

Government of Pakistan
FINANCE DIVISION
HRM Wing
(Quality Assurance – I Section)

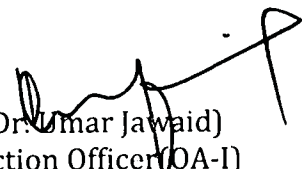
CIRCULAR

Subject:- **SENIOR LEVEL JOB OPENING: DIRECTOR OF ADMINISTRATION,
D-1, AT UNESCAP**

Economic Affairs Division, vide its O.M No.3(1)UN-II/UNESCAP/2021 dated 21st January, 2021 on the above subject has informed about a Senior Level job opening of the post of **Director of Administration, D-I at , UNESCAP**. The criteria for the subject job are as under:-

- A minimum of fifteen years of progressively responsible experience in various areas of administration, such as financial services and budgeting, human resources, real estate management, information technology services, supply chain management, conference services central support services or related field;
- Experience with managing a sizeable workforce of a diverse nature;
- Experience with managing projects, including change management initiatives at the organizational-wide level, e.g. construction, renovation, technology and / or conference services;
- Experience with application, including interpretation of UN Financial and Staff Regulations, Rules, policies and procedures;
- Experience with international standards in financial (IPSAS), procurement, human resources and other administrative areas;
- Demonstrated functional, organizational and/ or geographic mobility;
- Relevant work experience in the Asia and Pacific region;
- Advanced university degree (Master's degree or equivalent) in management business administration, public administration, human resources, finance or related area;

2. Complete information is available at <https://careers.un.org> or at <https://www.unescap.org/jobs>.


(Dr. Umar Jawaid)
Section Officer (QA-I)
Ph:9208523

All Officers (Senior Level), Finance Division, Islamabad

Finance Division's U.O.No.2(12)/QA-I/2014

dated: 27-01-2021

Copy to:-

- (i) Mr. Faheem Anwar, Webmaster, EA Wing with the request to upload the circular for information on Finance Division's website.