

Posting Title : CHIEF OF SECTION, CONFERENCE SERVICES, P5, P5  
Job Code Title : CHIEF OF SECTION, CONFERENCE SERVICES  
Department/ Office : Economic and Social Commission for Western Asia  
Location : BEIRUT  
Posting Period : 22 December 2016-19 February 2017  
Job Opening number : 16-CON-ESCWA-72079-R-BEIRUT (G)  
Staffing Exercise : N/A

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

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### **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 members of the United Nations Secretariat must fulfill the lateral move(s) requirements, or geographical to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral or geographical move(s) in their Personal History Profile (PHP) and cover note.

### **Org .Setting And Reporting**

This post is located within the Administrative Services Division (ASD) of the Economic and Social Commission for Western Asia (ESCWA). The Chief of Section reports directly to the Director of ASD.

### **Responsibilities**

Within delegated authority, the Chief of Conference Services Section will be responsible for the following:

- 1.Plans and oversees the management of activities undertaken by the Section; ensures that substantive work programmes and programmed activities are carried out in a timely fashion, coordinating diverse projects in the Section
- 2.Manages, supervises and carries out the work programme of the Section under his/her responsibility. Co-ordinates the work carried out by the Section; provides programmatic and substantive reviews of drafts prepared by others.
- 3.Contributes to the reporting to intergovernmental bodies on budget/programme performance or on programmatic/ substantive issues, as appropriate, particularly those presented in biannual and/or annual reports.
- 4.Ensures that the outputs produced by the Section maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the Section under his/her supervision meet required standards before completion to ensure they comply with the

relevant mandates. 5.Pre pares inputs for the publications programme of the Commission, determining priorities, and allocating resources for the completion of outputs and their timely delivery.6.Carries out administrative tasks necessary for the functioning of the Section, 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 (PAS), interviews of candidates for job openings and evaluation of candidates.7.Recruits staff for Section, taking into account the diversity of skills.8.Manages, guides and develops staff under his/her supervision.9.Fosters teamwork and communication among staff in the Section and across organizational boundaries.10.Represents the Organization at inter-agency meetings, and conferences, such as IAMLADP, JIAMCATT and MoU conference. 11.Participates in international, regional or national meetings and provides programmatic/substantive expertise on language services at the United Nations.

## **Competencies**

•**Professionalism:** Knowledge of the substantive field of work in general and of specific areas being supervised. 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. 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. •**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client. •**Managerial Competencies** •**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. •**Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions

proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

### **Education**

Advanced university degree (Master's degree or equivalent) in language studies, translation, public or business administration or related area. A first-level university degree 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 conference, publishing and documentation services. At least 5 years progressively responsible experience in conference, publishing and documentation services at the United Nations or at a comparable international organization is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. Arabic is also a working language of ESCWA. For this post, fluency in written and spoken Arabic and English is required. Additionally, fluency in written and spoken French is desirable.

### **Assessment**

The shortlisted candidates will undergo a substantive assessment related to the functions of the post in addition to a competency-based interview. Only short-listed candidates will be contacted.

### **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, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law. 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. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The screening and 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, including but not limited to, their education, work experience, and language skills, according to the instructions provided on inspira. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: 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 a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (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.