Posting Title : Chief of NGO Branch, D1
Job Code Title : CHIEF OF SERVICE, ECONOMIC AFFAIRS
Department/ Office : Department of Economic and Social Affairs
Location : NEW YORK
Posting Period : 18 August 2020-1 October 2020
Job Opening number : 20-ECO-DESA-138935-R-NEW YORK (G)
Staffing Exercise : N/A

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

Org .Setting And Reporting

This position is located in the Non-governmental Organizations Branch (NGOB) under the Office of Intergovernmental Support and Coordination for Sustainable Development (OISC), Department of Economic and Social Affairs (DESA). The Office of Intergovernmental Support and Coordination for Sustainable Development provides substantive support to the United Nations Economic and Social Council (ECOSOC) and the General Assembly (GA). The Branch services the Committee on Non-governmental Organizations and supports NGOs applying for ECOSOC consultative status and facilitates these requests for review by the Committee. The Chief of Branch reports to the Director of the Office (OISC). (https://www.un.org/ecosoc/en).

Responsibilities

Within delegated authority, the Chief of Branch will be responsible for the following:

• Formulates and implements the substantive work programme of the Branch under his/her supervision. Oversees the management of activities undertaken by the Branch, ensures that programmed activities are carried out in a timely fashion and co-ordinates work in the different areas both within the Division and Department, and with other organizations of the United Nations System, as appropriate.
• Leads, supervises and carries out the work programme of the Branch under his/her responsibility. Co-ordinates the work carried out by different work units under the Branch and by other agencies and bodies of the United Nations system; provides programmatic/substantive reviews of the drafts prepared by others.
• Co-ordinates and oversees the preparation of reports and documents for presentation to intergovernmental bodies such as the Committee on NGOs, Economic and Social Council, the General Assembly and other policy-making organs, as appropriate, including new
applications for consultative status, reclassifications, quadrennial reports, special reports, and other aspects.

• Provides substantive support to the Committee and its Bureau as well as follows up the decisions and recommendations of the Committee.

• Plans, manages and supervises the accreditation of non-governmental organization in consultative status with ECOSOC and its subsidiary bodies and the registration process of various preparatory committees for special sessions of the General Assembly and international conferences.

• Develops and manages implementation of outreach programme to NGOs on the consultative status application process and engagement in the work of the UN.

• Identifies and leads process improvements to the NGO accreditation application, interaction with the NGOs and support to the NGO Committee, including through the use of information technology tools.

• Prepare reports to intergovernmental bodies on budget/programme performance or on programmatic/substantive issues, as appropriate, particularly those presented in biannual and/or annual reports.

• Leads the formulation, organization and management of programmes of economic analysis and the formulation of possible economic strategies, policies and actions; leads the identification of new or emerging development issues of potential concerns to the international community.

• Ensures that the outputs produced by the Branch maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the work units under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates.

• Assists the Director in preparing the work programme of the Branch, determining priorities, and allocating resources for the completion of outputs and their timely delivery.

• Undertakes or oversees the programmatic/administrative tasks necessary for the functioning of the Branch, including preparation of budgets, reporting on budget/programme performance, evaluation of staff performance (PAS), interviews of candidates for job openings, evaluation of candidates and preparation of inputs for results-based budgeting.

• Recruits staff taking due account of geographical balance.

• Manages, guides, develops and trains staff under his/her supervision.

• Fosters teamwork and communication among staff in the Branch and across organizational boundaries.

• Leads and supervises the organization of meetings, notably of the NGO Committee, seminars, etc. on substantive related issues. Manages the substantive preparation and organization of such meetings or seminars.

• Participates in international, regional or national meetings and provides programmatic/substantive expertise on issues related to participation of civil society in the work of the UN on sustainable development and holds programmatic/substantive and organizational discussions with representatives of other institutions.

• Represents the Division at international, regional or national meetings.

**Competencies**
• **Professionalism:** Ability to apply economic theories and concepts in different sectors of economic and sustainable development. Ability to develop economic policies and make recommendations on their implementation. Knowledge of the workings and processes of intergovernmental bodies in the field of sustainable development. Ability to manage liaisons with stakeholders, in particular non-governmental organizations (NGOs), and to establish and maintain productive partnerships with them by gaining their trust and respect. Experience in managing complex processes engaging many actors and having a strong information technology component. Ability to produce reports and papers on technical issues and to review and edit the work of others. Ability to identify clients' needs and matches them to appropriate solutions; Ability to apply UN rules, regulations, policies and guidelines in work situations. Shows pride in work and in achievements; demonstrates professional competence and mastery of 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.

• **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

• **Accountability:** Takes ownership of 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 own shortcomings and those of the work unit, where applicable.

• **Empowering Others:** Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility; genuinely values all staff members’ input and expertise; shows appreciation and rewards achievement and effort; involves others when making decisions that affect them.

• **Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

**Education**

Advanced university degree (Master's degree or equivalent) in economics, business or public administration, finance, accounting, law, social sciences or related area is required. 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 fifteen years of progressively responsible experience in human resources management, administration, logistics, financial management, budget or related field is required. Experience in economic research and analysis, policy formulation, and application of economic principles in development programmes is required. Experience in supporting the work of intergovernmental bodies is required. Experience working with non-governmental organizations (NGOs) is desirable. Experience in managing a complex process engaging many actors and having a strong information technology component is required. Experience in the United Nations system or a comparable international organization is desirable.

**Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of another United Nations official language is an advantage.

**Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by 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.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 31 March 2020, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brazil, Brunei Darussalam, Cabo Verde, Cambodia, China, Comoros, Cuba, Democratic People's Republic of Korea, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Mozambique, Nauru, Norway, Oman, Palau, Papua New Guinea, Qatar, Republic of Korea, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Solomon Islands, South Sudan, Suriname, Timor-Leste, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.
Staff members appointed to the current position are required to submit a financial disclosure statement upon assignment or appointment and annually thereafter.

**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.

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.