



## ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

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The Secretariat presents its compliments to the Member States of the United Nations and has the honour to refer to the job opening for the post of Head, Asian and Pacific Centre for Transfer of Technology, P-5 at the Economic and Social Commission for Asia and the Pacific, as detailed below:

**Head, Asian and Pacific Centre for Transfer of Technology, P-5**  
(Application deadline: 19 December 2020)

Among other attributes, the ideal candidates will have:

- A minimum of ten years of progressively responsible experience in policy, innovation, technology transfer, engineering, science, development economics or related areas;
- Experience in leading and managing a work unit;
- Experience in establishing and maintaining professional networks;
- Experience in project or programme planning, analysis and/or budgeting;
- Experience in project planning related to technology transfer, innovation or technology for sustainable development;
- Experience in resource mobilization and building and managing partnerships with diverse stakeholders;
- Work experience at the international level and in Asia and the Pacific region;
- Research and analysis in the above fields as demonstrated through authored publications;
- Advanced university degree (Master's degree or equivalent) in engineering, science and technology, economics, management or related areas.

Complete information about the responsibilities and the requirements for this position is available at <https://careers.un.org> or at <http://www.unescap.org/jobs>.

The Secretariat requests the assistance of Member States in widely circulating this information and encouraging qualified candidates, particularly women, to apply through the Inspira system, and further expresses its appreciation to Member States for their interest in its efforts to identify the best qualified candidates for this position.

The Secretariat avails itself of the opportunity to renew to the Member States of the United Nations the assurances of its highest consideration.



25 November 2020

Members States of the United Nations



## Job Opening

**Posting Title:** Head, Asian and Pacific Centre for Transfer of Technology, P5  
**Job Code Title:** SENIOR ECONOMIC AFFAIRS OFFICER  
**Department/ Office:** Economic and Social Commission for Asia and the Pacific  
**Duty Station:** NEW DELHI  
**Posting Period:** 20 November 2020-19 December 2020  
**Job Opening number:** 20-ECO-ESCAP-145072-R-NEW DELHI (X)  
**Staffing Exercise ID:** N/A

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

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### Org. Setting and Reporting

The mandate of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is to promote sustainable and inclusive development and regional connectivity in the Asian and Pacific region. ESCAP's role as a regional development arm of the United Nations Secretariat is to support its membership with policy oriented research and analysis, normative support and technical assistance and capacity building, to respond to the development priorities and changing needs of the Asian and Pacific region.

The Asian and Pacific Centre for Transfer of Technology (APCTT) is an ESCAP regional institute. The objectives of the Centre are to assist Members and Associate Members of ESCAP through strengthening their capabilities to develop and manage national innovation systems; develop, transfer, adapt and apply technology; improve the terms of transfer of technology; and identify and promote the development and transfer of technologies relevant to the region. The mission of the Centre has been reoriented to support the implementation of the 2030 Agenda for Sustainable Development with a focus on the transfer of technologies for sustainable development which are relevant to the Asian and Pacific region.

This position is located in the APCTT. The incumbent reports to the Deputy Executive Secretary. The incumbent is also expected to work closely with the Director of the Subregional Office for South and Southwest Asia, which is co-located with APCTT and shares common services, and the Director, Trade, Investment and Innovation Division, ESCAP.

### Responsibilities

Under the direct supervision of the Deputy Executive Secretary, and overall supervision of the Executive Secretary, the incumbent is required to perform the following functions:

- Expands and develops APCTT as a regional centre of excellence for generating and sharing information and knowledge, including best practices, on technology transfer and science, technology and innovation (STI) as means of implementation of the 2030 Agenda for Sustainable Development. Contributes to Improving the capacity of member States to develop and implement policies for more effective technology transfer and better STI infrastructure, as well as to access and utilize appropriate technologies for sustainable development.
- Implements and evaluates the work programme of the Centre under his/her responsibility in cooperation with relevant organizations, donors and partners; ensures that substantive work programme activities are carried out in a timely fashion and all outputs meet required standards and comply with

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relevant mandates.

- Strengthen the Centre's capability and contribution to high quality research on issues related to technology transfer and innovation; manages the collection, analysis and dissemination of latest information and best practices on technology development through the Centre's websites and publication of articles and research findings on technology transfer and innovation.
- Conceives, plans and manages expert group meetings, seminars, workshops, conferences and similar consultations and group training activities that disseminate best practices in the area of management of technology transfer and innovation.
- Oversees and manages the expansion, strengthening, and consolidation of online databases and information sources on technology transfer and innovation for similar purposes.
- Organizes the annual Governing Council session and prepare its annual report and other documentation for the Committee on Information and Communication Technology, Science, Technology and Innovation (STI), Commission and other ESCAP bodies as appropriate.
- Represents ESCAP in international, regional or national meetings and provide programmatic/substantive expertise on issues related to technology transfer and innovation, and holds programmatic/substantive and organizational discussions with representatives of other institutions.
- Liaises with relevant senior officials of member States and respond to requests by member States from ESCAP/APCTT for advice and/or assistance on issues and policies related to technology transfer and innovation, as appropriate.
- Promotes regional networking and cooperation among relevant national, regional and international agencies and organizations active in the field of technology transfer and innovation, particularly related to technologies to advance sustainable development.
- Builds partnerships with international, regional and subregional organizations, civil society organizations, private sector and think tanks for joint collaborations and collective implementation of initiatives benefitting advancement of programme objectives.
- Maintains close working relations with the host Government and Governments of ESCAP member States and with agencies relevant to the work programme of the Centre (e.g., WIPO, UNEP, UNIDO, UNDP, UN India Country Team) by fostering partnerships, promoting technical cooperation and forging synergies with the work of other ESCAP regional institutions and subregional offices working in technology-related areas.
- Leads and coordinates resource mobilization efforts and identifies funding opportunities with variety of donors and partners, including the development of advocacy/communication tools in support of resource mobilization, ensuring coherence, complementarities and coordination with other development partners in the area of work of APCTT.
- Collaborates with offices at ESCAP headquarters on the formulation of the programme plan and the budget of the Centre and participates in the formulation of ESCAP's overall programme of work.
- Attends to various administrative matters and manages the Centre's human and financial resources and carries out tasks necessary for the functioning of the Centre, including assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation for external evaluations; recruitment of staff for the Centre taking due account of geographical and gender balance and other institutional values; manages, guides, develops and trains staff under his/her supervision; evaluation of staff performance, interview and evaluation of candidates for job openings; ensure collaboration with relevant UN offices for administrative support purposes.
- Perform other related duties as required.

#### Competencies

Core competencies:

**Professionalism:** Proven technical expertise and knowledge of issues related to the management of technology transfer and innovation with focus on environmentally sound technologies (including renewable energy, climate-friendly and sustainable technologies). Solid understanding of issues related to SME development within the context of wider economic and social development. Solid understanding and knowledge of issues related to the development of national and sub-national innovation systems. Ability to produce reports and papers on technical issues and to review and edit the work of others. Ability to apply UN rules, regulations, policies and guidelines in work situations. Knowledge of development economics. 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

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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.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

**Managerial competencies:**

**Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

**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.

#### Education

Advanced university degree (Master's degree or equivalent) in engineering, science and technology, economics, management or a related area.

A relevant first-level university degree in the above fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### Work Experience

A minimum of ten years of progressively responsible experience in policy, innovation, technology transfer, engineering, science, development economics or other related area is required.

Experience in leading and managing a work unit is required.

Demonstrated experience in establishing and maintaining professional networks is required.

Experience in project or programme planning, analysis and/or budgeting is required.

Experience in projects planning related to technology transfer, innovation or technology for sustainable development technology is desirable.

Work experience at the international level and in Asia and the Pacific region is highly desirable.

Research and analysis in the above fields as demonstrated through authored publications is desirable.

Experience in resource mobilization and building and managing partnerships with diverse stakeholders 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 another UN official language is an advantage.

#### Assessment

Qualified applicants may be evaluated through a competency-based interview and/or other assessment methods.

#### Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. Staff of the United Nations Secretariat must fulfil the lateral move requirements to be eligible to apply for this vacancy and are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover note.

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ESCAP is committed to promoting diversity and gender equality within the Secretariat. Women candidates are strongly encouraged to apply.

This post is funded from extra budgetary resources. The initial appointment is for a period of one year. Extension of appointment is subject to satisfactory performance and availability of funds.

#### 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.

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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