

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No. 5(1)/2022-Admn-I/HR-I

Islamabad, 23rd April, 2022

CIRCULAR

**SUBJECT: SENIOR LEVEL JOB OPENING: CHIEF TRANSPORT AND
POLICY SECTION, P5, UNESCAP**

Please find enclosed herewith a copy of self-explanatory Office Memorandum No. F.3-1/2021-UNESCAP-2021, dated 15-04-2022, received from Ministry of Economic Affairs, along with its enclosure on the subject cited above, for placing on official website of the Ministry of Commerce, for information.

Encl: **As above**

(Dr. Beenish Noor)
Deputy Director (HR-I)

**Database Administrator,
Ministry of Commerce,
Islamabad**

Government of Pakistan
Ministry of Economic Affairs

F. No. 3-1/2021-UNESCAP-2021

Islamabad, the 15th April, 2021

OFFICE MEMORANDUM

Subject: - Senior Level Job Opening: Chief Transport and Policy Section, P5, UNESCAP

The undersigned is directed to enclose herewith a self-explanatory copy of UNESCAP'S e-mail dated 7th April, 2022 on the subject noted above.

2. United Nations Economic and Social Commission for Asia and the Pacific has informed that the job opening for the post of Chief, Transport Research and Policy Section, P-5 at the ESCAP has been extended to 25th April, 2022.

3. Complete information about the responsibilities and the requirements for the position is available at <https://careers.un.org> and <http://www.unescap.org/jobs>. (copy enclosed).

4. Moreover, UNESCAP Secretariat has informed that UNESCAP will encourage the qualified candidates, particularly women, to apply through the inspira system.

Encl: As above


(Pirah Aftab)
Section Officer (UN-II)
Ph. 051- 9206318

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 Energy (Petroleum Division), Government of Pakistan, Islamabad.
12. Secretary, Ministry of Maritime Affairs, 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 (Power Division), 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.

UNITED NATIONS



NATIONS UNIES

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 inform that the job opening for the post of Chief, Transport Research and Policy Section, P-5 at the Economic and Social Commission for Asia and the Pacific has been extended to 25 April 2022 to ensure a wider pool of applicants.

Complete information about the responsibilities and the 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 circulating this information and encouraging qualified candidates, particularly women, to apply through the Inspira system.

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



7 April 2022

Members States of the United Nations



United Nations

careers

Job Opening

Posting Title:	Chief, Transport Research and Policy 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:	25 February 2022-25 April 2022
Job Opening number:	22-ECO-ESCAP-173640-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.

This position is located in the Transport Research and Policy Section, Transport Division. The Chief of Section reports to the Director, Transport Division.

Responsibilities

Under the direct supervision of the Director, Transport Division, the incumbent is responsible for the following duties:

- Provides policy advice to the Director of the Division, on implementation of overall strategies and programme on sustainable transport policy and development related matter especially environmentally sustainable and socially inclusive transport development.
- Plans, supervises, manages and oversees the management of activities undertaken by the Section; ensures that substantive work programmes and programmed activities of the assigned areas including low-carbon mobility and inclusive transport are carried out in a timely fashion.
- Co-ordinates the work carried out by the Section; provides programmatic and substantive reviews of drafts prepared by staff members under supervision.
- Leads, implements and supervises the preparation of Transport Division's key research initiatives and publications and report on emerging issues in sustainable transport development and ensures quality control of publications and research products.
- Manages the organization and servicing of high-level's legislative meetings of the division including the Committee on Transport and Ministerial Conference on Transport.
- Provides direct substantive input into intergovernmental bodies such as the Economic and Social

Accessibility

Council, the Commission Session and its subsidiary bodies, the General Assembly and other policy-making organs by offering strategic and technical advice and assisting in developing consensus, as appropriate.

- 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 and ensures high quality outputs produced by the Section; that reports are clear, objective and based on comprehensive evidence. 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.
- Prepares and finalizes high-quality inputs for the work programme of the Division, determining priorities, and allocating resources for the completion of outputs and their timely delivery.
- Carries out programmatic/administrative tasks necessary for the functioning of the Unit/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.
- Recruits staff for Unit/Section taking due account geographical and gender balance and other institutional values.
- Manages, guides, develops and trains staff under his/her supervision.
- Fosters teamwork and communication among staff in the Unit/Section and across organizational boundaries.
- Identifies, develops and maintains strategic partnerships and professional networks to support effective implementation of mandates and projects. The focus of the partnerships is with UN agencies, and other development partners including international and sub-regional organizations and research institutes, academic institutions.
- Represents the Organization at inter-agency meetings, seminars, etc. on substantive-related issues.
- Participates in international, regional or national meetings and provides programmatic/substantive expertise on issues or holds programmatic/substantive and organizational discussions with representatives of other institutions.

Competencies

Professionalism: Professional expertise and knowledge of the issues related to transport. Solid understanding of key or new/emerging policy, institutional, regulatory and technical issues related to transport and sustainable transport development, in particular, on environmentally sustainable and socially inclusive transport development. 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. 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.

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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

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.

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 transport, economics, public administration, management, law or related area, is required. A first-level university degree 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 policy analysis and research, as well as formulation of policy recommendation on sustainable development in transport or transport related field is required

Experience in leading and managing a sizable work unit is required.

Demonstrated experience in establishing and maintaining professional networks is required.

Experience in intergovernmental processes/meetings is highly desirable.

Experience in designing and supervising multi-disciplinary cross-sectoral research and/or technical assistance projects is highly desirable.

Proven experience in designing and managing public policy initiatives and capacity building projects on sustainable transport development including on environmentally sustainable and/or socially inclusive transport development is desirable.

Experience in managing people in a multi-cultural environment 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.

ESCAP is committed to promoting diversity and gender equality within the Secretariat. Women candidates are strongly encouraged to apply.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 November 2021, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brunei Darussalam, Cabo Verde, China, Comoros, Cuba, Democratic People's Republic of Korea, Djibouti, Dominica, Equatorial Guinea,



Gabon, Grenada, Guinea-Bissau, Haiti, Israel, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Namibia, Nauru, Norway, Oman, Palau, Papua New Guinea, Qatar, Republic of Korea, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Solomon Islands, Somalia, South Sudan, Timor-Leste, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela.

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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