

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
Recruitment & Training Section
Dhaka

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20 October 2025

Vacancy Notice in United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)

Sub: Vacancy Announcement for the Director of Administration, D-1, Division of Administration at the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)

The Secretariat of United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) in Bangkok, Thailand is looking for suitable candidate for the following post:

Job Title	Job Code Title	Department/Office	Duty Station	Posting Period
Director of Administration, D-1	Chief of Administration	Economic and Social Commission for Asia and the Pacific (ESCAP)	Bangkok, Thailand	25 September 2025-08 November 2025

02. The qualification and eligibility criteria for the post are as follows:

- A minimum of fifteen (15) years of 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 is required;
- Demonstrated experience in leading large, multi-functional administrative teams (e.g., HR, finance, procurement, general services) in complex, decentralized environments is required;
- Proven experience in administrative leadership during emergencies or special events including implementation of business continuity measures, maintenance of staff safety and surge support is desirable;
- A minimum of two years of experience in leading UN interagency initiatives related to the provision of administrative services is desirable;
- Experience in introducing or managing automation, ERP systems (e.g., Umoja, SAP), or data-driven decision-making tools in administrative operations is desirable ;
- Demonstrated experience with international standards in financial (IPSAS), procurement, human resources and other administrative areas in desirable;
- Advanced university degree (Master's degree or equivalent) in management, business, administration, public administration, human resources, finance or related field is required.

03. Details information can be found at <https://careers.un.org> and <http://unescap.org/jobs> . A copy of the note verbale and job opening is attached herewith.

04. Interested officers of the Ministry, both at the Foreign Ministry Secretariat and Bangladesh Missions abroad, may apply for the above post as instructed in the circular subjected to the permission from the Ministry.

Encl: as stated.


20.10.25
(Jannatul Farhana Haque)
Assistant Secretary (R&T)
Phone: 02223350908
Email: as.randt@mofa.gov.bd

Distribution:

1. Director General/Director (all), Ministry of Foreign Affairs, Dhaka.
2. Minister/Counselor (all), All Bangladesh Missions abroad (except Honorary Consulate).
3. Assistant Secretary (ICT), Ministry of Foreign Affairs, Dhaka (with a request to upload at the Ministry's website)
4. Office copy

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Economic and Social Commission for Asia and the Pacific

REFERENCE: OES/B/2/2025-01429

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 Director of Administration, D-1, at the Economic and Social Commission for Asia and the Pacific, as detailed below:

Director of Administration, D-1
Division of Administration
(Application deadline: 8 November 2025)

Among other attributes, the ideal candidates will have:

- 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 is required;
- Demonstrated experience in leading large, multi-functional administrative teams (e.g., HR, finance, procurement, general services) in complex, decentralized environments is required;
- Proven experience in administrative leadership during emergencies or special events, including implementation of business continuity measures, maintenance of staff safety, and surge support is desirable;
- A minimum of two years of experience in leading UN interagency initiatives related to the provision of administrative services is desirable;
- Experience in introducing or managing automation, ERP systems (e.g., Umoja, SAP), or data-driven decision-making tools in administrative operations is desirable;
- Demonstrated experience with international standards in financial (IPSAS), procurement, human resources and other administrative areas is desirable;
- Advanced university degree (Master's degree or equivalent) in management, business administration, public administration, human resources, finance, or related field is required.

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

The Secretariat kindly requests the assistance of Member States in widely circulating this information and encouraging qualified candidates, particularly women, to submit their applications through the Inspira system, and further expresses its appreciation to Member States for their commitment and 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.



6 October 2025

Member States of the United Nations



Job Opening

Posting Title: Director of Administration, D1
Job Code Title: Chief of Administration
Department/ Office: Economic and Social Commission for Asia and the Pacific
Duty Station: BANGKOK
Posting Period: 25 September 2025-8 November 2025
Job Opening number: 25-ADM-ESCAP-264854-R-BANGKOK(G)
Staffing Exercise ID: N/A

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.

This position leads the Division of Administration, managing holistic administrative services and operational areas including procurement, human resources, finance, facilities management and central support services, conference services management, information technology services among others. Other activities of the Division include acting as a service provider to other UN entities in Asia and Pacific, overseeing the real estate and host country agreements of ESCAP premises, and administration of the United Nations Medical and Occupational Safety and Health services.

This position is located in the Division of Administration. The incumbent reports to the Executive Secretary.

Responsibilities

Within delegated authority, the Director of Administration is responsible for the effective, efficient and systematic management and delivery of all administrative support services required by ESCAP and client entities, enabling efficient and cost-effective mandate delivery. and ensuring adherence to established UN regulations, rules, policies and procedures in all operational areas.

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

- Provides strategic advice to the Executive Secretary on the integrated management of ESCAP's financial, human, and physical resources, in alignment with current UN Secretariat reform initiatives, including efforts

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to modernize planning, budgeting, and talent management. Supports senior leadership in driving data-informed administrative decision-making and in implementing streamlined, future-fit service delivery models. Leads the development and operationalization of robust resource and asset management frameworks that uphold fiduciary integrity while enabling organizational agility and innovation under the UN 2.0 framework.

- Develops strategies, processes and procedures that ensure strategic and cost effective management of the administrative services of the following sections and units: human resources management; financial services; procurement; information and communications technology services; conference services management; real estate management and central support services; travel, transport, and host country relations.
- Prepares major reports for senior management and UN legislative bodies, inclusive of the General Assembly and ACABQ, provides guidance in related areas including strategic planning, management policies, processes, rules and regulations including for enterprise risk management, business continuity and operational resilience and manages internal and external audits, including timely responses and implementation of audit and oversight evaluation recommendations.
- Develops cost plans and containment strategies for the division, monitors expenditures to ensure that they remain within authorized levels; provides guidance and direction on financial and resource planning and effective utilization.
- Provides supervision and policy advisory services and guidance to all areas under the Division and in support of the Commission's work. Promotes organization-wide reform policies and initiatives, supports forward-looking responsibilities related to ongoing reform efforts under UN 80 (consolidation, efficiency agenda, Common Administrative Platform), UN 2.0, and other relevant initiatives, and leads impactful results through inter-agency coordination and active engagement with the Thailand Operations Management Team (OMT) and the Regional OMT (R-OMT).
- Ensures that the outputs produced by the Division maintain high quality standards and ensures that production and service standards are met; implements innovative strategies such as the environmental management system (EMS) in support of sustainable business operations, business automation and innovation, and service management portfolios for Secretariat and other UN System clients by organizing and directing operational activities of the Division with the objective of continuous upgrading of divisional staff capacity and services.
- Leads, supervises and carries out the work of the Division, ensuring that work in the different areas is coordinated both within the Division and other Divisions, and with other organizations of the United Nations System, as appropriate.
- Manages, guides, develops, and trains staff under his/her supervision.
- Fosters teamwork and communication among staff in the Division and across organizational boundaries.
- Performs other related duties as required.

Competencies

Core Competencies:

Professionalism: Ability to provide specialized advice in a broad range of human resources management, financial, real estate management and administrative areas to senior management. Ability to prepare reports with respect to key administrative decisions. Ability to apply UN rules, regulations, policies, and guidelines in work situations and prepare reports or rational with respect to key administrative decisions. Demonstrated ability in handling complex organizational issues at the international level. 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 for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies and direction of the Organization; 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: Provides strategic and innovative leadership; collaborates to ensure operational strategies support the programme of work appropriately; 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.

Judgment/decision making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; proactively seeks and recommends sound policy guidance; 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 that 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 management, business administration, public administration, human resources, finance, or related field is required.

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 15 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 is required.

Demonstrated experience in leading large, multi-functional administrative teams (e.g., HR, finance, procurement, general services) in complex, decentralized environments is required.

Prior experience working in the UN Common system or other international organizations, with a deep understanding of UN administrative rules, policies, and reform agendas (e.g., UN 2.0, Common Administrative Platform) is desirable.

Experience in contributing to UN reform initiatives, including direct involvement in the preparatory work and/or implementation of the Business Operations Strategy (BOS), Common Back Office (CBO), and Common Premises (CP) is desirable.

Experience in introducing or managing automation, ERP systems (e.g., Umoja, SAP), or data-driven decision-making tools in administrative operations is desirable.

Proven experience in administrative leadership during emergencies or special events, including implementation of business continuity measures, maintenance of staff safety, and surge support is desirable.

A minimum of two (2) years of experience in leading UN interagency initiatives related to the provision of administrative services is desirable.

Demonstrated experience with international standards in financial (IPSAS), procurement, human resources and other administrative areas is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this job opening, English is required. The table below shows the minimum required level for each skill in these languages, according to the UN Language Framework (please consult <https://languages.un.org> for details).

Required Languages

Language	Reading	Writing	Listening	Speaking
English	UN Level II	UN Level II	UN Level II	UN Level II

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 fulfill 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.

For this position, applicants from the following Member States, which are unrepresented or under-represented in the UN Secretariat as of 31st August 2025, are strongly encouraged to apply: Andorra, Angola, Belize, Brunei Darussalam, China, Cuba, Democratic People's Republic of Korea, Dominica, Equatorial Guinea, Grenada, Guinea-Bissau, Indonesia, Israel, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Libya, Liechtenstein, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Nauru, Oman, Palau, Panama, Papua New Guinea, Paraguay, Qatar, Saint Vincent and the Grenadines, Sao Tome and Principe, Saudi Arabia, Singapore, Solomon Islands, Timor-Leste, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Germany, San Marino.

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.

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.

Pursuant to section 6.9 of ST/AI/2010/3/Rev. 1, interns, consultants, individual contractors and gratis personnel may not apply for or be appointed to any vacancy in the Professional or higher categories within six months of the end of their current or most recent service.

Pursuant to section 7.11 of ST/AI/2012/2/Rev.1, candidates recruited through the young professionals programme who have not served for a minimum of two years in the position of their initial assignment are not

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eligible to apply to this position.

Applicants, who successfully go through a competitive recruitment process and are recommended for selection and/or inclusion in the roster of pre-approved candidates for subsequent job openings at the same level and with similar functions, may have their application information and roster status shared with other UN Organizations. Such applicants may be contacted by other UN Organizations for similar job openings, subject to the confirmation of their interest. Placement on the roster is no guarantee of a future selection.

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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

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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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