

Posting Title : Social Affairs Officer, P4
Job Code Title : SOCIAL AFFAIRS OFFICER
Department/ Office : Economic and Social Commission for Asia and the Pacific
Location : ALMATY (ALMA ATA)
Posting Period : 29 October 2020-27 November 2020
Job Opening number : 20-SOC-ESCAP-140145-R-ALMATY (ALMA ATA) (R)
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 ESCAP Subregional Office in North and Central Asia (SONCA) in Almaty, Kazakhstan, and is under the Sustainable Demographic Transition Section, Social Development Division. The Social Affairs Officer reports to the Chief of Sustainable Demographic Transition Section in the Social Development Division at ESCAP.

Responsibilities

Under the direct supervision of the Chief of the Section in the Social Development Division and overall supervision of the Director of the Social Development Division, the Social Affairs Officer will be responsible for the following duties:

Social Analysis

- Proposes, designs and carries out substantive, technical research projects on population and development issues, analyzing key trends and changes in socio-economic structures and related issues as they relate to the 2030 Agenda for Sustainable Development and other United Nations major guiding documents on social development (e.g., population and development, poverty, migration, ageing, family, youth gender issues, etc.) at regional and national levels; assesses implications and develops proposals with respect to social development and social welfare policies and interventions.

- Applies, develops and adapts new lines of theoretical analysis and research methodologies for the analysis of population and development issues as they relate to major transformations in socio-economic structures.
- Develops and maintains databases on population and development indicators, including policy information.
- Liaises and partners with other experts in the field (e.g. governments, research institutes, academia, other international organizations, etc.) to discuss issues related to social development, exchanges views on latest findings, policy guidelines, new models of development, etc.; helps ensure that lessons learned are disseminated and incorporated into development programmes and other initiatives, including gender-related activities.
- Plans, organizes and provides substantial servicing of intergovernmental meetings, ad hoc expert group meetings, seminars, workshops, etc. to include identification and selection of participants, development of background documentation, preparation of reports, documents, policy recommendations and analytical briefs based on the outcome of such meetings.
- Prepares a variety of technical studies, reports, background papers, parliamentary documentation, etc. on a wide range of social development and related issues.

Intergovernmental Support

- Provides substantive support on social issues, particularly on population and development issues, 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).
- Represents the organizational unit at international, regional and national meetings.
- Organizes panels, round tables, etc. on social development issues for intergovernmental processes.

Technical Cooperation

- Provides technical assistance to ESCAP member and associate members and regional and subregional bodies in the formulation and implementation of policies and programmes related to socio-economic development with a focus on population and development concerns.
- Designs, monitors, backstops and assesses the implementation of technical cooperation programmes and projects.
- Undertakes missions to member States, either alone or as a participant in a diverse team, as part of the Organization's technical cooperation activities and/or in support of the work programme.
- Prepares global, regional, national or sectoral analyses that provide a basis for advising national governments on social development issues.
- Conducts training seminars and workshops for government officials and others.
- Formulates technical modalities for the evaluation of individual technical cooperation projects.

General

- May participate in planning and preparation of unit budget and work program and in the administration of the day-to-day operations of the unit, including personnel responsibilities of

the unit.

- Provides leadership and work direction to assigned work team, and/or mentors and supervises the work of new/junior officers.
- Prepares statements on social and economic issues with a focus on population and development concerns for the Director of the Division, the Deputy Executive Secretary and the Executive Secretary of ESCAP, as required.
- Performs other related duties as required.

Competencies

- PROFESSIONALISM:** Knowledge of social development, in particular population and development concerns, methods of demographic analysis and theories pertaining to demographic change and population trends. Ability to apply principles and concepts of socio-economic development with a focus on population and development issues in relation to government, the private sector, civil society and international organizations. Ability to apply modern techniques of analyzing social phenomena, in particular in the area of population and development and demography. Ability to conduct conceptual and strategic analyses. Ability to analyze and articulate the social dimension of complex issues. Problem-solving skills. Ability to use sound judgment in applying technical expertise to resolve a wide range of complex issues/problems, including through quantitative analysis. Very good knowledge of the Asia-Pacific region, including the political, economic and social dimensions. Ability to relate socio-economic issues, trends and perspectives, including gender issues, to social development initiatives/programmes in affected country/region. Strong negotiating skills and ability to influence others to reach agreement. Ability to work under pressure. Very good knowledge of institutional mandates, policies and guidelines pertaining to social affairs. Sound knowledge of the institutions of the UN system and their mandates. Excellent research and drafting skills and demonstrated ability to complete in-depth studies and to formulate conclusions/recommendations. 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 sociology, demography,

statistics, economics, public policy, other social science or related field. A recognized 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.

Work Experience

A minimum of seven years of progressively responsible experience in socio- economic development, policy analysis, and report-drafting with a focus on population and development is required

Demonstrated experience in providing support to intergovernmental work on population and development at regional and global levels is desirable

Experience in working at the regional or international level on issues related to population and development within the framework of sustainable development 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 Russian is desirable.

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.

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.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 June 2020, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brazil, Brunei Darussalam, Cabo Verde, Cambodia, China, Comoros, Cuba, Democratic People's Republic of Korea, 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, 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, South Sudan, Suriname, Timor-Leste, 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.