

NRL L-2

Job Description

Post: Associate Capacity Development Expert

Project Title: United Nations Project Office on Governance

Application Deadline: 27 March 2018

Duty Station: Seoul, Republic of Korea

Duration: One year (renewable)

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 direct supervision of the Head of UNPOG, the Associate Capacity Development Expert is responsible for the following duties: conduct research or provide research support on such thematic issues as responsive, inclusive, representative and participatory governance, innovative public service delivery and open innovation for building multi-stakeholder partnership; help execute the activities under the work programme in the area of Capacity Development, including coordinating and managing the organization and logistical preparation, follow-up and evaluation of workshops, conferences and other capacity development activities undertaken by the Project; help ensure that all outputs produced are of high quality and meet required standards; help develop the training toolkits, online training courses and other training materials; develop and maintain the records and list of resources persons and experts relating to the Project's capacity development activity; ensure the sharing of conferences, fora and workshops documents at the Project website; undertake other programmatic and administrative tasks as necessary, foster teamwork and communication; assist in developing partnerships to contribute to the success of the Project programme activities; participate in international, regional or national meetings and liaise with representatives of national and international institutions and civil society organizations (CSOs) as required; performs other related duties as requested by the Project.

Competencies

Professionalism: Knowledge and understanding of governance and public administration concepts, theories and applications. Proven ability to identify capacity needs in developing countries for fulfilling the 2030 Agenda for Sustainable Development. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject

matter. Shows persistence when faced with difficult problems or challenges and remains calm in stressful situations.

Planning and organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; proven ability to plan, monitor and evaluate activities; being conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Teamwork: Good interpersonal skills. Demonstrated capacity to work in a multicultural environment and to establish and maintain effective working relationships. Proven ability to work in collaboration with other colleagues to achieve common goals and to lead and gain cooperation of others in a team endeavor.

Communication: Diplomatic skills and ability to interact and negotiate with high level government officials are highly desirable. Public speaking skills are an asset.

Qualifications

Education: Advanced university degree (Masters Degree or equivalent) in public policy, public administration or international relations, a first level university degree together with specialized education in the field of training (such as graduation from a training institute) and experience in organizing large events may be accepted in lieu of an advanced university degree.

Work experience: At least 2 years of relevant professional experience specifically in organizing international conferences are strongly preferred.

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

Other skills: Solid computer skills including proficiency in MS Office.

Assessment Method

A written test and competency based interview may be conducted as part of the recruitment process for this position.