

## Job Opening at United Nations Project Office on Governance

United Nations Project Office on Governance (UNPOG) is seeking motivated and talented individuals to conduct activities on strengthening the capacities of public administration and governance of Member States. For those who are interested, please submit your application by Tuesday, 27 March 2018.

13 March 2018

United Nations Project Office on Governance

### 1. Number of vacant positions: 2

### 2. Conditions

- 1) Status: Full-time contractor (1 year contract, renewable annually)
  - Signs a full-time employment contract with the Ministry of the Interior and Safety (MOIS) of the Republic of Korea, and then be seconded to United Nations Project Office on Governance (UNPOG)
  - Signs a NRL (Non-Reimbursable Loan) contract with United Nations Department of Economic and Social Affairs (UN DESA)
  - \* Renewable up to five years in accordance with the UN Regulations and Rules
- 2) Working hours: 5 days a week
- 3) Location: UNPOG
  - 8th Fl., G-Tower 175, Art center-daero, Yeonsu-gu, Incheon
- 4) Salary: Approximately KRW 3,000,000 per month
  - \* Extra overtime pay to be provided if applicable
- 5) Benefits: Social insurance

### 3. Qualifications

- 1) Advanced university degree coupled with 2 years of relevant professional experience, or a first level university degree coupled with 4 years of relevant professional experience
  - \* (Related fields) Political science, economics, international relations, international cooperation, media and communications, public administration, etc
- 2) Language: Fluency in spoken and written English

### 4. Responsibilities

- 1) Conducts capacity development activities of UNPOG on Sustainable Development Goals implementation and/or related areas targeting public officials of developing countries
- 2) Supports strengthening the capacities of public administration and governance of developing countries for sustainable development
- 3) Establishes international and domestic partnerships and manages networks of UNPOG's programme activities
- 4) Performs international cooperation tasks with the United Nations Headquarters and the Ministry of the Interior and Safety
  - ※ Please refer to the attached TOR for a detailed description/ Actual assignments shall be flexible depending on the programme activities and the qualifications of the successful candidate.

### 5. Required documents

- 1) 1 copy of English resume, no longer than two pages (template attached)
- 2) 1 copy of personal statement, no longer than one page
- 3) 1 short essay on the work plan, no longer than two pages
  - \* Please draft a short essay of no more than 1000 words on the essential role of public administration for achieving the 2030 Agenda for Sustainable Development

- 4) 1 copy of graduation certificate or degree of final education received
- 5) Proof of English proficiency (TOEFL, TOEIC, TEPS, if applicable), no expiry date applies
  - \* All supporting documents shall be scanned and attached in one file and be submitted by email or fax (+82 32 859 8803)
  - \* Contact information (email, phone, etc) must be indicated in the application
  - \* All documents submitted to UNPOG shall not be returned. Any misrepresentation of any fact on the application may disqualify the applicant.

#### 6. Submission deadline: 27 March 2018

#### 7. Submission : E-mail submission in principle

- 1) E-mail: [contact@unpog.org](mailto:contact@unpog.org)

#### 8. Recruitment schedule

- 1) Announcement of the result of first round screening:  
'18. 4. 3(Tuesday), UNPOG and MOIS website
- 2) Written exam: '18. 4. 9(Monday) or '18. 4. 10(Tuesday)
- 3) Interview: '18. 4. 17(Tuesday), UNPOG office
- 4) Announcement of final selection:  
'18. 4. 18(Wednesday), UNPOG website and individual notification
  - ※ Specific schedule for the recruitment is subject to change

#### 9. Notes for applicants

- 1) All documents submitted to UNPOG shall not be returned. Any misrepresentation of any fact on the application may disqualify the applicant.
- 2) Applicants are advised to review all qualifications prior to submitting their applications. Applicants are solely responsible for any disadvantages caused by any falsification or omission on the application.

- 3) In case the number of applicants is less than or equal to the expected number of recruitment, the job opening may be readvertized.
- 4) In case there is no successful candidate, the job opening may be readvertized.
- 5) This job opening is subject to change due to unforeseen circumstances and the changes shall be reflected after readvertizing.
- 6) Shortlisted candidates shall be selected from the interviewed applicants. Should the final candidate turn down or resign from the contract by 31 July 2018, the next selected candidate in the rank notified on the final announcement shall be recruited without readvertizing.
- 7) Unless otherwise indicated, arrangements will be made in accordance with the rules and procedures related to the appointment and recruitment of public officials such as the 'Decree on the Appointment of Public Officials'.
- 8) For more information, please contact UNPOG (☎032-859-8600).

# Resume

## Personal Data

Name

Date & Place of Birth (Date) / (Place)

Present Address

Telephone (home) / (Mobile)

E-mail

Photo

## Education

- ☐
- ☐
- ☐

## Experience

- ☐
- ☐
- ☐

## Skills

- ☐
- ☐

## Honors and Other Activities

- ☐
- ☐