

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

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No.5(1)/2021-Admn-I/HR-I


Islamabad, the 30<sup>th</sup> November, 2021

**CIRCULAR**

**SUBJECT: - SENIOR LEVEL JOB OPENING: HEAD, SUB-REGIONAL OFFICE  
OF THE PACIFIC, D-1, UNESCAP**

Please find enclosed herewith a copy of self-explanatory Office Memorandum No. 3-1/2021-UNESCAP-2021, dated 16-11-2021, along with its enclosure, received from Ministry of Economic Affairs, on the subject cited above, for placing on official website of the Ministry of Commerce, for information.

**Encl: As above**

  
**(Muhammad Imtiaz)**  
Deputy Director (HR-I)

**Database Administrator  
Ministry of Commerce,  
Islamabad**

**OFFICE MEMORANDUM**

**Subject: - Senior Level Job Opening: Head, Sub-regional Office of the Pacific, D-1, UNESCAP**

The undersigned is directed to enclose herewith a self explanatory copy of Parep Bangkok's e-mail dated 29<sup>th</sup> October, 2021 on the subject noted above.

2. Parep Bangkok has requested the Ministry of Economic Affairs to circulate the subject information to relevant Ministries/Department. The criteria for the subject job is as under:-

- A minimum of fifteen years of progressively responsible experience in economic and social analysis, policy formulation and implementation and/programme management;
- A minimum of five-year's work experience outside of the home country in Asia and the Pacific preferably in the subregion;
- Demonstrated experience in establishing and maintaining professional networks;
- Experience in advocacy and establishing partnerships with key stakeholders, including civil Society and the private sector;
- Experience with the United Nations System and of the United Nations programmes, policies, rules and regulations;
- Advanced university degree (Master's degree or equivalent) in economics social sciences or related field;
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3. Complete information about the responsibilities and requirements for the position is available at <https://careers.un.org> and <http://www.unescap.org/jobs>.

4. It is requested to circulate the subject job opening with relevant officials to apply for the post online through Inspira System under intimation to this Ministry by 10<sup>th</sup> December, 2021.

**Encl: As above**

  
(Pira Aftab)  
Section Officer (UN-II)

1. Secretary, Cabinet Division, Government of Pakistan, Islamabad.
2. Secretary, Establishment Division, Government of Pakistan, Islamabad.
3. Secretary, Climate Change Division, Government of Pakistan, Islamabad.
4. Secretary, Aviation Division, Government of Pakistan, Islamabad.
5. Secretary, Ministry of National Food Security and Research, Government of Pakistan, Islamabad.
6. Secretary, Ministry of Planning, Development & Special Initiatives, Government of Pakistan, Islamabad.
7. Secretary, Ministry of National Health Services Regulations and Coordination, Government of Pakistan, Islamabad.
8. Secretary, Ministry of Religious Affairs and Inter-faith Harmony, Government of Pakistan, Islamabad.
9. Secretary, Ministry of States and Frontier Regions, Government of Pakistan, Islamabad.

10. Secretary, Ministry of Overseas Pakistanis and Human Resource Development, Government of Pakistan, Islamabad.
11. Secretary, Ministry of Petroleum & Natural Resources, Government of Pakistan, Islamabad.
12. Secretary, Ministry of Ports and Shipping, Government of Pakistan, Islamabad.
13. Secretary, Ministry of Railways, Government of Pakistan, Islamabad.
14. Secretary, Ministry of Science and Technology, Government of Pakistan, Islamabad.
15. Secretary, Ministry of Water Resources, Government of Pakistan, Islamabad.
16. Secretary, Ministry of Energy, Government of Pakistan, Islamabad
17. Secretary, Commerce Division, Government of Pakistan, Islamabad.
18. Secretary, Textile Industry Division, Government of Pakistan, Islamabad.
19. Secretary, Ministry of Communications, Government of Pakistan, Islamabad.
20. Secretary, Ministry of Defence, Government of Pakistan, Rawalpindi.
21. Secretary, Ministry of Defence Production, Government of Pakistan, Rawalpindi.
22. Secretary, Ministry of Federal Education and Professional Training, Government of Pakistan, Islamabad.
23. Secretary, Finance Division, Government of Pakistan, Islamabad.
24. Secretary, Revenue Division, Government of Pakistan, Islamabad
25. Secretary, Poverty Alleviation and Social Security, Government of Pakistan, Islamabad
26. Secretary, Privatization Division, Government of Pakistan, Islamabad.
27. Secretary, Ministry of Foreign Affairs, Government of Pakistan, Islamabad.
28. Secretary, Ministry of Housing and Works, Government of Pakistan, Islamabad.
29. Secretary, Interior Division, Government of Pakistan, Islamabad.
30. Secretary, Narcotics Control Division, Government of Pakistan, Islamabad.
31. Secretary, Ministry of Information, Broadcasting and National Heritage, Government of Pakistan, Islamabad.
32. Secretary, Ministry of Industries and Production, Government of Pakistan, Islamabad
33. Secretary, Ministry of Information Technology and Telecommunication, Government of Pakistan, Islamabad.
34. Secretary, Ministry of International Provincial Coordination, Government of Pakistan, Islamabad.
35. Secretary, Ministry of Kashmir Affairs and Gilgit Baltistan, Government of Pakistan, Islamabad.
36. Secretary, Law & Justice Division, Government of Pakistan, Islamabad.
37. Secretary, Human Rights Division, Government of Pakistan, Islamabad.
38. Secretary, Ministry of Parliamentary Affairs, Government of Pakistan, Islamabad.

Copy for information and further necessary action to Joint Secretary (Admn), Ministry of Economic Affairs

  
 (Pirah Aftab)  
 Section Officer (UN-II)

**Fax / E-mail Message**

From : Parep Bangkok  
To : Foreign Islamabad  
Rptd : Economic Affairs Division, Islamabad  
No : UNESCAP-XII/2021  
Dated: 29 October 2021

BK-86

**Director General (UN) from First Secretary/HOC**

Copy to: DS (UN), EAD

Dir (UN-III), MOFA

Subject: **Senior Level Job Opening: Head, Subregional Office of the Pacific, D-1, UNESCAP**

Attached please find a note verbale received from UNESCAP informing about a vacant post of Head, Subregional Office for the Pacific, D-1 level. Further information about job description is attached herewith and could also be accessed at [careers.un.org](http://careers.un.org) or at [www.unescap.org/jobs](http://www.unescap.org/jobs).

2. Ministry is requested to widely circulate the information encouraging qualified candidates, particularly women, to apply for the post through Inspira system. The deadline for submission of application is **20 December 2021**.

*Profound Regards*

*(Naila Israr)*



## 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 Head, Subregional Office for the Pacific, D-1 at the Economic and Social Commission for Asia and the Pacific, as detailed below:

**Head, Subregional Office for the Pacific, D-1**  
(Application deadline: 20 December 2021)

Among other attributes, the ideal candidates will have:

- A minimum of fifteen years of progressively responsible experience in economic and social analysis, policy formulation and implementation and/or programme management;
- A minimum of five-year's work experience outside of the home country in Asia and the Pacific and preferably in the subregion;
- Demonstrated experience in establishing and maintaining professional networks;
- Experience in advocacy and establishing partnerships with key stakeholders, including civil society and the private sector;
- Experience with the United Nations System and of the United Nations programmes, policies, rules and regulations;
- Advanced university degree (Master's degree or equivalent) in economics, social sciences or related field.

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



25 October 2021

Member States of the United Nations

## Job Opening

**Posting Title:** Head, Subregional Office for the Pacific, D1  
**Job Code Title:** HEAD OF OFFICE, ECONOMIC AFFAIRS  
**Department/ Office:** Economic and Social Commission for Asia and the Pacific  
**Duty Station:** SUVA  
**Posting Period:** 22 October 2021-20 December 2021  
**Job Opening number:** 21-ECO-ESCAP-166717-R-SUVA(G)  
**Staffing Exercise ID:** N/A

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

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Email to a Friend

### 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.

This position is located in the Subregional Office for the Pacific in Suva, which covers Australia, Fiji, Kiribati, Marshall Islands, Micronesia (Federated States of), Nauru, New Zealand, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu, as well as the American Samoa, the Cook Islands, French Polynesia, Guam, New Caledonia, Niue and the Northern Mariana Islands. The incumbent of this post will report to the Executive Secretary of ESCAP or her/his designate.

### Responsibilities

Under the direct supervision of the Executive Secretary or their designate, the incumbent is required to perform the following functions:

- Represents ESCAP in the Pacific subregion, including promoting the active participation of member governments and partners in the work of ESCAP.
- Assists and advises the Executive Secretary on emerging issues and concerns in the subregion, including those gathered from consultations/discussions with government officials and representatives of other key intergovernmental organizations, institutions and stakeholders, and provides advice toward developing ESCAP policies, programmes and courses of action, taking into consideration the socio-economic and political context of the subregion.
- Formulates the programme of work of the Subregional Office in line with subregional priorities and ensures its implementation in collaboration with ESCAP divisions, so that programmed activities are

Accessibility

carried out in a timely fashion and coordinated, both within the secretariat as well as with other organizations of the United Nations System. Ensures that all subregional activities are in line with the Commission's overall strategy in the subregion and reinforces its core mandate.

- Leads, supervises and carries out the programme of work of Office; provides inputs on countries of the subregion to substantive divisions through coordination with concerned government officials, United Nations entities, country teams, subregional organizations and other stakeholders.

- Leads and supervises or supports for missions, intergovernmental meetings, seminars, workshops, publications, training, and other activities held in the subregion, including acting as advocate for ESCAP matters and activities. Manages the substantive preparation and organization of meetings or seminars, etc.

- Provides inputs to reports for presentation to Intergovernmental bodies, including the Special Body on Least Developed Countries, Landlocked Developing Countries and Pacific Island Developing States of the Commission, Economic and Social Council, General Assembly and other policy-making organs, as appropriate.

- Participates in international, regional or national meetings and provides policy advice and technical assistance on economic and social development policies and programmes to governments in coordination with other entities in the subregion; promotes partnership and knowledge sharing among member countries, private sector, civil society and other relevant development partners to address key subregional priorities.

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

- Undertakes and oversees programmatic, administrative, and managerial tasks necessary for the smooth functioning of the subregional office, including preparation of programme and budget plan and reporting, particularly those presented in annual or biannual reports; effective use of resources for the timely delivery of mandated outputs; recruitment of candidates, taking into account gender and geographical balance; guidance and development of staff under supervision; and evaluation of staff performance.

- Performs other related duties as necessary.

## Competencies

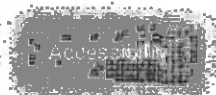
**Professionalism:** Knowledge of the substantive field of work in general and of specific areas being supervised. Ability to produce reports and papers on technical issues and to review and edit the work of others. Ability to apply UN rules, regulations, policies and guidelines in work situations. Shows pride in work and in achievements; demonstrates professional competence and mastery of 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.

**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.

**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.

**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 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 economics, social sciences or related field is required. A doctorate degree is an advantage. 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.

#### **Job - Specific Qualification**

#### **Work Experience**

A minimum of fifteen years of progressively responsible experience in economic and social analysis, policy formulation and implementation and/or programme management is required.

A minimum of five-year's work experience outside of the home country in Asia and the Pacific and preferably in the subregion, is desirable.

Demonstrated experience in establishing and maintaining professional networks is desirable.

Experience with the United Nations System and of the United Nations programmes, policies, rules and regulations is desirable.

Experience in advocacy and establishing partnerships with key stakeholders, including civil society and the private sector, 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.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 April 2021, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brunei Darussalam, Cabo Verde, Cambodia, China, Comoros, Cuba, Democratic People's Republic of Korea, Djibouti, 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, Namibia, 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, Somalia, South Sudan, Suriname, Timor-Leste, Turkey, Turkmenistan, 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

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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A rectangular button with a light gray background and a dark border. The word "Apply" is centered in a dark font. Below the text, there is a faint, illegible URL.A circular icon with a dark background and a light border. The word "Accessibility" is written in a light, sans-serif font across the center of the circle.