



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-6626 to 29; 929-6633 to 35  
Website: <http://www.denr.gov.ph> / E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)  
OUPPIA Tel. No. 928-1186 and 928-1195 email address: [oueiea.denr@gmail.com](mailto:oueiea.denr@gmail.com)  
Voice-Over-Internet-Protocol (VOIP) Trunkline (632)7553330 local 1068

## MEMORANDUM

TO : **All Undersecretaries**  
**All Assistant Secretaries**  
**All Service Directors**  
**All Bureau Directors**  
**All Regional Executive Directors**

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

SUBJECT : **VACANCY ANNOUNCEMENT – UNIDO COUNTRY REPRESENTATIVE, PHILIPPINES**

DATE : **FEB 15 2021**

---

This refers to the email dated February 12, 2021 from United Nations Industrial Development Organization, relative to the announcement of vacancy for UNIDO Country Representative.

The UNIDO Country Office (CO), headed by senior national professional shall be designated as the UNIDO Country Representative (UCR) based in Manila. The CO covers the UNIDO Programme in the Philippines and is responsible for representing UNIDO, to promote the Organization as an effective partner for development, and to maintain close contacts with local stakeholders at the country level as appropriate, including government institutions and international entities.

The UCR will lead the activities of the CO: to identify national development and donor funding priorities in the host country and countries of coverage; contribute to the formulation and development of technical cooperation projects and programmes, in collaboration with the relevant technical Departments and other appropriate organizational units; coordinate and report on UNIDO activities in the host country; provide inputs into the development of regional strategies and policies; and strengthen the dialogue with the government, private sector, other UN organizations, bilateral and multilateral assistance providers, including Development Finance Institution.

In view of this, all interested applicants must submit their application through the Online Recruitment System, which can be accessed through the weblink : <https://bit.ly/3prKTA5> . Please note that the deadline of application is on **16 February 2021**.

For your information and appropriate action, please.

  
ATTY. JONAS R. LEONES

Cc: The Undersecretary  
Legal, Administration, Human Resources  
and Legislative Affairs

The Assistant Secretary  
Administration and Human Resources

The Director  
Human Resource Development Service

MEMO NO. 2021 - 146

Let's Go Green!!!

---

## Vacancy Announcement - UNIDO Country Representative, Philippines

---

Field Office PHILIPPINES <office.philippines@unido.org>  
To: Field Office PHILIPPINES <office.philippines@unido.org>

Fri, Feb 12, 2021 at 1:18 PM

Dear Development Partners,

UNIDO is looking for a dynamic professional, passionate about contributing to inclusive and sustainable development by leading our country office in the Philippines as a UNIDO Country Representative.

If you are a Philippine national with an advanced degree related to development economics, at least 7 years of experience in industry and development, and experience leading projects and teams, we would love to consider your candidature.

Apply by 16 February 2021, here <https://bit.ly/3prKTA5> .

Kind regards,

United Nations Industrial Development Organization

Country Office, Philippines

14<sup>th</sup> Floor, North Tower

Rockwell Business Center Sheridan

Corner United and Sheridan Streets

Mandaluyong City, Philippines.

Tel No.: +632-7902-2566



UNITED NATIONS  
INDUSTRIAL DEVELOPMENT ORGANIZATION

[WWW.UNIDO.ORG](http://www.unido.org)





## VACANCY ANNOUNCEMENT

### INTERNAL/EXTERNAL

Only nationals of the country of the duty station are eligible to apply. Female candidates are particularly encouraged to apply.

---

<b>Vacancy Announcement No:</b>	VA2021_NOD_EXT_001_500020 26	<b>Date of Issuance:</b>	19 January 2021
<b>Post Title and Level:</b>			UNIDO Country Representative, NOD
<b>Duty Station:</b>			Manila, Philippines Country Office in Philippines Regional Office Hub in Thailand Field Offices
<b>Organizational Unit:</b>			
<b>Indicative Minimum Net Annual Remuneration:</b>			2,801,598 PHP
<i>(for further information on salaries, refer to the International Civil Service Commission website: <a href="http://icsc.un.org/secretariat/sad.asp?include=ss">http://icsc.un.org/secretariat/sad.asp?include=ss</a>)</i>			
<b>Type of Appointment:</b>			Fixed Term (100 series)
<b>Employment Fraction:</b>			Staff-Full-time
<b>Deadline for the receipt of applications:</b>			09 February 2021

---

### Organizational Context

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next decade. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The UNIDO Country Office (CO), headed by a senior national professional shall be designated as the UNIDO Country Representative (UCR) in the Philippines based in Manila. The CO covers the UNIDO Programme in the Philippines and is responsible for representing UNIDO, to promote the Organization as an effective partner for development, and to maintain close contacts with local stakeholders at the country level as appropriate, including government institutions and international entities.

The UCR leads the activities of the CO: to identify national development and donor funding priorities in the host country and countries of coverage; contribute to the formulation and development of technical cooperation projects and programmes, in collaboration with the relevant technical Departments and other appropriate organizational units; coordinate and report on UNIDO activities in the host country; provide inputs into the development of regional strategies and policies; and strengthen the dialogue with the government, private sector, other UN organizations, bilateral and multilateral assistance providers, including Development Finance Institutions.

The UCR further ensures synergies of the overall UNIDO programme in the host country and in particular, shall demonstrate leadership and managerial competencies to support the Organization's core business in the country of coverage within the vision for Inclusive and Sustainable Industrial Development (ISID).

The UCR works under the policy direction of the Director-General and the Managing Director and Deputy to the Director General for External Relations and Field Representation and under the overall guidance of the Director, Department of Regional Programmes and Field Representation; and under the direct supervision of the Regional Director in the Regional Hub and in close cooperation with the Chief, Regional Division at HQs.

The UCR supervises the staff under his/her supervision (a) in work that is innovative; (b) in creating an enabling environment which is important to achieving results; (c) in building partnerships through advocacy and championing and (d) in achieving results which affect programme teams.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, in the country as well as in the region and in headquarters.

The UCR is locally recruited and is subject to the authority of the Director-General and if required, may be expected to serve in any assignment and duty station as determined by the needs of the Organization.

## **Main Functions**

Representation, communication and engagement with Governments and partners:

- Represents UNIDO at the country/regional level as appropriate, and maintain close relations with stakeholders and development partners to promote the Organization's mandate of inclusive and sustainable industrial development (ISID), and serve as the principal conduit for communication for all strategic and programmatic operations;
- Oversees implementation of UNIDO's Country Programme 2018-2023 in close coordination with the government and Steering Committee members;
- Identifies and assesses local needs and donor priorities to enable an effective alignment of UNIDO's resource mobilization and partnership development;
- Ensures the alignment of UNIDO initiatives to national strategies and development plans, donor priorities and UNSDCF's;
- Works closely with the UNRC and the UNCT and ensure the integration of ISID, in close contact with relevant entities, into the work of the UNDS, including into the CCA and the UNSDCF, as well as in joint programmes;
- Participates and represents UNIDO in global forums & activities organized by various development partners at the country level and takes the lead in UNIDO-organized events in the country.

Delivery of technical assistance:

- Continuously monitors and analyses the industrial performance of the countries/region of coverage, including preparing and updating country and industry profiles, in cooperation with the Department of Policy Research and Statistics (EPR/PRS);
- Contributes, supports, and/or leads as required, the development and implementation of UNIDO's regional/country grouping strategies, including for least developed countries, middle-income countries, and the Third Industrial Development Decade for Africa, among others;
- Promotes, contributes to, and/or lead as required, the implementation of projects/programmes, which normally involve: project identification, preparation of project concept, appraisal, preparation of detailed project documents, project approval and start-up, project implementation, project completion, monitoring and evaluation;
- Carries out selected technical cooperation activities, including acting as the Executing Entity for projects, upon approval by the Office of the Managing Director of PFC.

Monitoring and reporting:

- Monitors UNIDO's activities, including through field visits, and draws/shares lessons to ensure a coherent and systematic approach to UNIDO's service delivery;
- Oversees TC activities for programme outcomes and results at the ground level and submit bi-annual progress reports, to the Regional Office Hub, copied to the Regional Division at HQs, for processing and dissemination within UNIDO;
- Ensures coordination with the activities of UNIDO-established Centres of Excellence in the country, such as the National Cleaner Production Center (NCPC);
- Prepares and submits annual business plans, and monthly and annual reports to the respective Regional Coordination Division for the countries/region of coverage.

Resource management:

- Manages the financial and human resources of the Field Office, and ensures the security and safety of employees and their eligible dependents, as well as the protection of UNIDO assets, property and information.

## **Core Competencies:**

### **Core Values**

**WE LIVE AND ACT, WITH INTEGRITY:** work honestly, openly and impartially.

**WE SHOW PROFESSIONALISM:** work hard and competently in a committed and responsible manner.

**WE RESPECT DIVERSITY:** work together effectively, respectfully and inclusively, regardless of our differences in culture and

perspective.

#### Key Competencies

**WE FOCUS ON PEOPLE:** cooperate to fully reach our potential –and this is true for our colleagues as well as our clients.

Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

**WE FOCUS ON RESULTS AND RESPONSIBILITIES:** focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world.

**WE COMMUNICATE AND EARN TRUST:** communicate effectively with one another and build an environment of trust where we can all excel in our work.

**WE THINK OUTSIDE THE BOX AND INNOVATE:** To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

#### Managerial Competencies:

**WE ARE STRATEGIC, DECISIVE, PRINCIPLED AND INSPIRATIONAL:** As managers, we are strategic and fair in driving our team's performance. As leaders, we are a source of inspiration, stand for norms and standards established in the UN Charter and duty bound to defend these ideals with a principled approach.

**WE ARE INCLUSIVE AND ACCOUNTABLE:** As managers, we are inclusive in our approach and maintain constructive engagement with all our stakeholders. As leaders, we embrace all personnel and stakeholders and are accountable mutually within UNIDO, within the system, to beneficiaries and the public and beyond.

**WE ARE MULTI-DIMENSIONAL AND TRANSFORMATIONAL:** As managers, we go beyond conventional methods to help our organizational units strengthen their own agility and adaptability to change. As leaders in the UN system, we have a vision, which is integrated and engaged across the pillars of Peace and Security, Human Rights and Development.

**WE ARE COLLABORATIVE AND CO-CREATIVE:** As managers, we foster a team spirit and create meaningful opportunities to hear the voices of those around us, while realizing that only by working together can we accomplish our mission. As leaders, we see the inter-dependency of imperatives of the UN Charter and personally champion a collaborative inter-agency, multi-stakeholders and cross-thinking approach.

#### Minimum Requirements

##### Education:

Advanced university degree in economics, business administration, international relations, public administration or other related field with specialization in development economics.

##### UNIDO Languages:

Fluency in spoken and written English is required. Fluency in or working knowledge of other languages of the United Nations is desirable.

##### Field of Expertise:

- A minimum of seven (7) years of progressively responsible professional work experience at the national level in the fields of industry and development is required.
- Experience at the senior or team leader level in technical cooperation, including supervising project teams in aspects of the project cycle (project formulation, design, implementation, monitoring and evaluation) is required.
- Relevant experience in an international setting similar to the UN system and/or with government engagement is desirable.

**NOTE:** Eligible internal UNIDO applicants are required to have served at least one year in his or her current post. However, the seniority-in-grade requirements for applying for higher level positions, as per paragraphs 18 and 78 of the HRMF, have been waived..

Employees of UNIDO are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for jobs at UNIDO.

#### **All applications must be submitted online through the Online Recruitment System**

**Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process.**

**Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependants, under the procedures established by the Director General.**

Visit the UNIDO web site for details on how to apply: [www.unido.org](http://www.unido.org)

**NOTE: The Director General retains the discretion to make an appointment to this post at a lower level.**

#### **Notice to applicants:**

UNIDO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you have received a solicitation for the payment of a fee, please disregard it. Vacant positions within UNIDO are advertised on the official UNIDO website. Should you have any questions concerning persons or companies claiming to be recruiting on behalf of UNIDO and requesting payment of a fee, please contact: [recruitment@unido.org](mailto:recruitment@unido.org)