



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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OCT 15 2020

**MEMORANDUM**

**TO :** **THE DIRECTORS**  
*Environmental Management Bureau*  
*Mines and Geosciences Bureau*  
*Forest Management Bureau*  
*Land Management Bureau*  
*Biodiversity and Management Bureau*  
*Ecosystems Research and Development Bureau*


**FROM :** **THE UNDERSECRETARY**  
Policy, Planning and International Affairs

**SUBJECT :** **UNESCAP JOB OPENING FOR SENIOR LEVEL POSITION**

Attached is the letter dated September 28, 2020 from Assistant Secretary Noralyn Jubaira-Baja, Office of the United Nations and International Organizations, Department of Foreign Affairs, transmitting the Note OES/B/2 from the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) Secretariat, relative to the job opening for the post of Chief of the ICT and Development Section, P-5, in the Information and Communication Technology and Disaster Risk Reduction Division.

The complete information on the responsibilities and requirements for the position can be accessed through the following links: <https://www.careers.un.org> and <https://www.unescap.org/jobs>. Please note that all applications must be submitted on or before **08 November 2020**.

For information and reference.

  
ATTY. JONAS R. LEONES



Office of the Secretary &lt;osec@denr.gov.ph&gt;

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**UNIO-1-5360-2020 UNESCAP Job opening for Senior Level Position**

2 messages

Div1 UNIO &lt;unio.div1@dfa.gov.ph&gt;

Mon, Sep 28, 2020 at 3:31 PM

To: DENR Office of the Secretary &lt;osec@denr.gov.ph&gt;, PSD Document &lt;psddivision@gmail.com&gt;

Dear Sir/Madam,

Please see attached documents on the above subject and kindly acknowledge receipt.  
Thank you.

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Economic and Development Division (Division 1)  
Office of United Nations and International Organizations  
Department of Foreign Affairs  
Tel: 834-4892 / 834-3897/ 834-3610

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**2 attachments** **DENR UNIO-1-5360-2020 UNESCAP Job opening at Senior Level Position.pdf**  
168K **[UNESCAP] Job opening for Senior Level Position.pdf**  
2259K

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**Office of the Secretary** <osec@denr.gov.ph>

Mon, Sep 28, 2020 at 3:58 PM

To: Div1 UNIO &lt;unio.div1@dfa.gov.ph&gt;

Cc: PSD Document &lt;psddivision@gmail.com&gt;

Acknowledged.

[Quoted text hidden]



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF THE UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS

28 September 2020

Sir:


The Department transmits Note OES/B/2 dated 16 September 2020 from the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) Secretariat, informing Member States of the job opening for the post of Chief of the ICT and Development Section, P-5, in the Information and Communications Technology and Disaster Risk Reduction Division.

The applications must be submitted by **08 November 2020**. The complete information on the responsibilities and requirements for the position is available at <https://www.careers.un.org> and <https://www.unescap.org/jobs>.

UNIO requests your agency to disseminate the above information and encourage to apply qualified candidates, particularly women.

With my best regards.

Very truly yours,  
For the Secretary of Foreign Affairs:

for   
**NORALYN JUBAIRA BAJA**  
Assistant Secretary

**HON. ROY CIMATU**

Secretary

Department of Environment and Natural Resources

Visayas Avenue, Diliman

Quezon City

*(rgm/tbg/cba) UNIO-1-5360-2020*

2330 Roxas Blvd. Pasay City 1300 Philippines

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## ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

OES/B/2

The Secretariat presents its compliments to the Member States of the United Nations and has the honour to refer to the job opening for the post of Chief of the ICT and Development Section, P-5, in the Information and Communications Technology and Disaster Risk Reduction Division at the Economic and Social Commission for Asia and the Pacific, as detailed below:

**Chief of ICT and Development Section, P-5**

(Application deadline: 8 November 2020)

Among other attributes, the ideal candidates will have:

- A minimum of ten years of progressively responsible experience in the use of technologies and socio-economic policy development to support sustainable development through technical and advisory support;
- Experience in leading and managing multidisciplinary teams in diverse cultural contexts and in progressively larger numbers of team members;
- Experience of successful project management, innovative partnerships and fundraising;
- Experience in setting up and running programmes and projects that support innovative ICT connectivity for vulnerable or marginalized groups;
- Work experience in the Asia-Pacific region;
- Advanced university degree (Master's degree or equivalent) in technology, economics or related area.

Complete information about the responsibilities and the requirements for this position is available at <https://careers.un.org> or at <https://www.unescap.org/jobs>.

The Secretariat requests the assistance of Member States in widely circulating this information and encouraging qualified candidates, particularly women, to apply through the Inspira system, and further expresses its appreciation to Member States for their interest in its efforts to identify the best qualified candidates for this position.

The Secretariat avails itself of the opportunity to renew to the Member States of the United Nations the assurances of its highest consideration.



18 September 2020

Members States of the United Nations



## Job Opening

**Posting Title:** Chief of ICT and Development Section, P5  
**Job Code Title:** CHIEF OF SECTION, ECONOMIC AFFAIRS  
**Department/ Office:** Economic and Social Commission for Asia and the Pacific  
**Duty Station:** BANGKOK  
**Posting Period:** 10 September 2020-8 November 2020  
**Job Opening number:** 20-ECO-ESCAP-141135-R-BANGKOK(G)  
**Staffing Exercise ID:** N/A

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

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### Org. Setting and Reporting

The mandate of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is to promote sustainable and inclusive development and regional connectivity in the Asian and Pacific region. ESCAP's role as a regional development arm of the United Nations Secretariat is to support its membership with policy oriented research and analysis, normative support and technical assistance and capacity building, to respond to the development priorities and changing needs of the Asian and Pacific region.

Located in the Information and Communications Technology and Disaster Risk Reduction (IDD) Division, the ICT and Development Section (IDS) provides analytical support and promotes regional policy dialogue and partnerships for improved ICT connectivity in support of inclusive and resilient development. IDS promotes integrated and people-centered approaches by providing member States (in particular, to least developed countries and countries with special needs) with socioeconomic analysis on rapid advances in ICT, emerging trends, and policy options and recommendations for addressing the digital divide.

This position is located in the ICT and Development Section (IDS), Information and Communications Technology and Disaster Risk Reduction Division. The incumbent reports to the Director of the Information and Communications Technology and Disaster Risk Reduction Division (IDD).

### Responsibilities

Under the direct supervision of the Director of IDD, the incumbent is required to perform the following functions:

1. Provides policy guidance on conceptual strategy development and management of the implementation of overall strategies and intra and inter-divisional/departmental policies and procedures.
2. Plans and oversees the management of activities undertaken by the Section; ensures that substantive work programmes and programmed activities are carried out in a timely fashion, coordinating diverse projects in the ICT and Development Section, and, in liaison with other organizations of the United Nations System, donors and agencies as appropriate.

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3. Manages, supervises and carries out the work programme of the Section under his/her responsibility. Co-ordinates the work carried out by the Section; provides programmatic and substantive reviews of drafts prepared by others.
4. Provides substantive input in the preparation of position papers and reports for presentation to intergovernmental bodies such as the Committee on Information and Communications Technology, Science, Technology and Innovation, Commission Session, Advisory Committee of Permanent Representatives and Other Representatives Designated by Members of the Commission, Economic and Social Council, and other policy-making organs, as appropriate.
5. Contributes to the reporting to intergovernmental bodies on budget/programme performance or on programmatic/ substantive issues, as appropriate, particularly those presented in biannual and/or annual reports.
6. Ensures that the outputs produced by the Section maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the Section under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates.
7. Prepares inputs for the work programme of the Division, determining priorities, and allocating resources for the completion of outputs and their timely delivery.
8. Carries out programmatic/administrative tasks necessary for the functioning of the Section, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance (PAS), interviews of candidates for job openings and evaluation of candidates.
9. Recruits staff for Section taking due account geographical and gender balance and other institutional values.
10. Manages, guides, develops and trains staff under his/her supervision.
11. Fosters teamwork and communication among staff in the Section and across the Secretariat and organizational boundaries.
12. Represents the Organization at inter-agency meetings, seminars, etc. on ICT and development related issues.
13. Participates in international, regional or country-level meetings and provides programmatic/substantive expertise on an issue, or hold programmatic/substantive and organizational discussions with representatives of think tanks, private sectors and NGOs concerned with ICT and development.

### Competencies

#### Core competencies:

•Professionalism: Ability to identify, develop and lead technical assistance as well as policy advisory programmes on ICT for development at country level. Knowledge of using ICT to promote sustainable development. Ability to produce reports and papers on ICT for development and to review and edit the work of others. 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 ICT and related policies to promote and support inclusive and sustainable development; 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. 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 audience; demonstrates openness in sharing information and keeping people informed.

•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.

#### Managerial competencies:

•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 improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and

Accountability

men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

•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 task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

### Education

Advanced university degree (Master's degree or equivalent) in technology, economics or related area. A relevant first-level university degree in the above fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience

A minimum of ten years of progressively responsible experience in the use of technologies and socio-economic policy development to support sustainable development through technical and advisory support is required.

Experience in leading and managing multidisciplinary teams in diverse cultural contexts and in progressively larger numbers of team members is required.

Demonstrated experience of successful project management, innovative partnerships and fundraising is required.

Experience in setting up and running programmes and projects that support innovative ICT connectivity for vulnerable or marginalized groups is desirable.

Work experience in the Asia-Pacific region 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 UN official language is an advantage.

### Assessment

Qualified applicants may be evaluated through a competency-based interview and/or other assessment methods.

### 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. Staff of the United Nations Secretariat must fulfill the lateral move requirements to be eligible to apply for this vacancy and are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover note.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 June 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 in its staff. Female candidates are strongly encouraged to apply for this position.

### United Nations Considerations

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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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

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.

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