

NRL P-2

Job Description

Post: Associate Research & Policy Analysis Expert

Project Title: United Nations Project Office on Governance

Duty Station: Republic of Korea

Background and Justification

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 developing 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. A particular focus will be placed on those countries in special situations, i.e. least developed countries (LDCs), land-locked developing countries (LLDCs), post-conflict countries and small island developing states (SIDS) in Asia and the Pacific as well as the Eastern Africa.

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

Under the guidance of the Head of UNPOG, the Associate Research and Policy Analysis Expert is responsible for: Assisting with the implementation of the substantive work programme in the area of the Research and Policy Development; participating in the preparation of reports and presentations; providing programmatic/substantive reviews of the drafts prepared by Research Fellows and consultants as requested; help ensure that the outputs produced by the Research and Policy Analysis Team maintain high quality standards, and that reports are clear, objective and based on comprehensive data; assist the Head of the Office in preparing the Project's work programme, determining priorities and allocating resources for the completion of outputs and their timely delivery; undertake other programmatic tasks as necessary for the functioning of the Unit coordinate research activity with those of visiting researchers and consultants; participate in international, regional or national meetings as requested and provide programmatic/substantive input on public administration and governance issues; develop and maintain contacts with representatives of relevant UN and outside institutions; perform other related duties as required.

Qualifications

Education: Advanced university degree (Master's degree or equivalent) in public policy, public administration or international relations, or a related area.

Work experience: At least 2 years of professional experience in the area of governance and public administration, and global policies issues are required. Proven record of writing and publishing on governance and public administration topics. Experience in government parliaments and other democratic institutions, or in nongovernmental institutions and in supervisory programme management 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 UN official language, or of Korean or another language of the Asian region is an advantage.

2021

Other skills: ICT skills such as familiarity with internet research and utilization of usual office software such as excel, word, preparation of graphs, charts and powerpoint presentation. Familiarity with electronic and mobile Government tools and approaches would represent an added advantage.