



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

June 07, 2018

CUSTOMS MEMORANDUM CIRCULAR
NO. 112-2018

To: All Deputy Commissioners
All Directors and Division Chiefs
All District/Port Collectors
And Others Concerned

Subject: DFA Announces Job Opening at UNCTAD in Geneva

Attached is a copy of the Note Verbale No. 09578 of the Department of Foreign Affairs informing that there is a job opening for the position of *Chief of Policy Analysis Branch for the United Nations Conference on Trade and Development (UNCTAD)* in Geneva, Switzerland.

Interested applicants are requested to follow instructions available in the online recruitment platform of the UN, through <https://careers.un.org/lbw/jobdetail.aspx?id=95905>.

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

Isidro S Lapeña
ISIDRO S LAPEÑA, PhD, CSEE
Commissioner



Bureau of Customs
ISIDRO S LAPEÑA
Commissioner
18-09370

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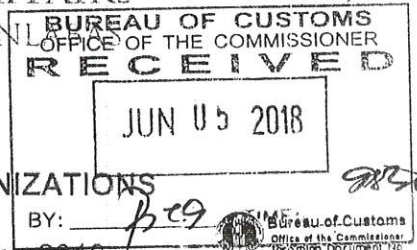
MASTER COPY

To all offices. Uses: Heads of Attached Agencies

Date: 060618
Time: 4



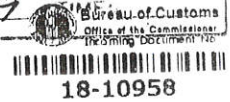
DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLO



09578

Sir:

29 May 2018



Enclosed is an announcement from United Nations (UN) Careers informing that there is a job opening for the position of *Chief of Policy Analysis Branch* for the United Nations Conference on Trade and Development (UNCTAD) in Geneva, Switzerland.

The Chief of Policy Analysis Branch formulates and implements the substantive work programme of the Policy Research Branch under his/her supervision, oversees the management of activities undertaken by the Branch, ensures that programmed activities are carried out in a timely fashion, under the overall supervision and guidance of the Director of the Division for Africa, Least Developed Countries and Special Programmes of UNCTAD.

The qualifications for the position include, among others, an advance university degree (Master's degree or equivalent degree) in economics, social sciences or related area, a minimum of 15 years of progressively responsible experience in economic and policy analysis in an international environment managing intergovernmental processes, supporting policy and programme development. Fluency in English is required, and knowledge of French is desirable.

Interested applicants are requested to follow instructions available in the online recruitment platform of the UN. Information in this regard may be accessed through the link: <https://careers.un.org/lbw/jobdetail.aspx?id=95905>.

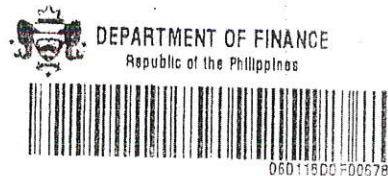


Very truly yours,
For the Secretary of Foreign Affairs:

Noralyn Jubaira-Baja
NORALYN JUBAIRA-BAJA
Acting Assistant Secretary

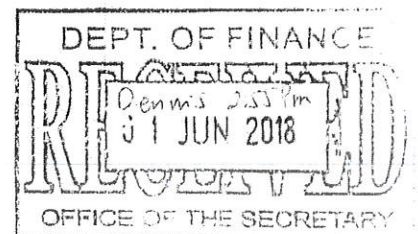
Encl.-a/s.

SECRETARY CARLOS DOMINGUEZ III
Department of Finance
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(rgm/kml) In responding to this letter, please cite the following reference number: L-1-0289-2018

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Job Opening

Posting Title:	CHIEF OF POLICY ANALYSIS BRANCH, D1
Job Code Title:	CHIEF OF SERVICE, ECONOMIC AFFAIRS
Department/Office:	United Nations Conference on Trade and Development
Duty Station:	GENEVA
Posting Period:	02 May 2018 - 15 June 2018
Job Opening Number:	18-Economic Affairs-UNITED NAT-95905-R-Geneva (G)
Staffing Exercise	N/A

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

Org. Setting and Reporting

This position is located in the Policy Analysis Branch of the Division for Africa, Least Developed Countries and Special Programmes, United Nations Conference on Trade and Development (UNCTAD), Geneva.

Responsibilities

Under the overall supervision and guidance of the Director of the Division for Africa, Least Developed Countries and Special Programmes of UNCTAD, the incumbent formulates and implements the substantive work programme of the Policy Research Branch under his/her supervision, oversees the management of activities undertaken by the Branch, ensures that programmed activities are carried out in a timely fashion.

Within delegated authority, the Chief of Policy Analysis Branch will be responsible for the following duties:

- Leads, coordinates, supervises and carries out the work programme of the Branch. Concretely, s/he will coordinate research and analysis on development issues related to Africa and the Least Developed Countries (LDCs) and leads, designs and coordinates technical cooperation projects and programmes related to the Division's work on Africa, LDCs and other countries with special needs, including on South-South cooperation;
- Provides strategic direction to policy development and implementation by establishing priorities and directing policy related activities of the Branch;
- Oversees the effective implementation and monitoring of policy, and ensure the adoption of coherent policy approaches on cross sectoral issues;
- Coordinates, in consultation with relevant divisions and programmes of UNCTAD, contribution to the report of the Secretary-General on progress in implementation and international support for the New Partnership for Africa's Development (NEPAD) and various intergovernmental and interagency initiatives with regard to Africa;
- Plans and coordinates substantive work on relevant aspects of sustainable development and the achievement of the Sustainable Development Goals in Africa and LDCs, with special attention to different country contexts;
- Supports the Director in reporting to intergovernmental bodies on budget/programme performance or on programmatic/ substantive issues, as appropriate, particularly those presented in biannual and/or annual reports;
- Ensures that the outputs produced by the Branch maintain high-quality standards: that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the Sections under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates;
- Assists the Director in preparing the work programme of the Branch, determining priorities, and allocating resources for the completion of outputs and their timely delivery;
- Maintains effective partnerships with a wide range of stakeholders for the successful delivery of the mandate, including with donors for the fundraising of programmes and activities;
- Undertakes or oversees the programmatic/administrative tasks necessary for the functioning of the branch, including preparation of budgets, reporting on budget/programme performance, evaluation of staff

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performance (PAS), interviews of candidates for job openings, evaluation of candidates and preparation of inputs for results-based budgeting.

- Recruits staff, taking due account of gender parity and geographical balance.
- Manages, guides, develops and trains staff under his/her supervision.
- Fosters teamwork and communication among staff in the Branch and across organizational boundaries.
- Leads and supervises the organization of meetings, seminars, etc. on substantive issues. Manages the substantive preparation and organization of such meetings or seminars.
- Participates in international, regional or national meetings and provides programmatic/substantive expertise on an issue or holds programmatic/substantive and organizational discussions with representatives of other institutions.
- Represents the Division at international, regional or national meetings.

Competencies

• **Professionalism:** In-depth knowledge of economics and the economic development needs, issues and challenges facing Africa and LDCs. Ability to design and effectively coordinate technical cooperation projects and programmes. Knowledge of programme evaluation tools. Ability to produce and manage reports and papers on technical issues and to review and edit the work of others. Sound knowledge of policy making process, including development, implementation and monitoring. 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.

• **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.

• **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.

• **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 improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

• **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 economics, social sciences 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 (15) years of progressively responsible experience in economic and policy analysis in an international environment managing intergovernmental processes, supporting policy and programme development are required. At least seven years of work experience in economic research and in economic policy development are desirable. At least seven years of work experience leading or implementing technical cooperation projects is desirable. Experience in the management of teams is highly desirable. Track record of research and publications, particularly on LDCs or African development issues is desirable. Experience in undertaking fundraising is highly desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of French is desirable.

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Assessment

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

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.

An impeccable record for integrity and professional ethical standards is essential. All staff at the D1 level and above are required to submit a financial disclosure statement upon appointment and annually thereafter.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 31 December 2017, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belarus, Belize, Brazil, Brunei Darussalam, Cabo Verde, Cambodia, Central African Republic, China, Comoros, Cyprus, Democratic People's Republic of Korea, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Indonesia, Islamic Republic of Iran, 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, Samoa, Sao Tome and Principe, Saudi Arabia, Seychelles, Solomon Islands, South Sudan, Suriname, Syrian Arab Republic, Thailand, Timor-Leste, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela and Viet Nam.

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 or sexual abuse, or crimes other than minor traffic offences, 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.

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 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.