

# United Nations

## Vacancies for Incheon, Korea

The United Nations Economic and Social Commission for Asia and the Pacific is currently seeking qualified nationals of the Republic of Korea for its newly established Sub-Regional Office for East and North-East Asia (SROENEA) in Incheon, Korea.

### **Administrative Officer** (National Officer: exact level to be determined based on experience and qualifications)

*Provides overall administrative oversight, guidance and support to the Head of Office; exercises financial approving authority; responsible for human resources management, financial management, procurement, logistics, ICT and general administration; responsible for the execution of varied and inter-related operational and logistical activities for the office.*

### **Administrative Assistant** (General Services: GS-6)

*Assists the Administrative Officer in the areas of general administration, budget/financial management, personnel administration, purchasing, record keeping etc.*

### **Information Technology Assistant** (GS-5)

*Provides effective information technology support in the installation, operation, maintenance, and service delivery of hardware and software applications for the office.*

### **Research Assistant (2 positions)** (GS-6 & GS-5)

*Conduct in-depth research in substantive areas of work specific to the office (energy, environment, sustainable development including MDGs etc)*

### **Driver/Clerk** (GS-3)

*Carries out driving assignments as well as basic administrative and clerical support to the office.*

Fluency in English and Korean (both oral and written) is required for all positions.

Please visit the ESCAP website at [www.unescap.org/jobs](http://www.unescap.org/jobs) for further information and instructions on applying.

**Deadline for applications is listed on the Website**

We offer a competitive compensation package for successful candidates and a stimulating work environment. Qualified women candidates are especially encouraged to apply.

*The United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is the regional arm of the United Nations Secretariat for the Asia-Pacific region. Further information on ESCAP may be found at [www.unescap.org](http://www.unescap.org).*