

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

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

Islamabad, 13<sup>th</sup> June, 2022

**CIRCULAR**

**SUBJECT: VACANCY ANNOUNCEMENT**

Please find enclosed herewith a copy of self-explanatory Office Memorandum No. 3-1/2022-UNESCAP-UN-II, dated 07-06-2022, 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. 3-1/2022-UNESCAP-UN-IT

Islamabad, the 07<sup>th</sup> June, 2022

OFFICE MEMORANDUM

**Subject: - Vacancy Announcement**

The undersigned is directed to refer to Parepun New York's Fax Message dated 24<sup>th</sup> May, 2022 on the subject noted above.

2. Parepun New York has forwarded a copy of Note Verbale dated 23<sup>rd</sup> May, 2022 received from UNDP New York (Copy enclosed) regarding nominations of candidates for the position of Assistant Administrator and Director, Regional Bureau for Latin America and the Caribbean (RBLAC), UNDP at the Assistant Secretary General level.

3. All nominations should include the curriculum vitae of the candidates with full contact information (e-mail and telephone) and must be received by 24<sup>th</sup> June, 2022. It is requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law, Nominations may also be sent to [exo.cos@undp.org](mailto:exo.cos@undp.org). Details of the posts is enclosed further information on UNDP is available on the following website: <http://www.undp.org>.

4. All Ministries are therefore requested to forward the nominations of interested candidates along with their complete contact details by post and on the above-mentioned e-mail address.

  
(Pirah Aftab)  
Section Officer (UN-II)  
Tele: 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. Secretary, Ministry of Energy (Petroleum Division), Government of Pakistan, Islamabad.
11. Secretary, Ministry of Maritime Affairs, Government of Pakistan, Islamabad.

12. Secretary, Ministry of Railways, Government of Pakistan, Islamabad.
13. 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, Ministry of Communications, Government of Pakistan, Islamabad.
19. Secretary, Ministry of Defence, Government of Pakistan, Rawalpindi.
20. Secretary, Ministry of Defence Production, Government of Pakistan, Rawalpindi.
21. Secretary, Ministry of Federal Education and Professional Training, Government of Pakistan, Islamabad.
22. Secretary, Finance Division, Government of Pakistan, Islamabad.
23. Secretary, Poverty Alleviation and Social Security, Government of Pakistan, Islamabad
24. Secretary, Privatization Division, Government of Pakistan, Islamabad.
25. Secretary, Ministry of Foreign Affairs, Government of Pakistan, Islamabad.
26. Secretary, Ministry of Housing and Works, Government of Pakistan, Islamabad.
27. Secretary, Interior Division, Government of Pakistan, Islamabad.
28. Secretary, Narcotics Control Division, Government of Pakistan, Islamabad.
29. Secretary, Ministry of Information, Broadcasting and National Heritage, Government of Pakistan, Islamabad.
30. Secretary, Ministry of Industries and Production, Government of Pakistan, Islamabad
31. Secretary, Ministry of Information Technology and Telecommunication, Government of Pakistan, Islamabad.
32. Secretary, Ministry of Inter Provincial Coordination, Government of Pakistan, Islamabad.
33. Secretary, Ministry of Kashmir Affairs and Gilgit Baltistan, Government of Pakistan, Islamabad.
34. Secretary, Law & Justice Division, Government of Pakistan, Islamabad.
35. Secretary, Human Rights Division, Government of Pakistan, Islamabad.
36. Secretary, Ministry of Parliamentary Affairs, Government of Pakistan, Islamabad.

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

UNDP  
- Immediate -

UNDP

**Most Immediate**

**FAX MESSAGE**

NY-94

From : Parepun New York  
 To : Foreign Islamabad  
 Rpt : Economic Affairs Division, Islamabad → *Coro. Citer. pls pass*  
 No : Fifth-5/3/2022  
 Date : 24 May 2022

**Director General (UN) from First Secretary-II**  
 Rptd to: Director (UN-II)

Subject: **Vacancy Announcement**

Enclosed, please find attached copy of Note Verbale dated 23 May 2022 received from UNDP New York regarding nominations of candidates for the position of Assistant Administrator and Director, Regional Bureau for Latin America and the Caribbean (RBLAC), UNDP at the Assistant Secretary-General level.

2. All nominations should include the curriculum vitae of the candidates with full contact information (e-mail and telephone) and must be received by 24<sup>th</sup> June 2022. It is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law. Nominations may also be sent to [exo.cos@undp.org](mailto:exo.cos@undp.org).

3 This is for Ministry's information and further necessary action

Encl: **As above**

*Respectful Regards,*

*Muhammad Jawad Ajmal*  
 (Muhammad Jawad Ajmal)



*Empowered lives.  
Resilient nations.*

The United Nations Development Programme (UNDP) presents its compliments to all Permanent Missions to the United Nations in New York and has the honour to request the nominations of candidates for the position of Assistant Administrator and Director, Regional Bureau for Latin America and the Caribbean (RBLAC), UNDP at the Assistant Secretary-General level.

UNDP works in nearly 170 countries and territories. Anchored in the 2030 Agenda for Sustainable Development and committed to the principles of universality, equality and leaving no-one behind, UNDP's priorities are set in its Strategic Plan (2022 - 2025), aiming to help countries achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development and building resilience to crises and shocks. The Strategic Plan sets out a vision for the evolution of UNDP over the next four years, responding to a changing development landscape and the evolving needs of our partners.

The RBLAC includes 26 offices, covering 42 countries and territories, and also one Regional Service Centre. Across the region, UNDP helps countries build and share their own solutions to urgent development challenges, supporting coalitions for change and connecting individuals and institutions so they can share knowledge, experience and resources. As countries develop local capacity, they draw on the staff of UNDP and our wide range of regional and global partners. The regional priorities include democratic governance, sustainable development, reducing inequalities, disaster and conflict risk reduction and the advancement of women, among others.

The Director is the leader of UNDP in the region as well as a member of UNDP's corporate leadership and, as such, serves as a role model for corporate values, behaviours and substantive skills.

The Director of RBLAC reports to the Administrator / Associate Administrator. He / she is a member of UNDP's Executive Group and contributes to shaping and monitoring overall corporate strategic directions. He / she directs and manages the overall policy and ongoing regional programme and country office operations of the region to address priorities and achieve outcomes. He supports regional coordination with the wider UN system, under the leadership of the Deputy Secretary-General/Chair of regional collaboration platforms.

The following scope and principal functions of the position include:

- Participating in UNDP's highest level corporate decision-making body, the Executive Group, helping to identify and implement strategic directions for the Organization as a whole;
- Building strategic partnerships with key stakeholders to carry out UNDP's mission and achieve results;



- **Managing the Regional Bureau and working collaboratively and collegially across UNDP and with the wider UN system in the region, to achieve outcomes and results in-line with UNDP's Strategic Plan including by:**
  - Providing overall leadership and shaping strategic thinking for UNDP's engagement in the region;
  - Identifying existing and emerging development challenges and priorities in the region; defining the strategic programming priorities at the regional and country levels and implementing measures to improve the quality and impact of programmes;
  - Providing intellectual leadership for region-specific knowledge products, including Regional Human Development Reports;
  - Providing guidance to the Resident Representatives and other senior managers in Country Offices, including playing a facilitating role with host Governments, donors and counterparts as needed;
  - Overseeing Country Office performance and ensuring timely action on problems and challenges;
  - Guiding the implementation of strategies for Bureau resource mobilization and delivery;
  - Ensuring effective implementation of the UN development system reforms, at the regional and country level, through guidance and support to country offices;
  - Building and maintaining strategic partnerships for UNDP in the region, with a focus on knowledge sharing, joint activities and resource mobilization and representing UNDP, as required, in high-level events and fora relating to the region;
  - Representing the Bureau in key policy, programme, management, advocacy forums and conferences;
  - Serving as Co vice –chair of the collaborative platform in the region, to support the UN Resident Coordinator system; and advocating for greater coherence and harmonization of UN Country Teams;
  - Supporting the implementation of UN reform initiatives in the region, in line with corporate policies and guidance from the UN Sustainable Development Group.

#### The Regional Director:

- Leads by example and encourages excellence, professionalism, competence, integrity and the ethics and values enshrined in the UN Charter;
- Guides, mentors and develops a team of senior managers in New York, the Istanbul Regional Hub, and Country Offices;
- Oversees and is responsible for the Bureau's operations in financial, human resources, procurement and general administration.

Further information on UNDP is available on the following website: <http://www.undp.org/>  
 Interested candidates may submit their applications using the following link: [www.undp.org](http://www.undp.org/)



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In order to ensure a wide pool of candidates for this position, UNDP would welcome any nominations to supplement the Secretary-General's own search and consultations. UNDP would especially welcome nominations of women candidates.

The Secretary-General is seeking an individual with:

- A strong record of progressively responsible, substantive and results achievement experience at the international level, including in development programming, resource mobilization and advocacy is especially relevant;
- Experience in interagency and international co-operation, and negotiation of partnerships are especially relevant. The candidates will have held leadership roles and demonstrated his/her ability to advocate for and support the implementation of effective solutions;
- The candidates should have in-depth knowledge of crisis response activities, managing related complex situations, interagency and international cooperation, negotiation of partnerships, mobilization of resources and management of programmes in crisis related areas with national, regional, international entities, including the ability to influence/advance dialogue and present such material at global and regional fora;
- The candidates should have experience of the UN and/or other intergovernmental institutions and international entities.

#### *Languages*

English and French are the working languages of the United Nations. For this position, fluency in English and Spanish is required. A working knowledge of another United Nations official language will be an advantage.

#### *Human Rights Screening*

In accordance with the policy for the nomination of candidates, the Secretariat wishes to outline that it is the responsibility of the nominating Government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.



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Individuals who are either nominated by Member States or who seek to serve with the United Nations in any individual capacity will be required, if short-listed, to complete a self-attestation stating that they have not committed, been convicted of, nor prosecuted for, any criminal offence and have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

### Conflicts of Interest

All United Nations staff members are expected to uphold the highest standards of efficiency, competence and integrity. Senior leaders in particular, have the responsibility to serve as role models in upholding the Organization's ethical standards.

A conflict of interest occurs when, by act or omission, a staff member's personal interests interfere with the performance of his/her official duties and responsibilities, or call into question his/her integrity, independence and impartiality. Risk for conflicts of interest may arise from a staff member's engagement in outside (non-UN) employment or occupation; outside activities, including political activities; receipt of gifts, honours, awards, favours or remuneration from external (non-UN) sources; or personal investment. In particular, no staff member shall accept any honour, decoration, favour, gift or remuneration from any Government (staff regulation 1.2 (j)).

Where a real or perceived conflict of interest does arise, senior leaders are obligated to disclose this to the Organization without delay. In order to avoid real or perceived family influence or preferential treatment and conflicts of interest that could stem from such situations, the UN Staff Rules provide that appointments "shall not be granted to anyone who is the father, mother, son, daughter, brother or sister of a staff member" (staff rule 4.7 (a)).

Short-listed individuals will also be required to complete the pre-appointment declaration of interests for senior positions form, to identify possible conflicts of interest that may arise and to proactively prevent and manage, as much as possible and in a timely manner, situations in which personal interests may conflict or appear to conflict with the interests of the United Nations, should the individual be appointed to this position.

All nominations should include the curriculum vitae of the candidates with full contact information (e-mail and telephone) and must be received by 24<sup>th</sup> June 2022. The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

Nominations may also be sent to [exo.cos@undp.org](mailto:exo.cos@undp.org)

The United Nations Development Programme avails itself of this opportunity to renew to all Permanent Missions to the United Nations in New York the assurances of its highest consideration.

New York, 23 May 2022

To all Permanent Missions  
to the United Nations  
New York, NY

