



Job Opening

Job Title: DIRECTOR, Office for ECOSOC Support and Coordination, DESA, D2

Department/ Office: DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS

Duty Station: NEW YORK

Posting Period: 24 October 2011-23 December 2011

Job Opening number: 11-ECO-DEPT OF ECON & SOCIAL AFFAIRS-20598-R-NEW YORK

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

[Email to Friend](#)

[Apply Now](#)

Org. Setting and Reporting

The position is located in the Office for Economic and Social Council (ECOSOC) Support and Coordination, Department of Economic and Social Affairs (DESA) and the incumbent reports to the Under-Secretary-General (USG) for Economic and Social Affairs.

Responsibilities

Under the overall guidance of the USG for Economic and Social Affairs, and in close cooperation with the Assistant Secretary-General for Policy Coordination and Inter-Agency Affairs, the incumbent is responsible for developing and enhancing the capacity of the Office for ECOSOC Support and Coordination of DESA to provide substantive support to the General Assembly, ECOSOC and other inter-governmental bodies. Duties include: (1) Directing the work of the Office, as the substantive secretariat of ECOSOC, to assist the Council in exercise of its role for providing overall guidance, monitoring and coordination of the UN development system; (2) Supporting ECOSOC's Annual Ministerial Review and Development Cooperation Forum to ensure a comprehensive, qualitative review of progress in implementing the MDGs; (3) Providing substantive support to the Council in the exercise of responsibility for system-wide policy coordination, including the preparation of relevant policy reports of the Secretary-General; (4) Developing coordination approaches to assist the Council in promoting an integrated follow-up to the outcomes of major UN conferences, working closely with the substantive secretariats of the Council's subsidiary machinery to promote complementarity, fill gaps and avoid overlap; (5) Promoting the system-wide implementation of intergovernmental policies on operational activities for development through the UN System Chief Executives Board (CEB) and the UN Development Group (UNDG); (6) Promoting greater interaction between the Council and the CEB and its subsidiary machinery; (7) Supporting the Council in its oversight role over its subsidiary bodies (the functional commissions and the executive boards of the Funds and Programmes), including through the harmonization of their work programmes and agendas; (8) Supporting the Council in ensuring the systematic follow-up to and monitoring of the Council's resolutions, decisions and conclusions; (9) Directing substantive support to the Committee on NGOs, with a particular focus on facilitating effective contribution of NGOs with consultative status to the work of the Council and its subsidiary machinery.

Competencies

Professionalism: Demonstrated experience in analytical policy-oriented work on a broad range of development issues; ability to identify key strategic issues, opportunities and risks; ability to defend and explain complex issues and positions to intergovernmental bodies as well as staff, including senior officials; proven track record of management and technical leadership skills; provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing. **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 the audience; demonstrates openness in sharing information and keeping people informed. **Accountability:** Takes ownership for all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her shortcomings and those of the work unit, where applicable. **Managing performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches tasks to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports staff when they make mistakes; actively supports the development and career aspirations of staff; appraises performance fairly. **Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement, does not accept the status quo; shows the courage to take unpopular stands.

Education

Advanced university degree (Master's degree or equivalent) preferably in economics, social sciences or related areas. A PhD is desirable. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

Over 15 years of progressively responsible experience in analytical policy-oriented work on a broad range of development issues required. Extensive direct experience in the work and functioning of the UN intergovernmental bodies and the provision of substantive support to international bodies and conferences required. Proven track record of excellent management and leadership skills required. Strong experience of and familiarity with the workings of the UN system required. Knowledge, exposure and experience in inter-agency coordination required.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required. Knowledge of a second official UN language is highly desirable.

Assessment Method

Evaluation of qualified applicants may include a competency-based interview.

Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

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, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

[Email to Friend](#)[Apply Now](#)
