

Posting Title : Social Affairs Officer, P3
Job Code Title : SOCIAL AFFAIRS OFFICER
Department/ Office : Economic and Social Commission for Asia and the Pacific
Location : BANGKOK
Posting Period : 22 October 2021-5 December 2021
Job Opening number : 21-SOC-ESCAP-166443-R-BANGKOK (G)
Staffing Exercise : N/A

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

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 Sustainable Demographic Transition Section, Social Development Division. The Social Affairs Officer reports to the Chief of Section.

Responsibilities

.Under the general direction of the Director, Social Development Division, and the direct supervision of the Chief, Sustainable Demographic Transition Section, Social Development Division, the Social Affairs Officer will be responsible for the following duties:

Social Analysis

- Participates in the quantitative and policy analysis of social development issues at the regional and national levels; undertakes empirical research and analysis of trends and developments and related policy issues, with a focus on population and development issues, including migration and population ageing, migration and health as they relate to the 2030 Agenda for Sustainable Development; recommends proposals for inclusion in reports to intergovernmental bodies, member states, etc.
- Develops indicators and methodologies for review and evaluation of specific topics and

collects and analyzes data in this regard.

- Liaises with officials of governments, representatives of national, regional and global organizations, organizations of the UN system, etc. on selected social policy issues related to the implementation of specific programmes, action plans or other initiatives, and provides advice on a range of related matters, with a focus on population and development issues, including population ageing, migration and health.
- Assists in the planning, organizing and servicing of technical and ad hoc expert group meeting; drafting reports and preparing summaries of meetings, etc.
- Represents the work unit at international and other meetings; organize and participate in working groups, meetings, conferences, consultations with other agencies and partners on social and economic development related matters.
- Prepares/contributes to the preparation of various substantive and evidence-based written reports, documents and communications, e.g. drafts reports or sections of analytical reports, studies, background papers, parliamentary documents, briefings, correspondence, etc.

Intergovernmental support

- Provides support to intergovernmental processes dealing with social development issues by: preparing inputs for reports to intergovernmental bodies (such as the ESCAP Committee on Social Development, the ESCAP Commission session, other regional intergovernmental meetings in population and development, the General Assembly, the Economic and Social Council, the Commission on Population and Development and the Commission for Social Development); following intergovernmental meetings and preparing summary reports; preparing inputs to statements by members of the bureau and Secretariat staff to such meetings; assisting in the organization of panels, round tables, etc. on social development issues for intergovernmental processes.

Technical Cooperation

- Develops and maintains databases on socioeconomic and demographic indicators and related policies.
- Organizes training seminars for national experts on technical topics.
- Prepares documentation for technical cooperation programmes and projects.
- Contributes to the preparation of material for the approval of regional, country or sectoral technical cooperation projects.
- Monitors, backstops and assesses the implementation of technical cooperation programmes and projects.
- Participates in fact-finding and advisory missions to government and other activities in support of work programme.
- Drafts project proposals and oversees implementation of projects, including monitoring of budgets and deliverables

General

- Provides guidance to, and may supervise, new/junior staff.
- Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work unit's services.
- Undertakes on-the-job and other training activities, both internally and externally.

Competencies

- **PROFESSIONALISM:** Knowledge and practical application of theories and concepts related to social development and social policy, including ability to use approaches and techniques to address difficult problems. Strong analytical capacity and the ability to identify, analyze and articulate difficult issues/problems. Ability to use sound judgment. Strong research skills, including ability to evaluate and integrate information from a variety of sources using standard methodologies and analytical techniques, draw conclusions and assess impact on the social development and policy issues. Ability to provide guidance to new/junior staff. 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.
- **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.
- **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

Advanced university degree (Master's degree or equivalent) in demography, sociology, economics, statistics, or other social science or related field is required. A 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 Qualifications

Work Experience

A minimum of five years of progressively responsible experience in socio economic

development, policy analysis, sociological research, with a focus on population and development is required.

Experience in conducting analysis and research on ageing, migration and health at the national and/or regional levels, and in the use of statistical tools and methodologies is required.

Knowledge and experience in using statistical and database software, including MS Excel, MS Access, Stata and R, is highly desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English is required. Knowledge or 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.