



Job Opening

Posting Title:	DIRECTOR, PROGRAMME MANAGEMENT, D2
Job Code Title:	DIRECTOR, PROGRAMME MANAGEMENT
Department/Office:	Technology Bank for the Least Developed Countries
Duty Station:	Gebze
Posting Period:	31 March 2023 - 29 April 2023
Job Opening Number:	23-Programme Management-TBLDC-201194-D- (X)
Staffing Exercise	N/A



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

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Org. Setting and Reporting

The United Nations Technology Bank for the Least Developed Countries is the UN entity that helps the 46 least developed countries build the science, technology and innovation capacity they need to transform their economies, eradicate poverty and foster sustainable development. The office is located in Gebze, Turkey.

The Director reports to the Under-Secretary-General of United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States (UN-OHRLS), who also serves as the first and second reporting officer of the Managing Director. For more information, please see <https://www.un.org/technologybank/>

The Technology Bank was established with a United Nations General Assembly resolution 71/251. Its Charter was adopted in 2016 and it became operational at the end of 2018.

Its specific objectives are to:

- Strengthen the science, technology and innovation capacity of the least developed countries, including the capacity to identify, absorb, develop, integrate and scale-up the deployment of technologies and innovations, including indigenous ones, as well as the capacity to address and manage Intellectual Property Rights issues.
- Promote the development and implementation of national and regional science, technology and innovation strategies.
- Strengthen partnerships among science, technology and innovation-related public entities and with the private sector.
- Promote cooperation among all stakeholders involved including researchers, research institutions, and public entities within and between least developed countries, as well as with their counterparts in other countries.
- Promote and facilitate the identification, utilization, and access of appropriate technologies by least developed countries, as well as their transfer, while respecting intellectual property rights and fostering the national and regional capacity of the countries for the effective utilisation of technology to bring about transformative change.

Responsibilities

The primary role of the Managing Director is to provide the vision, overall direction, strategic planning and management of the Technology Bank. The Managing Director is overseen by the Technology Bank's Governing Council and is responsible to the Council for the Bank's direction, administration, programming and coordination with other UN and non-UN partners.

Within delegated authority, under the overall guidance of the Council, the Managing Director will be

responsible for the following duties:

- Directs and manages the Technology Bank.
- Contributes to the formulation of the Technology Bank's overall strategies and policies by participating in various sessions of the Council, and prepares documents on policy issues.
- Provides leadership to the development of innovative and/or change management programmes.
- Formulates and implements the substantive work programme of the Technology Bank under his/her supervision, determining priorities, and allocating resources, in consultation with the Council, for the completion of outputs and their timely delivery.
- Oversees the management of activities undertaken by the Technology Bank, ensuring that programmed activities are carried out in a timely fashion and co-ordinates work in the different areas with other organizations of the United Nations System, donors and agencies as appropriate.
- Coordinates and oversees the preparation of reports for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budget Questions, Economic and Social Council, the General Assembly and other policy-making organs, as appropriate.
- Reports to intergovernmental bodies on budget/programme performance or on programmatic/substantive issues, as appropriate, particularly those presented in annual reports.
- Ensures that the outputs produced by the Technology Bank maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the Technology Bank under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates.
- Undertakes or oversees the programmatic/administrative and resource mobilization tasks necessary for the functioning of the technology Bank, 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.
- Oversees the recruitment of staff for the Technology Bank taking due account of geographical and gender balance and other institutional values and regularly informs the Council on decisions taken to increase the number of staff.
- Manages, guides, develops and trains staff under his/her supervision; fosters teamwork and communication among staff in the Technology Bank and across organizational boundaries.
- Chairs meetings, seminars, etc., on substantive-related issues; represents the Technology Bank at international, regional, interagency 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 Council of the Technology Bank.

Competencies

Professionalism: Knowledge of the substantive field of work in general and of specific areas being supervised. Shows ability to produce reports and papers on technical issues and to review and edit the work of others and shows knowledge of project management, including project development modalities. Shows ability to apply 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.

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 the audience. Demonstrates openness in sharing information and keeping people informed.

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

Advanced university degree (Master's degree or equivalent degree) in natural or social sciences, engineering, economics, business administration, public administration, international relations, law, political science, or a related field is required. A first-level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

Work Experience

Over fifteen years of progressively responsible experience in human resources management, administration, logistics, financial management, budget or related field is required.

A minimum of five years of experience managing programmes supporting the socio-economic development of Least Developed Countries is desirable.

A minimum of five years of experience in leading extensive resource mobilization efforts is desirable.

A minimum of five years of experience managing the administration of science, technology and innovation programmes in support of sustainable development is desirable.

Languages

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.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Appointment to this post is limited to service within the UN-TBLDC.

The post is funded under the extra-budgetary funds. The extension of the appointment is subject to extension of the mandate and/or the availability of the funds.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

An impeccable record for integrity and professional ethical standards is essential. All staff at the D1 Level and above are required to submit a financial disclosure statement upon appointment and annually thereafter.

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.

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

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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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