**United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT)**

***Call for candidates as Domain Coordinators***

**Background**

In July 2020, the UN/CEFACT Bureau shall nominate Domain Coordinators for the next two-year period.

Domains are a very important part of UN/CEFACT. These flexible knowledge pools serve as a “hub” on the Domain’s field within a specific UN/CEFACT Programme Development Areas (PDAs); they assist the UN/CEFACT Bureau with questions concerning their field, in particular by welcoming and motivating experts and helping the advancement of related projects.

The current[[1]](#footnote-1) list of Domains for which candidatures as Domain Coordinator will be received are:

* Trade Procedures Facilitation Domain
* Single Window Domain
* Supply Chain / Procurement Domain
* Travel and Tourism Domain
* Transport and Logistics Domain
* Health & Insurance Domain
* Finance and Payment Domain
* Accounting / Audit Domain
* Cross-Border Management Domain
* E-Data Management Domain
* Agriculture, Fisheries & Agri-food Domain
* Environment Management Domain
* Specification Domain
* Library & schema Focal Point
* UN/EDIFACT Focal Point
* Validation Focal Point
* Code List Focal Point

**How to apply**

To submit their candidature, applicants must fill in the candidacy form for Domain Coordinator available in the Annex to the present document, as well as a personal profile (or CV) indicating their relevant expertise for the Domain, and a brief motivational statement.

The application files must be sent to the UN/CEFACT Secretary, Mr. Lance Thompson: lance.thompson@un.org. For further information, please contact the UNECE Secretariat.

**Deadline**

Candidatures must be sent by noon (CET) on Friday 10 July 2020.

**Annex – Domain Coordinator Candidacy Form**

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| --- | --- | --- | --- |
| **LAST NAME** |  | **FIRST NAME** |  |
| Plenary Delegation |  | Country of Residency |  |
| Email address |  | Telephone |  |

Please note that your name and contact details (email and telephone) will be made public.

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| 1. | **Roles and responsibilities of UN/CEFACT Domain Coordinators**The Terms of Reference concerning Domains and Domain Coordinators are outlined document ECE/TRADE/C/CEFACT/2016/13. Domains are led by Domain Coordinators who are nominated by the Bureau for a period of two years, renewable, on the basis of indications of interest received from candidates responding to open calls for candidature. The Domain Coordinator must be an expert in the field of the Domain and their role includes among others:* Monitoring developments relevant to the Domain inside and outside of UN/CEFACT, and communicating them to the Domain experts and/or the Bureau as needed
* Making sure that documents circulated for internal review are circulated to the relevant experts in their Domain and that the comments are channelled to the Project Team within the required timelines
* Coaching newcomers to the Domain with respect to UN/CEFACT’s methods and techniques, especially in the context of preparing project proposals.
* Reporting to and supporting the relevant PDA Bureau Vice-Chair
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| 2. | I volunteer to be a Domain Coordinator for the following domain noted below from current UN/CEFACT domain list:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. The UN/CEFACT Bureau retains the right to modify this list as and when appropriate. [↑](#footnote-ref-1)