

F.No. P-50012(13)/1/2018-UNIDO
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy & Promotion
UNIDO Section

Udyog Bhawan, New Delhi
Dated: 9 February 2018

CIRCULAR

Subject: **UNIDO's vacancy announcement** - reg.

Please find enclosed a copy of United Nations Industrial Development Organization (UNIDO) Vacancy Announcement No. VA2018_P_EXT_000011 dated 30.01.2018 for the post of Director (ODG/EIO), D-1, Office of Evaluation and Internal Oversight (ODG/EIO). The last dated for submitting applications is 20.02.2018.

2. It is requested that the vacancy may be circulated in your Ministry/ Department.

Encl.: As above



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To

Secretaries,
All Ministries/ Departments.

Copy to:

1. PPS to AS & FA/ PPS to AS (AC)/PPS to AS (S).
2. All Joint Secretaries in the Department.



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPPEMENT INDUSTRIEL
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

VACANCY ANNOUNCEMENT
INTERNAL/EXTERNAL

Female candidates from all Member States are particularly encouraged to apply.

Vacancy Announcement No: VA2018_P_EXT_000011	Date of Issuance: 30 January 2018
Post Title and Level:	Director (ODG/EIO), D1
Duty Station:	Austria
Type of Appointment:	Fixed Term (100 series)
Employment Fraction:	Staff-Full-time
Deadline for the receipt of applications:	20 February 2018

Organizational Context

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next decade. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: * Creating shared prosperity * Advancing economic competitiveness * Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Director for the Office of Evaluation and Internal Oversight(ODG/EIO) reports to the Director General and shall oversee the work of two oversight entities which by virtue of their responsibilities shall remain independent of each other. These include the Independent Evaluation Division and the Internal Oversight Division. In this respect, the Director shall possess the technical and managerial competence to ensure that a firewall between the separate entities is maintained. Within the specific mandate of the Office, the Director assists the Director-General in the strategic positioning of UNIDO to:

- Effectively accomplish UNIDO's strategic objectives in relation to the 2030 Agenda for Sustainable Development;
- Operationalize the Sustainable Development Goals (SDG) implementation by developing new and strengthening existing partnerships with stakeholders;
- Explore and secure new avenues of financing for UNIDO's programmatic implementation and operations;
- Strengthen UNIDO's internal management structures and processes.

Within the broad priorities above and specific direction cascaded downward, the Director shall formulate, cascade, monitor, evaluate and report on the results of the annual programmatic and management priorities established for the areas under his/her responsibilities.

As the lead authority in the Organization on Independent Evaluation and Internal Oversight, the Director, is expected to lead the Office under his/her supervision (a) in work that is ground breaking; (b) in creating an enabling environment which empowers; (c) in building partnerships which result in institutional relationship building and (d) in achieving results which are cross-functional and cross organizational.

Staff -members are subject to the authority of the Director-General and in this context all staff are expected to serve in any assignment and duty station as determined by the needs of the Organization.

Main Functions

Technical: : Lead a diverse yet independent work of the teams which are providing the following services:

- Independent evaluations to determine the relevance, efficiency, effectiveness, sustainability and impact of technical cooperation programmes and projects and global forum activities; undertake strategic, country level and thematic evaluations on cross-programmatic or institutional aspects; promote continuous improvement within the Organization through feeding of evaluation findings, lessons learned and recommendations into policy, strategy and programme formulation and implementation; develop evaluation guidelines as well as methodological and training tools to support managers; maintain dialogue with staff at Headquarters and in the field as well as other stakeholders to promote the application of evaluation standards and ensure independence, transparency and stakeholder participation in all stages of the evaluation process; maintain and develop partnerships with UN system organizations within the context of the United Nations Evaluation Group (UNEG) and with OECD-DAC on evaluation-related work; ensure that human rights and gender issues are duly considered in the conduct of evaluation and in evaluation reports; as well as ensure that evaluation criteria are aligned to the UNIDO results based management framework and support.

- Provide the Director General, and management at large, with independent, objective assurance and advice designed to add value to and improve UNIDO's operations as well as emphasize transparency; support UNIDO in accomplishing its objectives by bringing a systematic, disciplined and objective approach to assess and improve the efficiency and effectiveness of UNIDO's operations, internal control framework, risk management, results-based management and governance processes; conduct fact-findings in cases of alleged irregularity, wrongdoing, waste of resources and/or violation of UNIDO's regulations, rules and procedures detected by and/or reported to ODG/EIO, with a view to safeguarding the Organization's interests and ensuring accountability; serve as the focal point within UNIDO for the Joint Inspection Unit (JIU) of the United Nations system; as well as act as the Secretariat to the Audit Advisory Committee of UNIDO.

Managerial:

- Lead the Divisions under his/her supervision, in aligning the work programme of the Office with the organizational priorities and in this context, formulate, cascade, implement and report on the priorities of the Office.

- Manage the financial and human resources assigned to the Office ensuring appropriate delegation, accountability, responsibility, guidance and supervision. In this context, is responsible for the collective results of the Divisions in the Office.

- Ensure that Division Chiefs provide effective management and motivate staff under their supervision and hold them accountable for the management of the performance of their staff. Ensure appropriate controls for monitoring and reporting; performance management; motivation of staff and other appropriate measures to ensure optimal utilization of such resources. In the recruitment of staff in the Division, support the Director General to reach the organizational goals for improving geographical and gender balance.

- Support the Director General in other areas, to the extent they concern the Office; ensure efficient distribution and coordination of actions; effective linkages; cross-functional team work; flow of communication lines and management information among different spans of controls.

- Support the Director General and senior managers on other special projects and assignments.

Core Competencies:

INTEGRITY: To work honestly, openly, impartially and in accordance with the values of the United Nations.

PROFESSIONALISM: To work in a competent, committed and calm manner.

RESPECT FOR DIVERSITY: To work effectively, respectfully and inclusively with people from different backgrounds and with different perspectives.

RESULTS ORIENTATION AND ACCOUNTABILITY: To be accountable and responsible for achieving results and meeting performance standards.

PLANNING AND ORGANIZING: To plan, organize and manage work effectively and efficiently.

COMMUNICATION AND TRUST: To communicate effectively and build trust.

TEAM ORIENTATION: To cooperate at various levels.

CLIENT ORIENTATION: To be responsive towards those to whom services are provided internally and externally.

ORGANIZATIONAL DEVELOPMENT AND INNOVATION: To realize continuous improvement, support innovation, share knowledge and skills and learn from others.

Managerial Competencies:

STRATEGY AND DIRECTION: To lead and act within the big picture.

MANAGING PEOPLE AND PERFORMANCE: To lead and motivate a large and diverse group of people and to get the best out of them.

JUDGMENT AND DECISION MAKING: To identify critical issues and make timely and sound decisions.

CONFLICT RESOLUTION: To prevent, anticipate and resolve conflicts.

Minimum Requirements

Education:

Advanced university degree in areas such as Management, Business Administration, Economics, Finance, Engineering or field relevant to UNIDO's mandate.

A professional qualification in auditing, finance, investigation and/or evaluation is highly desirable.

UNIDO Languages:

Fluency in English. Proficiency in French or Spanish is highly desirable. Knowledge of other languages of the United Nations is an asset.

Field of Expertise:

A minimum of 12 years of progressively responsible professional experiences at the national and international level leading and directing both technical and non-technical groups and teams, in the areas of independent evaluation, auditing, and/or investigation, including experience in a managerial position preferably at the international level. Proven experience in managing and leading independent cross sectorial and/or cross-functional teams, highly desirable.

NOTE: Eligible internal UNIDO applicants are required to have served at least one year in his or her current post. However, the seniority-in-grade requirements for applying for higher level positions, as per paragraph 78 of the HRMF, have been waived.

Employees of UNIDO are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for jobs at UNIDO.

All applications must be submitted online through the Online Recruitment System

Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process.

Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependants, under the procedures established by the Director General.

Visit the UNIDO web site for details on how to apply: www.unido.org

NOTE: The Director General retains the discretion to make an appointment to this post at a lower level.

Notice to applicants:

UNIDO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you have received a solicitation for the payment of a fee, please disregard it. Vacant positions within UNIDO are advertised on the official UNIDO website. Should you have any questions concerning persons or companies claiming to be recruiting on behalf of UNIDO and requesting payment of a fee, please contact: recruitment@unido.org

