

Vacancy Announcement

Job Title: Program Coordinator, Sustainable Development and Climate Change

Duty Station: Geneva, Switzerland

The South Centre was established in 1995 as a permanent inter-governmental organization of developing countries. It has full intellectual independence in working towards the establishment of a fair, equitable, and rule-based global order. In responding to the needs of the South, it is open to new ideas and approaches (including multilateralism and regionalism) that can promote better South-South and North-South dialogue and cooperation.

The South Centre is a small institution in which all staff members work in a team and help in whatever tasks they are requested and may be required to undertake.

In that context, the [South Centre](#) is seeking to recruit a Program Coordinator, in its Sustainable Development and Climate Change Program. The Program Coordinator shall report to the Executive Director of the organization.

General Terms:

- The Program Coordinator will be engaged on a full time basis by the South Centre on a fixed term staff contract for a period of up to one (1) year, which may be renewed subject to the availability of funding.
- The selected candidate will work under the direct supervision of the Executive Director.
- This position is only open for the nationals of the Group of 77 and China.

Qualifications, Experience and Skills

Education:

Advanced University Degree (Master's degree or equivalent; PhD an asset) in Economics, Political Science, Law or International Relations or related fields of study. Background in other areas may be considered based on experience and performance in previous positions.

Experience:

A minimum of 10 years of progressively responsible relevant experience in development and/or international economic cooperation or related fields, including at least 7 years in an international context, with experience in working in one or more developing countries preferred. Experience in working in international and intergovernmental organizations that are similar to South Centre and with experience of interacting with developing country delegations would be useful.

Language and Other skills:

- Fluency in and good command of oral and written English is required; working knowledge of French and/or Spanish are highly desirable. Knowledge of Arabic and/or Chinese is desirable but not a requisite.

- Experience in policy research and policy development on issues relating to Sustainable Development and Climate Changeⁱ is required. Working experience at the relevant professional level in other international organizations, especially in developing countries will be an asset. Knowledge of relevant institutional mandates, policies and operations in Southern organizations would be an asset. Experience in organizing intergovernmental meetings and other events, at the regional and international levels, together with developing country participants, would be an asset.

Job Description:

Under the authority and direction of the Executive Director, the Program Coordinator is responsible for the development and implementation of the Program, with the following duties:

- Lead, supervise and coordinate the substantive and administrative activities of the South Centre team in the Sustainable Development and Climate Change Program;
- Prepare, update and monitor implementation of the work plans for the team, including publications, meetings, workshops and other activities, including the timely preparation of activity reports;
- Represent the South Centre as may be requested by the Executive Director;
- Supervise and coordinate the work of lower-grade program officers and interns;
- Lead in the preparation, development and implementation of the substantive program;
- Frequent interactions with developing country delegations, officials of NGOs and of other intergovernmental organizations, representatives of donor agencies, consultants, academic institutions, staff of the Centre, as may be required;
- Domestic and foreign travel on official mission on behalf of the South Centre as may be required;
- Make presentations and speak on behalf of the Centre as may be required on issues covered by the program;
- Undertaking research and regularly publishing research papers and policy briefs authored or co-authored by the Program Coordinator; drafting position papers; identifying issues and problems to be addressed and proposing appropriate actions; preparing, developing and implementing program strategies; reviewing and commenting on relevant reports and documents; and developing and implementing specific work assignments, in relation to the issues covered by the program;
- Participate in and contribute to the work of other substantive programs, and of the South Centre as a whole, by providing relevant knowledge and experience;
- Promote the dissemination of the work of the substantive program, in particular by building and maintaining electronic data banks of relevant contact points and by ensuring speedy dissemination of program information to all interested parties;
- Lead in the development of funding proposals for the program and in undertaking such other fund-raising activities for the program and for the South Centre as may be required;

ⁱ Including experience in the following areas: climate change negotiations, finance for addressing climate change and sustainable development. Knowledge and experience in relation to taxation, investment, right to development and other fields relating to the Sustainable Development Goals in the multilateral context are desirable.

- and
- Perform other related duties as required by the Executive Director.

Work implies frequent interaction with the following:

Officials at the United Nations and other specialized agencies in Geneva and internationally; representatives of donor agencies; members of the Board; developing country delegations; consultants and staff of the South Centre.

Results expected:

Effective and coherent work program development and implementation in the area of Sustainable Development and Climate Change, including on issues and activities that are responsive to the needs of the South; mobilization of financial resources to support the program; third party recognition of the Centre's contribution to policy debates on issues covered by the program; development and implementation of assigned program activities; provision of well-researched and sound analysis of issues; preparation of draft and/or final research outputs and briefing notes and other program documents; effective and timely liaison and interaction with colleagues and concerned parties internally and externally; efficient use of resources.

Competencies:

- Professionalism: Knowledge and understanding of theories and concepts relevant to the issues covered by the program; practical experience in program management; good research, analytical and problem-solving skills, including ability to identify and participate in resolution of issues/problems; familiarity with and experience in the use of various research methodologies and sources, including electronic sources on the internet; ability to provide good judgement in the context of assignments given; ability to plan own work and to manage conflicting priorities;
- Vision: Ability to identify key strategic issues, opportunities and risks;
- Management skills and leadership: Strong supervisory skills as well as tact and negotiating skills; good management judgment; ability to establish priorities and to plan, coordinate, and monitor the work of others;
- Commitment to continuous learning: Willingness to stay abreast of new developments in the field;
- Communications: Good communication (spoken and written skills), including ability to draft/edit a variety of written reports, studies and other communications and to articulate ideas in a clear, concise style;
- Technology awareness: Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, graphics software, spreadsheets and other statistical applications, and Internet;
- Teamwork: Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance;
- Gender Mainstreaming: Ability to identify and address relevant gender perspectives in substantive work and demonstrate gender sensitivity and commitment.

Remuneration:

UN Salary Grade of P4

Selection Process:

Applicants should send their CVs and a motivation letter in English at applications@southcentre.int (stating the Job title within this vacancy announcement) no later than CET 24.00 hrs. on 05 September 2019.

Copies of qualifications, previous employment certificates, publications etc. should not be sent with the application. These may be requested at a later stage.

Only short listed candidates will have to appear for a written test. Candidates successful in the written test would then appear for an interview. Only successful candidates in each of these stages shall be contacted and thus candidates are kindly requested to refrain from enquiring about progress of their application.

The selected candidate is expected to take up the assignment by 1 January 2020.

About the South Centre:

The South Centre is the inter-governmental policy research institution of developing countries, with currently 54 developing country member States from Africa, Asia and the Pacific, and Latin America and the Caribbean. The South Centre promotes more effective South-South cooperation and coordination, supports developing countries in participating in and voicing their development interests and priorities more effectively in various multilateral and regional development policy-related issues and fora, and provides policy advice and technical assistance to governments on their national development-related policies.

The main activities of the Centre are policy research and analysis, convening of meetings and conferences for developing countries to share views and experiences, and technical assistance and capacity building activities. The issues taken up by the Centre include international and regional trade policy, global macroeconomic and finance issues, global public health, innovation and intellectual property policy, climate change, environment and sustainable development, international economic issues including tax policy, external debt and international investment policy, human rights policy, global governance for and North-South relations, South-South cooperation, and global governance for development. The South Centre has three major institutional pillars: The Council of Representatives in which the Member States are represented; the Board comprising a Chairperson and members who act in their individual capacities and provide guidance to the Secretariat; and the Secretariat headed by the Executive Director which implements the activities of the South Centre. The Secretariat is accountable to and works under the guidance of the Board and the Council.