# **Job Opening**

**Posting Title:** Chief of Service

**Job Code Title:** Chief of Service, Programme Management

**Department/Office:** DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS

**Duty Station:** NEW YORK

**Posting Period:** 11 July 2016 - 08 September 2016

**Job Opening Number:** 62326

Staffing Exercise N/A

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

#### Apply Now

# 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.

This vacancy is subject to availability of post. Extension of the appointment is subject to Extension of the mandate and/or the availability of the funds.

# Org. Setting and Reporting

The position is located in the Programme Support Service (PSS) of the Capacity Development Office (CDO) of the Department of Economic and Social Affairs (DESA). The CDO supports the Under-Secretary-General and DESA's divisions in the development and implementation of DESA's Capacity Development Strategy, particularly by facilitating an effective translation of intergovernmental guidance into DESA's capacity development programme and providing a cohesive framework for its operational work. The CDO provides, on behalf of the USG, all functions related to the programme management of the UN Development Account, including for programming, monitoring and reporting on the projects funded by the Account. CDO also provides all programme support services required for the implementation of the Department's operational activities, including all budgetary, financial and human resources management. The Office also manages on behalf of the UN Secretariat, the United Nations Associate Expert Programme and on behalf of the Controller's Office, the United Nations Assistance to the Khmer Rouge Trials (UNAKRT). The Chief of Programme Support Service reports to the Head of Capacity Development Office.

### Responsibilities

Within delegated authority, the Chief of Programme Support Service will be responsible for the following duties:

- •Formulates and implements the substantive work programme of the Service under his/her supervision. Oversees the budgetary, financial and human resources administration of the Department's capacity development projects and activities, including recruitment of project personnel and the processing of workshops, seminars and study tours undertaken by the Department. Ensures that programmed activities are effectively implemented in a timely fashion and co-ordinates work in the finance and personnel areas both within the Service, the Office and Department, and with cooperating organizations of the United Nations System.
- •Leads and supervises the work of the Programme Support Service, including the development of new

operational initiatives including management of Secretariat-wide operations assigned to the Office, such as UN Associate Expert Programme and UNAKRT.

- •Co-ordinates the preparation of DESA reports on the financial status of its capacity development programmes and projects for presentation to funding entities and extra-budgetary donors. Co-ordinates the preparation of DESA's proposed programme budget for the Regular Programme of Technical Cooperation (RPTC) for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budget Questions, the Fifth Committee and other policy-making organs. Acts as the Department's focal point for all capacity development audits and prepares responses to all Internal and External Audit observations.
- •Supervises preparation of reports to intergovernmental bodies on programme performance or on programmatic/substantive issues, particularly as concerns the RPTC and UNAKRT. Reports on budget performance to DESA's senior management and advises on corrective measures to achieve results. Identifies potential management reviews of high sensitivity and complexity. Defines problems to be addressed in management reviews; directs the work of review teams through all stages.
- •Ensures that the outputs produced by the Service maintain high-quality standards; produces major/complex report for management and ensures that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the Service meet required standards before completion to ensure they comply with the relevant mandates.
- •Assists the Head of the Office in preparing the work programme of the Office determining priorities, and allocating resources for the completion of outputs and their timely delivery.
- •Oversees all administrative tasks required for the efficient delivery of the Department's capacity development programme, including preparation of budgets, issuing budgetary allotments, certifying financial statements and expenditure reports to funding entities, monitoring expenditures to ensure that they remain within authorized levels; exercises control over budgetary expenditures and advises senior management regarding the allocation/availability of budget resources. Under delegated authority from the Office of Human Resources (OHRM), provides the full range of human resources administration and management, including recruitment and administration of Inter-Regional Advisors project personnel, international and national consultants, evaluation of staff performance, evaluation of candidates and filling of vacancies. Prepares Standard Operating Procedures to guide DESA's divisions on the administrative requirements for capacity development activities.
- •Manages, guides, develops and trains staff under his/her supervision through developing training activities.
- •Fosters teamwork and communication among staff in the Service and across organizational boundaries.
- •Participates, on behalf of the Department, in meetings and in task forces of the Secretariat and provides advice and support for the senior management in such areas as capacity development activities, special reviews of operational objectives and related administrative, financial and human resources matters, programmatic/substantive expertise on an issue, or holds programmatic/substantive and organizational discussions with representatives of other institutions.
- •Represents DESA in UNDG working groups, particularly those with an administrative (financial/HR) focus. 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.
- -Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

#### 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

#### 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

#### Managerial Competencies:

#### 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 improvement; does not accept the status quo
- -Shows the courage to take unpopular stands

# 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 that 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 degree) in business or public administration, finance, accounting, or related area. 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 fifteen years of progressively responsible experience in managing operational activities for development, human resources administration, financial management, budget or related field is required. Experience in application of Staff Rules and Regulations and Financial Regulations and Rules, Policies and Practices for a public international organisation is required. Experience in application of SAP based ERP

systems or similar in the area of finance is required. Experience as certifying and/or approving officer is required.

## Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

#### Assessment

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

## **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, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law.

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.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The screening and 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, including but not limited to, their education, work experience, and language skills, according to the instructions provided on inspira. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: 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 a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (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.