



UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT (UNCTAD)

Internal/External

TITLE AND LEVEL:	Chief Technical Adviser, L-5
VACANCY ANNOUNCEMENT NUMBER:	L-07-01
DATE OF ISSUANCE:	24 January 2007
DEADLINE FOR APPLICATIONS:	7 February 2007
PROJECT:	BGD/04/017
ORGANISATIONAL UNIT:	Division on Globalization and Development Strategies (GDS), Debt and Development Finance Branch, Programme on Debt Management and Financial Analysis System (DMFAS)
DUTY STATION:	Dhaka, Bangladesh
DURATION:	One year initially
STARTING DATE:	As soon as possible
INDICATIVE MINIMUM GROSS ANNUAL REMUNERATION (including post adjustment):	\$122.280.-

* This appointment is exclusively related to United Nations technical cooperation activities. The contractual status of the selected candidate will be under the 200 series of the UN Staff Rules (non-regular staff), and subject to availability of project funds.

RESPONSIBILITIES

Within the context of the United Nations Development Programme (UNDP)-financed and United Nations Conference on Trade and Development (UNCTAD)-implemented project BGD/04/017 - '*Capacity Building for Management of Foreign Aid in Bangladesh*', UNCTAD is seeking candidates for the above post. This project is designed to support the Government of Bangladesh in developing comprehensive and sustainable capacity to manage the external resource flows to the country, with a special focus on debt and aid. It will cover all institutions involved, primarily the Economic Relations Division (ERD), Ministry of Finance (MOF), and the Bangladesh Bank. It will deal with the different categories of external debt and aid, including Government direct debt, the debt of the state enterprises and the private sector, short-term debt, as well as grants to the Government. The overall development objective of the project is to build the capacity of the central government to more effectively manage its external resource inflows and to strengthen its debt management process. The immediate objectives are: to broaden the coverage and reporting of debt and aid to Bangladesh; to enhance the Government's capacity to manage and analyse the country's external debt and aid situation and to develop and implement national debt management strategies.

The Chief Technical Adviser will carry out his duties in close collaboration with the National Project Director and under the oversight of the project's Working Group on External Debt and Aid Management (WG-EDA). He/She will act under the administrative and technical supervision of the Chief, DMFAS Programme.

He/She will be responsible for the overall supervision and implementation of the project through all its phases.

In addition, with the assistance of international and national project personnel, and, when necessary, with that of the UNCTAD's technical support services, he/she will be responsible for the following main tasks:

- Significantly contribute to the overall technical management of the project, and the monitoring and reporting of the project activities as defined in the project document;
- Provide or supervise the provision of comprehensive training to staff of ERD and other Government institutions on debt and aid management;
- Organise and conduct awareness seminars for high-level officials, including parliamentarians, ministers, secretaries, and additional secretaries;
- Oversee the organization and executing other national workshops and seminars;

- **Contribute to the development of national debt strategy for Bangladesh;**
- **Organise the establishment and publication of quarterly statistical publication on aid flows to Bangladesh;**
- **Organise the establishment and publication of quarterly analytical publication on aid flows to Bangladesh and in the conduct of debt and aid portfolio reviews;**
- **Significantly contribute to the improvement of annual publication – *Flow of External Resources to Bangladesh*;**
- **Provide input to the study on institutional arrangements for managing external flows to the private sector in Bangladesh;**
- **Ensure the update of the Operational Procedures Manual for ERD's Foreign Aid Budget and Accounts Branch (FABA);**
- **Organise the development of Procedures Manual for monitoring, collection, processing and dissemination of information of aid which flow through Non-governmental Organisations (NGOs) and on private sector external debt;**
- **Ensure the development of the database on public sector short-term external debt at the Economic Relations Division, Ministry of Finance;**
- **Ensure the implementation of the DMFAS for monitoring private sector external debt at the Bangladesh Bank, including the collection, filling of forms, processing and reporting of information;**
- **Coordinate the integration of the different databases in the ERD;**
- **Oversee the development of linkages of loans and grants to projects, and production of related reports;**
- **Coordinate the local training in DMFAS, as appropriate, including the training for monitoring of aid to NGOs and private sector external debt;**
- **Ensure the reconciliation of information on debt and aid with the different institutions involved;**
- **As required, and within the context of the present project, provide the Government authorities with guidance in the area of external resource mobilization.**

QUALIFICATIONS

Education

Advanced university degree in Economics and/or Finance, Business Administration or related field.

Working Experience

- **A minimum of ten years of progressive experience in debt and aid management, inclusive of recording, analysis, strategy formulation, servicing, disbursements, negotiations, institutional and organizational arrangements, co-ordination, use of high level debt advisory bodies. Experience in working on public sector external debt and aid, as well as with private sector external debt;**
- **Relevant experience in working with different governmental institutions in debt and aid management, inclusive of Ministries of Finance and Central Banks of developing countries and/or in working with international institutions in this area. Broader knowledge in working in these institutions is useful, although not necessary;**
- **Experience in developing and implementing different types of training activities, inclusive of organizing workshops, seminars and retreats, on-the-job training, regional and international activities;**
- **Experience in project management and project implementation highly desirable;**
- **Knowledge in the use of UNCTAD's DMFAS system, or similar system, desirable, with progressive use in different institutional settings desirable. Experience in working with debt strategy software highly desirable;**
- **Experience in working with standard word processing, spreadsheet and presentation software.**

Languages

English and French are the two working languages of the United Nations. For the post advertised, fluency in written and spoken English is required. Knowledge of another U.N. official language is considered an advantage.

COMPETENCIES

Client orientation – establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; meets timeline for delivery of product and services to client;

Communication – speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; demonstrates openness in sharing information and keeping people informed;

Planning and Organizing – good planning and organization of own work and of all activities related to project implementation;

Teamwork – good interpersonal skills; ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect to diversity.

HOW TO APPLY

Candidates are requested to send a United Nations Personal History (P.11) Form, or a Personal History Profile (PHF), available at this website, UN offices or at jobs.un.org

Applications should be sent to the Human Resources Officer/Technical Assistance Project Personnel, Human Resources Management Section (HRMS), Resources Management Service (RMS), UNCTAD, Office Villa Bocage 011, Palais des Nations, CH-1211 Geneva 10, Switzerland.

Fax number: + 41 (0)22 9170653.

E-mail: hrms@unctad.org "Attention to the Human Resources Officer/Technical Assistance Project Personnel"

The Vacancy Announcement number should be clearly shown in every application.

Please note that applications received after the deadline will not be accepted.

Note: The UNCTAD Secretariat is a non-smoking environment.