administration and development theories, principles and applications. Ability to produce quality reports and publications in selected areas of governance, public administration and development management. Shows pride in work; demonstrates professional competence and mastery of the 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.
- **Creativity:** Actively seeks to improve programme 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.
- **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.

Education

Advanced university degree (Master's degree or equivalent) in public administration, governance, political science, social science, business administration, law, public finance or related field. 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 governance, public administration, digital government, sustainable development or related area is required.

A minimum of three years of progressively responsible experience in delivering online capacity building activities is required.

Experience in knowledge management is desirable.

Experience in preparing training courses and other capacity development tools is desirable.

Languages

Proficiency in oral and written English is required. Korean and other languages used in the region is desirable.

Assessment

An assessment and competency-based interview may be conducted as part of the recruitment process for this position.

Special Notice

The appointment or assignment and renewal thereof are subject to the availability of the post or funds, budgetary approval or extension of the mandate.

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, sexual abuse, or sexual harassment, 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. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than

minor traffic offences may not be considered for employment.

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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

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.