

Job Opening

Posting Title:	Director, Investment and Enterprise, D2
Job Code Title:	DIRECTOR, ECONOMIC AFFAIRS
Department/Office:	United Nations Conference on Trade and Development
Duty Station:	GENEVA
Posting Period:	06 September 2023 - 20 October 2023
Job Opening Number:	23-Economic Affairs-UNITED NAT-217539-D-Geneva (G)
Staffing Exercise	N/A



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

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Org. Setting and Reporting

This position is located in the Secretariat of the United Nations Conference on Trade and Development (UNCTAD). The Director of the Division of Investment and Enterprise reports to the Secretary-General and Deputy Secretary-General of UNCTAD.

Responsibilities

Within delegated authority and under the guidance of the Secretary-General and Deputy Secretary-General of UNCTAD, the Director will be responsible for the following duties:

- Directs and manages the Division of Investment and Enterprise.
- Contributes to the formulation of UNCTAD's overall strategies and policies by participating in various committees, preparing documents on policy issues; contributes to the overall management of UNCTAD's activities and operations.
- Provides leadership to the development of research programmes, including through formulating policy analysis and policy solutions on key and emerging issues related to investment and enterprise for sustainable development;
- Oversees the preparation of UNCTAD's World Investment Report and other publications in the areas of investment and enterprise.
- Develops and directs advisory services and capacity building projects for developing countries, particularly small and vulnerable economies in the field of investment, enterprise, and sustainable development.
- Co-ordinates and oversees the preparation of substantive reports for intergovernmental bodies such as the UN General Assembly, UNCTAD Ministerial Conference, Trade and Development Board, Investment and Enterprise Commission and other policy-making organs, as appropriate. Provides substantive servicing for the above-mentioned intergovernmental bodies and facilitates consensus-building processes.
- Leads the organization of the World Investment Forum and related multi-stakeholder dialogues on investment and enterprise issues; builds and manages strategic partnerships with key international institutions.
- Formulates and implements the substantive work programme of the Division under his/her supervision, determining priorities, and allocating resources for the completion of outputs and their timely delivery.
- Oversees the management of activities undertaken by the Division, ensuring that programmed activities are carried out in a timely fashion and co-ordinates work in the areas of investment and enterprise development both within the Division and UNCTAD, and with other organizations of the United Nations System, donors and agencies as appropriate.
- Ensures that the outputs produced by the Division maintain high-quality standards; that reports are clear, objective and based on comprehensive data, as well as ensures they comply with the relevant mandates;
- Oversees the resource mobilization efforts of the Division and in strengthening the partners networks, including academia, development institutions, and civil society at large.
- Leads the Division's programme of work with respect to technical assistance and capacity building and develops stronger links with partners, donors, and beneficiaries.

Accessibility

- Ensures the development and mainstreaming of the RBM based results framework for the division that is aligned to the Organization's wide results framework, including monitoring and reporting aspects.
- Undertakes or oversees the programmatic and administrative tasks necessary for the functioning of the Division, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation of inputs for budgeting, evaluation of staff performance (PAS), interviews and evaluates candidates for vacant positions.
- Oversees the recruitment of staff for the Division taking due account geographical and gender balance and other institutional values. Manages, guides, develops and trains staff under his/her supervision; foster teamwork and communication among staff in the Division and across organizational boundaries.
- Chairs meetings, events, forums etc., on substantive-related issues; represents the Organization at international, regional, inter-agency meetings, seminars and conference; provides substantive expertise on an issue or holds substantive and organizational discussions with representatives of other institutions.
- Performs other related duties as requested by the Secretary-General and Deputy Secretary-General of UNCTAD.

Competencies

- **Professionalism:** Thorough knowledge of international economic development issues and their implications for sustainable development. In-depth knowledge of investment issues and investment policy, including national regulatory frameworks and international investment treaty regime, and their implications for sustainable developments and for the Organization's mandate. Ability to relate and integrate political, social and economic developments and perspectives into the programme of work of the Division. Demonstrated ability to analyze investment and development-related issues and formulated policies and strategies. Ability to communicate complex international investment issues, policies and strategies. Demonstrated capacity to establish strategic partnerships with other organizations and key investment-development stakeholders. Ability to produce reports and publications on technical issues and to review and guide the work of others. Capacity to apply best management practices, including results-based management, to obtain the optimum performance of the Division. Shows 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.
- **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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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.
- **Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

Education

Advanced university degree (Master's degree or equivalent) in economics, business or public administration, finance, economic law, or related area is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. A third level university degree (PhD or equivalent) in economics or related field is desirable.

Work Experience

Over fifteen years of progressively responsible professional experience at the national and/or international level dealing with international investment, enterprise and development is required.

At least five years of experience managing complex programmes of work and large teams is required.

At least five years of experience in leading or coordinating analytical publications and technical assistance

Accessibility

projects for developing countries is desirable.

At least five years of experience leading and coordinating the provision of substantive support to intergovernmental meetings related to economic development and related areas 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 French is desirable. Knowledge of another UN official language is desirable.

Assessment

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

Special Notice

The appointment or assignment and renewal thereof are subject to the availability of the post or funds, budgetary approval or extension of the mandate.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

Staff members appointed to the current position are required to submit a financial disclosure statement upon assignment or appointment and annually thereafter.

An impeccable record for integrity and professional ethical standards is essential.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 June 2023, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brunei Darussalam, Cabo Verde, Central African Republic, Chad, China, Cuba, Democratic People's Republic of Korea, Djibouti, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Israel, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Liberia, Libya, Liechtenstein, Luxembourg, Madagascar, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Mozambique, Myanmar, Namibia, Nauru, Oman, Palau, Panama, Papua New Guinea, Paraguay, Qatar, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Saudi Arabia, Slovenia, Solomon Islands, Somalia, South Sudan, Timor-Leste, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu.

Staff members of the United Nations Secretariat must fulfil the lateral move requirements to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover letter.

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.

Accessibility

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

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.

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