



OFFICE OF THE  
AUDITOR GENERAL OF PAKISTAN  
INTERNATIONAL RELATIONS AND COORDINATION WING

No: 161/123-IR/ Job Opening UNJSPF/C

Dated: May 09, 2022

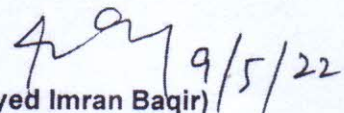
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| ii. The Deputy Auditor General (FAO), local     | vii. The Deputy Auditor General (Defense Audit), local |
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| v. The Deputy Auditor General (QAIM), local     | x. The Deputy Auditor General (South), Karachi         |

Subject: **JOB OPENING FOR THE POSITION OF SECRETARY OF THE PENSION BOARD IN UNITED NATIONS JOINT STAFF PENSION FUND (UNJSPF)**

The United Nations Joint Staff Pension Fund (UNJSPF) has advertised job opening on the Careers Portal for the position of Secretary of the Pension Board. This position is located in the Bureau of the Pension Board of the United Nations Joint Staff Pension Fund (UNJSPF) Office in New York. The Secretary reports directly to the Chair of the Pension Board.

2. The copy of job opening advertisement for the above-mentioned position is attached for information.
3. Interested officers may apply directly through online job application well before the deadline date i.e. 27 May 2022 after obtaining NOC from the Office of AGP.
4. It is requested to kindly disseminate this information to all officers working in your office/ subordinate offices.

Encl: As above.

  
(Syed Imran Baqir) 9/5/22  
Director (IR&C Wing)

Copy to:

- i. The Controller General of Accounts, Islamabad.
- ii. The Military Accountant General, Rawalpindi.
- iii. The Director General (HRM), Local.
- iv. The Director (Admn), Local.
- v. The S.P.S. to the Auditor General of Pakistan, Local.
- vi. The AAO (IT Section), Local for uploading the letter along with attachments on DAGP website.

**Audit House, Constitution Avenue, Islamabad**

Phone Number: +92519219177 | Email: saipak@comsats.net.pk

<b>Posting Title:</b>	Secretary of the Pension Board, D1
<b>Job Code Title:</b>	SECRETARY OF THE BOARD
<b>Department/Office:</b>	United Nations Joint Staff Pension Fund
<b>Duty Station:</b>	NEW YORK
<b>Posting Period:</b>	29 April 2022 - 27 May 2022
<b>Job Opening Number:</b>	22-Administration-UNJSPF-180319-R-New York (G)
<b>Staffing Exercise</b>	N/A



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

[Apply Now](#)

#### Org. Setting and Reporting

This position is located in the Bureau of the Pension Board of the United Nations Joint Staff Pension Fund (UNJSPF) Office in New York. The Secretary reports directly to the Chair of the Pension Board

#### Responsibilities

The Secretary of the Pension Board is responsible for the overall planning, development, management, coordination and delivery of a full range of secretariat conference management.

Overall coordination and delivery of a full range of technical and support services to the Board and its subsidiary bodies, including:

- § Acts as the Secretary of the Pension Board and to its Committees and working groups;
- § Provides guidance to the Chair, the Bureau, Board members and other actors such as the ethics adviser on procedural matters and established practices of the Pension Board;
- § Ability to act independently and follow complex procedural and other guidelines while supporting the Board chairs who rotate annually.
- § Directs and coordinates under the general guidance of the Chair and the Rapporteur the preparation of final sessional reports of the Pension Board, ensuring that they accurately reflect the discussions, decisions and recommendations;
- § Directs the preparation of the reports of the Pension Board's Committees and Working Groups in an accurate and timely manner; assist the Chairs of these Committees and Working Groups
- § Manages the compilation of the agenda of sessions of the Pension Board and subsidiary bodies and preparation of their annual work programmes, ensuring that work complies with relevant mandates;
- § Undertakes planning and administrative arrangements for all meetings (virtual and in person), including conference space, ICT arrangements, report writers, conference officers and assistants;
- § In accordance with the relevant rules of procedure of the Fund, ensures that agendas, procedural notes, work programme, minutes, reports and other documents relating to meetings of the Pension Board and its subsidiary bodies are submitted and issued;
- § Supports the Chair of the Board presenting the reports of the Board to the ACABQ and the General Assembly in facilitating communications between the Board and the General Assembly
- § Manages accreditation to meetings of the Board and its subsidiary bodies;

#### Information management and sharing:

- § Maintains contact and shares information with all parties involved, in particular Board members from Member Organizations and other stakeholders of the Fund, and in addition, staff members of the UN Joint Staff Pension Fund;
- § Maintains and updates the records and all correspondence of the Board and its subsidiary bodies, and makes them available to Pension Board members, upon request;
- § Receives appeals to the Standing Committee in accordance with the Administrative Rules of the Fund;
- § Organizes onboarding for new members and oversees continued training and orientation for all Board members.
- § Ensures the effective and efficient management of the secretariat of the Pension Board, including the preparation of budgets, reporting on budget performance, and managing staff;

Collaborates with secretaries of governing bodies and secretaries of Staff Pension Committees (SPCs) of Member Organizations on matters of mutual interest.

#### Competencies

**Professionalism:** Knowledge of the work of the United Nations Joint Staff Pension Fund, and specific areas of responsibilities. Ability to produce reports and papers. 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. 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.

**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.

**Planning and 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.

**Building trust:** Provides an environment in which others can talk and act without fear of repercussion. Manages in a deliberate and predictable way. Operates with transparency; has no hidden agenda. Places confidence in colleagues, staff members and clients. Gives proper credit to others. Follows through on agreed upon actions. Treats sensitive or confidential information appropriately.

**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 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 business or public administration, law, political sciences, social sciences or related field. A first-level university degree in combination with two years of additional experience may be accepted in lieu of the advanced university degree.

#### Work Experience

A minimum of 15 years of progressively responsible experience, of which at least 3 years should be at the United Nations, international organizations or at the international level is required.

In-depth experience of the intergovernmental machinery of international organizations is required.

Experience in servicing governing bodies as well as experience in the application of rules and procedures and practices of intergovernmental or tripartite bodies is desirable.

#### Languages

English and French are the working languages of the Fund Secretariat. For this post, fluency in English (both oral and written) is required. Knowledge of other official languages is an advantage.

#### Assessment

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

#### Special Notice

The United Nations Joint Staff Pension Fund (UNJSPF) is an independent inter-agency body established by the United Nations General Assembly. The applicable human resources procedures are governed by a Memorandum of Understanding (MoU) between the Fund and the UN Secretariat.

#### United Nations Considerations



