



## Job Opening

**Job Title:** HEAD, P6  
**Department/ Office:** Department of Economic and Social Affairs  
**Duty Station:** SEOUL  
**Posting Period:** 19 October 2012-18 December 2012  
**Job Opening number:** 12-PGM-DESA-25485-R-SEOUL (E)

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

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### Org. Setting and Reporting

The United Nations Project Office on Governance (UNPOG) was established in Seoul in 2006 in an agreement between the United Nations and the Government of the Republic of Korea. It is a technical cooperation activity of the Department of Economic and Social Affairs (UNDESA) and part of the United Nations programme on public administration and development management. UNPOG's primary objective is to assist Members States in improving governance and public administration systems to enhance capacity for achieving internationally agreed development goals, including the MDGs. It does so through activities in three major areas, namely, Research and Policy Development, Advocacy and Outreach and Capacity Development, which are implemented under the overall guidance of the E-Government Branch of the Division for Public Administration and Development Management of UNDESA (DPADM).

### Responsibilities

The Head of UNPOG will work under the overall guidance of the Director of DPADM and under the direct supervision of the Chief of the E-Government Branch. He/she will be responsible for preparing the annual work-programme in conjunction with National counterparts, managing personnel and budget of the project and liaising with all counterparts, monitoring project activities, reporting to DPADM/DESA management on progress and results achieved by the project. He/she will also be responsible for supporting DPADM in guiding UNPOG in promoting effective governance at the global level, and in particular, in the Asia and Pacific region, and ensuring efficient and effective project delivery. Specifically his/her duties will include:

#### a) Project Management:

- Provide day-to-day operational and results based management of the project including programme planning, defining resource requirements, review/oversight of project's implementation, and progress reporting;
- Provide leadership and strategic thinking to ensure that Project activities focus on critical areas for the attainment of the main objectives;
- Design, coordinate and supervise capacity development activities under the project implementation;
- Plan specialized research based on the information and training requirements of the national public administrations;
- Liaise with all relevant stakeholders to ensure achievement of the objectives of the Project;
- Oversee the preparation of aide-memoires and design of all project related training events (conferences, workshops, study tours, etc), and to submit same to DPADM for endorsement;
- Prepare Terms of Reference for international and national expertise required for the project;
- Supervise, coordinate and evaluate the work of the project staff and consultants;
- Monitor the overall management, performance and progress of the project;
- Report to DPADM on progress and achievement of results.

#### b) Knowledge Management

- Select and record lessons learned through United Nations Public Administration Country Studies (UNPACS) to help achieve the objectives of the project;
- Facilitate the use of global knowledge networks, such as United Nations Public Administration Network (UNPAN) to share project results including project publications, conference proceedings, and other related requests;
- Create and maintain a roster of institutions and consultants to support capacity development activities;
- Participate and/or contribute in the policy discussions on substantive and operational aspects concerning the project in the relevant meetings or forums.

#### c) Coordination with partner institutions and donors

- Assist in promoting dialogue and good practices in the focus areas of the project among different stakeholders;
- Carry out advisory missions to the countries of the region in furtherance of the Project Office's specific objectives;
- Brief interested donors, foreign missions on the activities of the project;
- Represent the Project Office at donor or partners consultation meetings as delegated by the Director of DPADM;
- Coordinate, prepare and conduct all meetings and proceedings of the project Steering Committee and follow up on the implementation of decisions taken;
- Assist the counterparts in providing information as requested;
- Actively support project resource mobilization efforts and attract additional sources of funding from bilateral or multilateral donors;
- Facilitate research and dissemination of good practices and experience of e-government, regional development, and innovations in the public sector.

### Competencies

**Professionalism:** Expert knowledge in the capacity development, particularly in the area of governance, public administration and e-government with a special focus in strengthening institutional, human resource and technical capacities of public administration systems and in knowledge management and application of ICTs for effective delivery of public services; proven ability to produce reports and papers on substantive, financial and administrative issues; ability to review and edit the work of others.  
**Accountability:** Takes ownership of all responsibilities and honours commitments. Operates in compliance with organizational regulations and rules.  
**Communication:** Excellent drafting ability and communication skills, both oral and written; ability to defend and explain to staff, senior officials and donors difficult issues with respect to key decisions and positions, proven ability to communicate complex concepts orally, ability to prepare written reports that are clear, concise and meaningful.  
**Leadership/Management:** Strong managerial and leadership skills, demonstrate flexibility in leadership by performing and overseeing the complex human resources, financial or administrative management policy and programme issues, proven record of building and managing teams and creating an enabling environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training skills enhancement initiatives to ensure effective transfer of knowledge and skills. Handle issues tactfully, possess good judgment and decision-making skills. Judgement/Decision-making: Ability to make decisions based on the relevant information. Ability to make tough decisions when necessary.

### Education

Advanced university degree (Master's degree or equivalent) in public administration, business administration or affiliated fields, or equivalent combination of education and experience in related area.

**Work Experience**

A minimum of fifteen years of extensive working experience at senior level in governance and public administration, especially in the areas of institutional and human resource development, knowledge management and information technology, as well as e-government and on-line public service delivery. Familiarity with international relations and work experience in international setting, as well as experience in project management, including designing, managing international conferences and workshops, and generating and planning media interest will be an asset.

**Languages**

Fluent command of written and spoken English, Knowledge of Korean language is highly desirable. Other languages spoken in the region would also be an asset.

**Assessment Method**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

**Special Notice**

This position is funded for an initial period of one year and further extension of the appointment is subject to the availability of the funds. An impeccable record for integrity and professional ethical standards is essential. All staff of the Ethics Office are required to submit a financial disclosure statement upon appointment and annually thereafter.

**United Nations Considerations**

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

**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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