



Job Opening

Job Title: 2012 YPP EXAMINATION - ECONOMIC AFFAIRS, P2
Department/ Office: Department of Management
Duty Station: OTHER; VIENNA; SANTIAGO; ADDIS ABABA; NAIROBI; BANGKOK; NEW YORK; GENEVA
Posting Period: 13 July 2012-12 September 2012
Job Opening number: 12-ECO-DM-24425-E-NEW YORK (O)

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

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Org. Setting and Reporting

These positions are located in the Department of Economic and Social Affairs (DESA), the United Nations Conference on Trade and Development (UNCTAD), the Regional Commissions and, occasionally, other Departments in the United Nations Secretariat. Each position is usually focussed on a sub-specialty such as macroeconomics, development economics, international economics (trade, finance and investment), public economics, environmental economics, gender economics or a specific economic sector or sectors. The Associate Economic Affairs Officer usually reports to the Head of a Branch or Section or to a Senior Economic Affairs Officer.

Responsibilities

The Young Professionals Programme examination in Economic Affairs tests the understanding of and ability to apply fundamental concepts from microeconomics, macroeconomics, economics of growth and development, economics of international trade and finance, quantitative economic analysis and econometrics, resources and environmental economics, and other areas of the economic discipline covered economic affairs arms of the United Nations.

If you are successful in the examination, you could be assigned to a job that covers any or a combination of these areas.

The typical job in this area is Associate Economic Affairs Officer. Some of the key responsibilities of an Associate Economic Affairs Officer include (These duties are generic and may not be carried out by all Associate Economic Affairs Officers.):

Economic and/or sector analysis:

- Collects, evaluates, interprets, analyses qualitative and quantitative socio-economic information obtained from a variety of sources and pertaining to particular sectors, countries, regions, or development topics.
- Prepares or helps to prepare drafts of analytical studies of economic and development issues pertaining to sector, country, region, and the world as a whole, and of policies necessary to deal with these issues.
- Prepares briefing notes, inputs to speeches, and other such material on topical economic issues in a form that is readily accessible by non-specialists.
- Maintains databases covering both quantitative and qualitative information and programmes necessary for management and organization of such databases.
- Assists in designing, testing, using, and carrying out necessary modification of econometric models.
- Assists in organizing and servicing expert group meetings, seminars, etc. on topical economic and development issues.

Intergovernmental support:

- Prepares inputs for reports to intergovernmental bodies.
- Follows intergovernmental meetings and prepares their summary reports and other relevant output.
- Prepares inputs to statements by members of the Bureau and Secretariat staff to various economic and development issue related meetings.
- Assists in organizing panels, round tables, etc. necessary for inter-governmental processes pertaining to economic and development issues.

Technical cooperation:

- Compiles and analyses data and other information necessary for preparing relevant technical cooperation project proposals in the area of economic development.
- Participates in drafting of technical cooperation programmes and projects.
- Prepares material necessary for approval of regional, country or sector specific technical cooperation projects.
- Monitors, backstops and assesses the implementation of approved technical cooperation programmes and projects.

General:

- Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work unit's services.
- Undertakes on-the-job and other training activities, both internally and externally.

Competencies

Professionalism:

- 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

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

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

Education

At least a first-level university degree in the following fields:

1. Main course of study: Social & Behavioural Science
1.1 Fields of study: Economics, Econometrics, Development Studies
2. Main course of study: Mathematics & Statistics
2.1 Fields of study: Actuarial Science, Mathematics, Statistics, Applied Mathematics
3. Main course of study: Business & Administration
3.1 Fields of study: Public administration

Work Experience

No work experience is required.

Languages

Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Assessment Method

Applications will be screened on the basis of the eligibility criteria. Only the most qualified will be convoked for the written examination. The cost of traveling to the examination centre is to be covered by the examinee. The General Paper is eliminatory, and only examinees who reach the passing score in that part of the examination will have their Specialized Paper marked. Only examinees who are successful in the written examination will be invited to the oral examination. The oral examination will be conducted via video conference (VTC) or skype. The cost of arranging for VTC or skype, if necessary, will be covered by the Organization.

Special Notice

Applying to more than one job family will result in automatic disqualification.

Successful candidates with a first-level university degree but without any relevant work experience will be recruited at the P-1 level, while successful candidates with an advanced university degree or with a first-level university degree and at least two years of relevant work experience will be recruited at the P-2 level.

Late or incomplete applications will not be accepted under any circumstances.

United Nations Considerations

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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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