

## Accessibility

<b>Posting Title:</b>	Director, International Trade and Commodities, D2Home   Français   Login   UN.org   Site map   Contact us
<b>Job Code Title:</b>	DIRECTOR, ECONOMIC AFFAIRS
<b>Department/Office:</b>	United Nations Conference on Trade and Development
<b>Duty Station:</b>	GENEVA
<b>Posting Period:</b>	06 September 2023 - 20 October 2023
<b>Job Opening Number:</b>	23-Economic Affairs-UNITED NAT-217234-D-Geneva (G)
<b>Staffing Exercise</b>	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 on International Trade and Commodities reports to the Secretary-General and Deputy Secretary-General of UNCTAD.

### Responsibilities

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

- Directs and manages the work of the Division working closely with other Divisions as necessary.
- Contributes to the formulation of the Division's overall strategies and policies by participating in various committees, preparing documents on policy issues, and acting, as required, in an advisory capacity to the SG and DSG; contributes to the overall management of the Department's activities and operations.
- Provides leadership and strategic thinking to the development of innovative programmes and in advancing the contribution of the organization to global dialogue in international trade, including inter alia, through conducting trade policy analysis and developing policy proposals in the field of international trade and global supply chains, in consultation with the Secretary-General and the Deputy Secretary-General of UNCTAD.
- Provides strategic direction and implements the substantive work programme of the Division under his/her supervision, determining priorities, and allocating resources in consultation with the Secretary-General and Deputy Secretary-General of UNCTAD, for the completion of outputs for research, technical cooperation and inter-governmental activities, 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 different areas both within the Division and across different Divisions at UNCTAD, and with other organizations of the United Nations System, donors and agencies as appropriate.
- Co-ordinates and oversees the preparation of reports on programmatic and substantive issues, on the budget/programme performance for presentation to intergovernmental bodies and contributes to the Organization's wide effort to respond and report to the legislative bodies, including the Trade and Development Board.
- Ensures that the outputs produced by the Division maintain high-quality standards; that reports are clear, objective and based on reliable and comprehensive data. Ensures that all outputs produced by the Division under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates.
- Oversees the resource mobilization efforts of the Division and in strengthening partners networks, including of academia, development institutions, and civil society at large.
- 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 in respect of its monitoring and reporting aspects.
- Leads the Division's programme of work with respect to technical assistance and capacity building and develops stronger links with partners, donors, and beneficiaries.
- Oversees the programmatic/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 results-based budgeting, evaluation of staff performance, interviews of candidates for job openings and evaluation of candidates.
- Oversees the recruitment of staff for the Division, taking due account of established UN rules and regulations, 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.

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- Chairs meetings, seminars, etc., on substantive-related issues; represents the Organization at international, regional, inter-agency meetings, seminars and conference; provides programmatic/substantive expertise on an issue, or holds programmatic/substantive and organizational discussions with representatives of other institutions.
- Performs other related duties as requested by the senior management of the Organization.

**Competencies**

- **Professionalism:** In-depth knowledge of international trade issues and trade policy, including of trade negotiations and their implications to development and to the Organization's mandate. Thorough knowledge of international economic issues and their implications to development. Ability to relate and integrate political, social and economic developments and perspectives into the programme of work of the Division. Demonstrated ability to analyze, interpret and formulate trade and development -related issues, policies and strategies. Ability to communicate complex international trade issues, policies and strategies. Demonstrated capacity to establish strategic partnerships within and outside the organization to deliver on the programme of work. Ability to produce reports and papers on technical issues and to review and edit the work of others. Capacity to lead the continual improvement of work processes and ability 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**

An advanced university degree (Master's degree or equivalent) in economics, public administration, political science 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 trade and development-related issues is required.

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

At least five years of experience leading or coordinating analytical publications in the area of trade and development is desirable.

At least five years of experience leading or coordinating trade-related technical assistance projects in developing countries is desirable.

Experience in providing substantive support to intergovernmental meetings related to trade and development related areas is desirable.

**Languages**

**Accessibility**

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. 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.

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.

**Accessibility**

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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