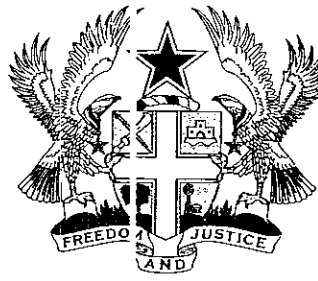


In case of reply the number and date of this letter should be quoted email:communication@mfa.gov.gh



REPUBLIC OF GHANA

MINISTRY OF FOREIGN AFFAIRS
AND REGIONAL INTEGRATION

Gm | 362 P. O. Box M53
Accra, Ghana

GA-057-0036

23RD AUGUST, 2021.

Our Ref.: CA/UN/8

CIRCULAR

NOTIFICATION OF VACANCIES AT THE UNITED NATIONS
ECONOMIC COMMISSION FOR AFRICA

I have the honour to bring to your attention, job vacancies below which have been circulated by the United Nations Economic Commission for Africa (ECA):

- | | | |
|----|--------------------------|---|
| A) | Post: | Chief of Unit Accounts, P4 |
| | Deadline for submission: | 2 nd September, 2021 |
| | Duty Station: | Addis Ababa, Ethiopia |
| B) | Post: | Information Management Officer (Archive and Records Management), P3 |
| | Deadline for submission: | 14 th September, 2021 |
| | Duty Station: | Addis Ababa, Ethiopia |
| C) | Post: | Programme Management Officer, P3 |
| | Deadline for submission: | 16 th September, 2021 |
| | Duty Station: | Addis Ababa, Ethiopia |
| D) | Post: | Programme Budget Officer, P3 |
| | Deadline for submission: | 22 nd September, 2021 |
| | Duty Station: | Addis Ababa, Ethiopia |
| E) | Post: | Communications Officer, P4 |
| | Deadline for submission: | 18 th September, 2021 |
| | Duty Station: | Addis Ababa, Ethiopia |
| F) | Post: | Head of Training and Research, P5 |
| | Deadline for Submission: | 21 st September, 2021 |
| | Duty Station: | Dakar, Senegal |
| G) | Post: | Principal Economic Affairs Officer, D1 |
| | Deadline for Submission: | 2 nd October, 2021 |
| | Duty Station: | Addis Ababa, Ethiopia |
| H) | Post: | Chief of Staff, D1 |
| | Deadline for Submission: | 5 th October, 2021 |
| | Duty Station: | Addis Ababa, Ethiopia |

2. Information on job openings are available at the UN website <https://careers.un.org/lbw/home.aspx?> Attached are documents pertaining to the vacancy.

3. Applicants are to kindly **notify** the Candidatures Unit of the outcome of submissions

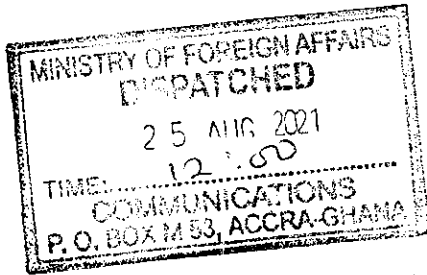
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through the following email: vacancies.internationalorgs@mfa.gov.gh.

4. Please accept the renewed assurance of our highest consideration.

(SIGNED)
CANDIDATURES UNIT

FOR PUBLIC RELEASE



Cc: Hon. Minister
Hon. Deputy Minister, P&E
Hon. Deputy Minister, F&A
Special Adviser
Chief Director
Supervising Director
All Directors
All Officers at Base and Abroad

Job Opening

Posting Title:	Chief of Unit, Accounts, P4
Job Code Title:	CHIEF OF UNIT, FINANCE
Department/Office:	Economic Commission for Africa
Duty Station:	ADDIS ABABA
Posting Period:	20 July 2021 - 02 September 2021
Job Opening Number:	21-Finance-ECA-159335-R-Addis Ababa (G)
Staffing Exercise	N/A



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

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Org. Setting and Reporting

The Economic Commission for Africa's (ECA) mission is to deliver ideas and actions for an empowered and transformed Africa; informed by the 2030 Agenda and Agenda 2063.

The mission will be guided by ECA's five new strategic directions which are:

Advancing ECA's position as a premier knowledge institution that builds on its unique position and privilege to bring global solutions to the continent's problems and take local solution to the continent; developing macroeconomic and structural policy options to accelerate economic diversification and job creation; designing and implementing innovative financing models for infrastructure, and for human, physical and social assets for a transforming Africa; contributing solutions to regional and transboundary challenges, with a focus on peace security and social inclusion as an important development nexus; advocating Africa's position at the global level and developing regional responses as a contribution to global governance issues.

This position is located at the Accounts Unit in the Finance and Budget Section (FBS), under the Division of Administration (DoA) of the United Nations Economic Commission for Africa in Addis Ababa, Ethiopia. The Chief of the Accounts Unit works under the direct supervision of the Chief of the Finance and Budget Section.

Responsibilities

Within delegated authority, The Chief of Accounts Unit will be responsible for the following duties:

- Manages a complete financial operation, encompassing a wide variety of funding sources, a large volume of transactions, and extensive dispersed activities.
- Approves/Confirms that proposed obligations or expenditure for services, facilities supplies and equipment expenses, as well as those pertaining to personnel, are in accordance with the Financial Regulations and Rules of the UN, relevant appropriations and staffing tables and corresponding approved allotments.
- Analyses accounts, reviews/prepares regular financial reports. Proposes/implements solutions with respect to problem transactions and irregularities.
- Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
- Prepares or consolidates financial statements for inclusion in the UN Audited Financial Statements to be audited. Responds to internal/external audit observations. Reviews the financial statements of other entities for which the Controller has certification authority.

- Produces major/complex financial reports for management.
- Provides substantive support to the development and implementation of new accounting systems. Takes initiative to improve accounting processes and approaches.
- Provides data for the preparation of year-end performance reports.
- Develop work plans for Accounts unit team to ensure that the unit's goals are met and, trains and supervises general service and professional staff in the unit.
- Manages the billing, debt management and collection function
- Oversees asset management and asset accounting activities and provides guidance to the asset team within the Accounts Unit
- Act as focal point for coordinating responses to internal and external audit comments or queries on accounting, asset accounting, application of IPSAS and FRRs and internal control matters
- Performs other related duties as required.

Competencies

PROFESSIONALISM:

Knowledge of accounting principles, procedures and standards. Ability to apply conceptual, analytical and evaluative skills in accounting operations. Ability to conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations. 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.

ACCOUNTABILITY:

Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

TECHNOLOGICAL AWARENESS:

Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Education

Advanced university degree (Master's degree or equivalent) in business administration, finance, accounting or related field is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree. Certification as a Certified Public Accountant (CPA), Association of Chartered Certified Accountant (ACCA) or equivalent is desirable.

Work Experience

A minimum of seven years of progressively responsible professional experience in accounting, finance, budget, or administration is required.

Knowledge of IPSAS is desirable.

Experience implementing complex financial regulations of the UN or an international NGO is desirable.

Hands on experience with an ERP system is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required; and knowledge of French is desirable. Knowledge of another official United Nations language is an advantage.

Assessment

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

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.

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.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 April 2021, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brunei Darussalam, Cabo Verde, Cambodia, China, Comoros, Cuba, Democratic People's Republic of Korea, Djibouti, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Mozambique, Namibia, Nauru, Norway, Oman, Palau, Papua New Guinea, Qatar, Republic of Korea, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, Sao Tome and Principe, Saudi Arabia, Solomon Islands, Somalia, South Sudan, Suriname, Timor-Leste, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela

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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side 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.

Accessibility

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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Job Opening

Posting Title:	Information Management Officer (Archives and Records Management), P3
Job Code Title:	INFORMATION MANAGEMENT OFFICER
Department/Office:	Economic Commission for Africa
Duty Station:	ADDIS ABABA
Posting Period:	01 August 2021 - 14 September 2021
Job Opening Number:	21-Information Management Systems-ECA-160101-R-Addis Ababa (G)
Staffing Exercise	N/A



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

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Org. Setting and Reporting

The Economic Commission for Africa's (ECA) mission is to deliver ideas and actions for an empowered and transformed Africa; informed by the 2030 Agenda and Agenda 2063.

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Advancing ECA's position as a premier knowledge institution that builds on its unique position and privilege to bring global solutions to the continent's problem and take local solution to the continent; developing macroeconomic and structural policy options to accelerate economic diversification and job creation; designing and implementing innovative financing models for infrastructure, and for human, physical and social assets for a transforming Africa; contributing solutions to regional and transboundary challenges, with a focus on peace security and social inclusion as an important development nexus; advocating Africa's position at the global level and developing regional responses as a contribution to global governance issues.

This post is located in the Publications, Conference & Knowledge Management Division (PCKMD), Knowledge Management Services Section (KMSS), Archives & Records Management Unit. The incumbent works under the overall guidance of the Director of the Publications, Conference & Knowledge Management Division, and direct supervision of the Chief, Knowledge Management Services Section.

Responsibilities

Within delegated authority, the incumbent will be responsible for the following duties:

- Finalize an Archives and Records Management (ARM) strategy for ECA's vital administrative records incorporating the capture of the past, current, and future records both in print and electronic visual formats;
- Provides advisory services to ECA Divisions on record-keeping practices including: needs and business process analysis; organization and maintenance of ECA information assets; records preservation and disposition; and information management policies and procedures, with an emphasis on technological applications;
- Researches, analyses and evaluates new applications of information technology to archives and records management and makes recommendations for their deployment;
- Participates in record-keeping improvement projects, contributing to feasibility studies, systems analysis, design, development and implementation and in live evaluation and testing of record-keeping application improvements and new systems; provides user support;
- Develops detailed system and other functional specifications and standards from the record keeping perspective and user documentation for new systems;

Accessibility

- Develops training materials and user manuals; trains staff in use of the record keeping system assigned;
- Manages records accession and disposition functions by applying the life-cycle concept to information assets, including appraisal by liaising with records-originating offices regarding the transfer and/or disposal of their records; assures that retention schedules, registration and physical aspects of records transfers meet established standards; oversees space management and commercial storage contracts; supervises General Service staff in implementing related tasks; and performs records appraisal;
- Understands, keeps current with and applies preservation techniques and strategies for records in all media. Ensures that the Section's storage facilities meet environmental standards;
- Manages archival processing activities by overseeing adherence to preservation, international bibliographic, description and database standards; produces descriptive inventories; prepares mark-up of descriptive inventories for electronic dissemination; and makes recommendations regarding the planning and prioritization of preservation and description programme requirements;
- Performs and supervises reference functions by advising internal and external users about records holdings and accessibility; maintaining communications with other information management networks and records and archives specialists; supervising retrieval and reproduction activities of General Service staff;
- Evaluates adequacy of existing records management and reference tools. Implements new technologies in information management to ensure that tools developed for efficient access to information are accessible to staff throughout the Organization;
- Maintains access and declassification standards by liaising with records-originating offices/offices of interest regarding access to security-classified materials and implements access and declassification determinations;
- Participates in developing client outreach strategies and in their implementation. Conducts programmes of outreach and user education to improve client use of desktop information resources; uses judgement of relevant institutional needs to develop presentations appropriate to client audience; develops publicity materials to facilitate outreach;
- Initiates a strategy for a paperless system for ARM;
- Contributes to ECA-wide business continuity and disaster preparedness planning to ensure that vital records are safeguarded;
- Evaluates programme effectiveness by conducting periodic surveys of information systems to ensure compliance with the policy;
- Assists in programme administration, including provision of assistance to or supervision of contractual employees and General Service staff, formulation of consultant and institutional contracts and subsequent implementation, development of the programme budget, etc.
- Performs other related duties, as required.

Competencies

Professionalism: Knowledge of information management, archival, record keeping and record disposition. Knowledge of electronic data maintenance, including appraisal, conservation and migration management; records preservation and description. Ability to conduct research and provide recommendations on information management trends. Ability to demonstrate conceptual, analytical and evaluative skills and conduct independent research and analysis, identifying and assessing issues, formulating options and making conclusions and recommendations. 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; 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.

Education

Advanced university degree (master's degree, doctorate, or equivalent) in archival, information science, information systems, social science or related field is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in modern archives management, record keeping, library, information management or related area is required.

Demonstrated experience in developing and implementing a records management strategy including guidelines, procedures and manuals in an international organization is desirable.

Languages

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of French is desirable. Knowledge of another one of the official UN languages is an advantage.

Assessment

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

Special Notice

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 eligible to apply to this position.

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.

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Job Opening

Posting Title:	Programme Management Officer, P3
Job Code Title:	PROGRAMME MANAGEMENT OFFICER
Department/Office:	Economic Commission for Africa
Duty Station:	ADDIS ABABA
Posting Period:	03 August 2021 - 16 September 2021
Job Opening Number:	21-Programme Management-ECA-158478-R-Addis Ababa (R)
Staffing Exercise	N/A



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

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Org. Setting and Reporting

ECA's mission is to deliver ideas and actions for an empowered and transformed Africa; informed by the 2030 Agenda and Agenda 2063.

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The position is located in the Strategic Planning, Oversight and Results Division (SPORD) of the ECA. The Programme Management Officer will report to the Chief of Section, Corporate Policy and Planning Section (CPPS) of SPORD. The Programme Management Officer will undertake corporate policy and strategic planning, programme and project management related activities as well as monitoring, research and analytical work.

Responsibilities

Within delegated authority, the Programme Management Officer will be responsible for the following duties:

- Supports the work on corporate policy and planning including strategic policy formulation, analysis and implementation;
- Contributes to the development, planning and implementation of assigned programmes/projects, etc.; follows-up and analyzes programme/project development and implementation; reviews related documents and reports; identifies problems and issues to be addressed and prepares corrective actions; liaises with relevant parties; identifies and tracks follow-up action;
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Researches, analyzes and presents information gathered from diverse sources.
- Assists in policy analysis, preparations and reviews including on issues and trends, preparation of research reports, and studies; undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written inputs into planning frameworks, background papers, reports including those requested from UN Headquarters, studies, publication, and any other relevant ones.
- Contributes to the updating of the Programme/Project Management Manual and related sensitization seminars within ECA.

- Provides substantive support to consultative and other meetings, conferences, etc., including proposing agenda topics, identifying participants, preparation of documents and presentations, servicing them, etc.
- Supports outreach activities, participates in training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports.
- Performs other duties as required.

Competencies

• **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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.

• **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

• **Planning & 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.

Education

Advanced university degree (Master's degree or equivalent) in business or public administration, management, economics, development studies, political science, social sciences or a related field is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in strategic planning, project or programme management, administration or related area is required.

Experience working in an international context or multilateral institution is desirable.

Languages

English and French are the working languages of the Secretariat. For the advertised position, fluency in English is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage.

Assessment

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

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.

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For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 April 2021, are strongly encouraged to apply: Afghanistan, Andorra, Angola,

Antigua and Barbuda, Bahrain, Belize, Brunei Daru salam, Cabo Verde, Cambodia, China, Camoros, Cuba, Democratic People's Republic of Korea, Djibouti, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Mozambique, Namibia, Nauru, Norway, Oman, Palau, Papua New Guinea, Qatar Republic of Korea, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Solomon Islands, Somalia, South Sudan, Suriname, Timor-Leste, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela.

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Job Opening

Posting Title:	Programme Budget Officer, P3
Job Code Title:	PROGRAMME BUDGET OFFICER
Department/Office:	Economic Commission for Africa
Duty Station:	ADDIS ABABA
Posting Period:	09 August 2021 - 22 September 2021
Job Opening Number:	21-Finance-ECA-160294-R-Addis Ababa (G)
Staffing Exercise	N/A



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

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Org. Setting and Reporting

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The mission will be guided by ECA's five new strategic directions, which are: advancing ECA's position as a premier knowledge institution that builds on its unique position and privilege to bring global solutions to the continent's problems and take local solution to the continent; developing macroeconomic and structural policy options to accelerate economic diversification and job creation; designing and implementing innovative financing models for infrastructure, and for human, physical and social assets for a transforming Africa; contributing solutions to regional and transboundary challenges, with a focus on peace security and social inclusion as an important development nexus; advocating Africa's position at the global level and developing regional responses as a contribution to global governance issues.

This position is located at the Budget Unit in the Finance and Budget Section, under the Division of Administration (DoA) of the United Nations Economic Commission for Africa in Addis Ababa, Ethiopia. The Programme Budget Officer works under the direct supervision of the Chief of the Budget Unit.

Responsibilities

Within delegated authority, the Programme Budget Officer will be responsible for the following duties:

Medium-term plan:

- Reviews, analyses and finalizes the preparation of the medium-term plan and its revisions on the basis of departmental submissions, taking into account recommendations and decisions of specialized inter-governmental bodies.
- Provides substantive support to relevant intergovernmental and expert bodies in their review of the medium-term plan and its revisions; assists in securing approval from the General Assembly.
- Ensures legislative mandates are accurately translated into programme budgets.

Budget preparation:

- Reviews and analyses data with respect to the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements from (a) Departments/offices at Headquarters and in the field, including programmatic aspects; and (b) medium-sized peace keeping operations.
- Provides support to managers with respect to the elaboration of resource requirements for budget submissions.
- Reviews, analyses and provides input into finalization of programme budget/financial implications to the Security Council statements in light of additional mandates.
- Provides substantive support to relevant intergovernmental and expert bodies in their budget review; assists in securing approval from the General Assembly.

Budget administration:

- Issues allotments, including redeployment of funds when necessary, ensuring appropriate expenditures.
- Monitors budget implementation and determines/recommends reallocation of funds when necessary.
- Monitors expenditures to ensure that they remain within authorized levels
- Prepares relevant documentation with respect to budget performance submissions.
- Reviews and makes appropriate recommendations with respect to the finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Provides substantive support to intergovernmental and legislative bodies.

General:

- Draft official correspondence and background papers including briefing for senior management.
- Conducts research and prepares communication to member states on financial issues.
- The incumbent may be requested to perform other related duties including those related to management of the Budget sub-units, supporting the Chief in the consideration of all matters requiring his/her attention: drafting of talking points, papers, briefing notes and special financing reports; under-taking research and analysis and providing assistance to the Chief on financial aspects of Regular Budget issues in the section as well as working closely with the Trust Funds Unit on extrabudgetary matters.
- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme and/or peacekeeping budgets, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.
- Monitors and supervises the work of staff in the sub-units.
- Performs other related duties, as assigned.

Competencies**Professionalism:**

Knowledge of financial principles and practices. Ability to independently conduct research and analysis, formulate options and present conclusions and recommendations. 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

Teamwork:

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & 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.

Education

An advanced university degree (Master's or Doctorate degree, or equivalent) in business administration, finance, or related field is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in finance, administration, budget, business administration or related area is required.

Experience with budgetary policies and practices, financial regulations and rules is desirable.

Experience in preparing and drafting written reports is desirable.

Experience in the use of information technology tools for financial analysis and monitoring of budgets is desirable.

Experience in results-based approaches to budgeting and experience with financial systems/finance modules or enterprise resource planning (ERP) is desirable.

Languages

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Assessment

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

Special Notice

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Job Opening

Posting Title:	Communications Officer, F 4
Job Code Title:	COMMUNICATIONS OFFICER
Department/Office:	Economic Commission for Africa
Duty Station:	ADDIS ABABA
Posting Period:	05 August 2021 - 18 September 2021
Job Opening Number:	21-Public Information-ECA-160081-R-Addis Ababa (G)
Staffing Exercise	N/A



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

At a Glance

Org. Setting and Reporting

ECA's mission is to deliver ideas and actions for an empowered and transformed Africa; informed by the 2030 Agenda and Agenda 2063.

The mission will be guided by ECA's five new strategic directions are: advancing ECA's position as a premier knowledge institution that builds on its unique position and privilege to bring global solutions to the continent's problems and take local solution to the continent; developing macroeconomic and structural policy options to accelerate economic diversification and job creation; designing and implementing innovative financing models for infrastructure, and for human, physical and social assets for a transforming Africa; contributing solutions to regional and transboundary challenges, with a focus on peace security and social inclusion as an important development nexus; advocating Africa's position at the global level and developing regional responses as a contribution to global governance issues.

This position is located in the Communications and Media Relations Section (CRMS) in the Office of the Executive Secretary (OES), Economic Commission for Africa (ECA). The incumbent reports to the Chief of the Section.

Responsibilities

Within delegated authority, the main responsibility of the incumbent is to lead, advise and support the development and integration of communications and public advocacy into ECA's work in a systematic, coherent and effective manner.

- **Advocacy:** Takes the lead in policy advocacy strategies, including planning, development and implementation of related large or complex communication activities that could include rolling out initiatives at the Subregional level on critical ECA's policy recommendations and analyses.
- Works in close collaboration with key Divisions, Subregional Offices and partners to implement system-wide advocacy activities and to incorporate the key messages and themes into major ECA's events and products.
- Provides advice and expertise to managers, senior officers and other public information staff on a range of public policy issues, methods, and approaches; anticipates and resolves communications/public relations issues/problems.
- Develops strategic partnerships with key constituencies to elicit support for and maximize impact of public advocacy; and serves as liaison to media partners.
- Prepares or oversees preparation of a diverse range of information communications products, including well-crafted media pitches, social media messaging in support of major ECA's initiatives.

- Drafts complex material for newsletters, periodicals and reports and edits drafts prepared by junior officers.
- Evaluates results and impact of communication and public advocacy activities as related to policy and reports on developments, trends (including Social Media) and policy influence regarding the ECA.
- May represent the institution in meetings and conferences; and makes presentations to groups on UN activities and advocate issues of concern; organizes media coverage and media briefings, interviews; organizes requisite seminars, lectures, and public events on major issues and events in relation to policy advocacy.
- Builds information networks; supports the maintenance of web content and social media platforms.
- Assists in the day-to-day operation of the section to include participating in coordination of substantive and administrative activities of the section, interpreting and disseminating policy, providing procedural advice, reporting systems, handling operational and administrative reporting and queries, preparing budget submissions, establishing and/or coordinating training programmes and monitoring and evaluating results.
- May coordinate and direct a team of public information staff and/or mentor and supervise the work of junior officers on specific projects.

Competencies

- **Professionalism:** Knowledge of different aspects of public advocacy and communication. Ability to address a range of issues in the context of policy developments, public attitudes and local conditions. Ability to conceptualize, design and implement public advocacy strategies on issues of economic and social transformation. Ability to rapidly analyze and integrate diverse information from varied sources. Technical conceptual knowledge, understanding and application of social media trends, strategic political communication as well as media partnerships, Research to Action and Theory of Change. Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships. Ability to produce a variety of written communications products in a clear, concise style. Ability to deliver oral presentations to various audiences. 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.
- **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 audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Leadership:** 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 improvement; does not accept the status quo; Shows the courage to take unpopular stands.

Education

Advanced university degree (Master's or Doctorate degree, or equivalent) in political communication, journalism, international relations, public administration or related field is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree. Additional certification training or academic exposure to persuasion in policy discourse is an advantage.

Work Experience

A minimum of seven years of progressively responsible experience in communication and public advocacy, public information, journalism, political communication, or related social science area is required. Experience with crafting and leading large-scale advocacy activities aimed at policy influence and adaptation

at the international level), especially on social and economic transformation issues, is desirable. Experience working in an international context or a multilateral institution is desirable.

Languages

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Job Opening

Posting Title:	Head of Training and Research, P5
Job Code Title:	SENIOR TRAINING OFFICER
Department/Office:	Economic Commission for Africa
Duty Station:	DAKAR
Posting Period:	09 July 2021 - 21 September 2021
Job Opening Number:	21-Human Resources-ECA 156783-R-Dakar (O)
Staffing Exercise	N/A



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Org. Setting and Reporting

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The African Institute for Economic Development and Planning (IDEP), located in Dakar (Senegal), is headed by a Director and is accountable to the Deputy Executive Secretary (Programme). IDEP is a subsidiary and training arm of ECA and is responsible for improving public sector management and development planning in support of member States' structural transformation. The core functions of IDEP are as follows: contributing to enhancing the capacity of member States for better participatory development planning, including long-term visioning, sectoral policy design and planning and urban and regional planning; contributing to strengthening the capacity of member States to develop and adopt better approaches to economic policy formulation, management, monitoring and evaluation; contributing to enhancing the capacity of African countries to autonomously deploy development planning tools to achieve structural transformation of their economies and societies; and investing in capacity development, advisory and policy dialogue programmes and activities targeted at the mid-career and senior officials of African Governments, with special attention given to the next generation of younger professionals and women officials.

This position is located in the African Institute for Economic Development and Planning (IDEP) of the United Nations Economic Commission for Africa (ECA), located in Dakar (Senegal).

Responsibilities

Under the direct supervision of the Director of IDEP, the incumbent will be responsible for the following tasks:

Economic or sectoral analysis

- Leads the conceptual planning, development and management of training, research and outreach programmes of the Division, including the Virtual Institute and its network of academic institutions to ensure that this program serves the needs of African Member States.
- Leads or participates in the identification of new or emerging development issues of potential concern to the African community, particularly those of a regional or global nature, and designs and develops programmes to

address them.

- Supervises a team of staff economists undertaking this work.
- Commissions economic studies and analyses that cannot be undertaken internally.
- Conceives, plans and manages expert group meetings, seminars and similar consultations that contribute IDEP as and when required.
- Prepares speeches for senior staff and makes presentations on economic issues for specialist or non-specialist audiences.

Intergovernmental support

- Provides direct substantive support on development issues to intergovernmental bodies by offering strategic advice, giving technical guidance and assisting in developing a consensus.
- Manages the work unit's contribution to the preparation and management of meetings of intergovernmental bodies.
- Represents the organizational unit at international, regional and national meetings on development issues.

Technical cooperation

- Develops and maintains relations with senior officials of member governments, international organization and academic institutions and ensures a response to requests for advice and/or assistance on economic issues and policies.
- Negotiates with donor and recipient governments on technical assistance programmes and projects.
- Organizes and coordinates cooperation among Member States on economic programmes or issues.
- Leads or participates in technical cooperation missions.

Programme support

- Functions as the head of an organizational unit.
- Contributes to the formulation of the medium-term plan, the programme of work and the budget of the unit and participates in the formulation of the organization's overall programme of work and other similar endeavours.
- Attends to various administrative matters concerning the larger organizational unit (Section or Division).
- Contributes to the organization of periodic meetings of the Technical Advisory Committee and the Governing Council of IDEP.
- Contributes to setting up a system to monitor and evaluates the relevance and impact of training courses. Monitors and evaluates the effectiveness and impact of the work programmes and continuously recommends ways of improving them in the interest of the Organization;
- Contributes to establishing communities of practice in IDEP's various fields of intervention;
- Coordinates the preparation of technical reports to donors, annual management report, and the annual report of the Institute.
- Performs other related duties as required.

Competencies

•Professionalism: Ability to apply economic theories and concepts in different sectors of economic and sustainable development, including the governance of the global economy and the links between the macroeconomy, trade and finance. Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of data provided by different sources. Ability to develop economic policies and make recommendations on their implementation. Knowledge of capacity development and distance learning and virtual outreach in these areas. 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.

•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.

•Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

•Leadership: 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.

- **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 if 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 economics or related field is required. A first-level university degree in combination with two years of additional qualifying experience in the same fields may be accepted in lieu of the advanced university degree. A PhD in these fields is an advantage.

Work Experience

A minimum of ten years of progressively responsible experience in economic research and analysis, and related policy formulation, as demonstrated by peer reviewed publications, work experience in online teaching, and outreach is required.

Experience in managing a team, conducting training and resource mobilization is desirable.

Experience in eLearning, partnership and working with African academia is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in both languages is required. Knowledge of another UN official language is an advantage.

Assessment

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

Special Notice

Extension of the appointment is subject to extension of the mandate and/or the availability of the funds.

Staff members of the United Nations Secretariat must fulfill the lateral move requirements to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover letter.

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.

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.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 April 2021, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brunei Darussalam, Cabo Verde, Cambodia, China, Comoros, Cuba, Democratic People's Republic of Korea, Djibouti, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Mozambique, Namibia, Nauru, Norway, Oman, Palau, Papua New Guinea, Qatar, Republic of Korea, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Solomon Islands, Somalia, South Sudan, Suriname, Timor-Leste, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela.

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.

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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side 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.

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No Fee

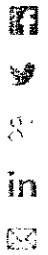
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Job Opening

Posting Title:	Principal Economic Affairs Officer, D1
Job Code Title:	PRINCIPAL ECONOMIC AFFAIRS OFFICER
Department/Office:	Economic Commission for Africa
Duty Station:	ADDIS ABABA
Posting Period:	19 August 2021 - 02 October 2021
Job Opening Number:	21-Economic Affairs-ECA-151262-R-Addis Ababa (R)
Staffing Exercise	N/A



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

A Job Fair

Org. Setting and Reporting

ECA's mission is to deliver ideas and actions for an empowered and transformed Africa; informed by the 2030 SDGs and Agenda 2063.

The mission is guided by ECA's five new strategic directions which are: advancing ECA's position as a premier knowledge institution that builds on its unique position and privilege to bring global solutions to the continent's problems and take local solution to the continent; developing macroeconomic and structural policy options to accelerate economic diversification and job creation; designing and implementing innovative financing models for infrastructure, and for human, physical and social assets for a transforming Africa; contributing solutions to regional and transboundary challenges, with a focus on peace security and social inclusion as an important development nexus; advocating Africa's position at the global level and developing regional responses as a contribution to global governance issues.

This position is located in the African Centre for Statistics (ACS) of the United Nations Economic Commission for Africa (ECA). The incumbent will report to the Director of ACS.

Responsibilities

With the delegated authority, the Principal Economic Affairs Officer will be responsible for the following duties:

- Providing technical advisory services on using Digital Technology and Big Data in transforming statistical operations
- Supporting member states to use innovative strategies and incorporation of digital technology in statistical operations, for example, censuses, surveys, population registers, civil national identity management and registration and vital statistics systems.
- Provide technical expertise to ECA member states to exploit the non-traditional data sets that will augment or supplant existing sources for the efficient and effective production of 'fit for purpose' official statistics
- Preparation of position papers on using Digital Technology and Big Data to transform National Statistical Offices in Africa
- Supporting member states to harmonize their national macroeconomic policies particularly in the context of regional criteria for convergence to use digital technology and Big Data to transform statistical operations.
- Building of effective partnership with other UN system agencies and bilateral partners through joint activities, continuous dialogue, mobilization of support and knowledge sharing with ECA member states.

- Perform other duties as assigned.

Competencies

Professionalism: Knowledge of the substantive field of work in general and of specific areas being supervised. Ability to produce reports and papers on technical issues and to review and edit the work of others. Ability to apply UN rules, regulations, policies and guidelines in work situations. 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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Leadership: 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.

Empowering Others: Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility; genuinely values all staff members' input and expertise; shows appreciation and rewards achievement and effort; involves others when making decisions that affect them.

Education

Advanced university degree (Master's degree or equivalent) in Economics, Management Information Systems, Information Analytics, Computer Science, Data Science, Statistics or another quantitative field is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of fifteen years of progressively responsible experience in the field of economic or social policy analysis related areas gained through involvement in policy research, formulation and advisory at national and sub-regional levels, as well as programme development and management is required.

Experience in the application use of digital technology in statistical or related operations is required.

Experience using technology and/or statistical tools such as R, SAS, Tableau, Python, Qlikview, advanced Excel, machine learning, etc., is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in one of the working languages of the UN Secretariat, English or French, is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Assessment

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

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.

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.

The appointment or assignment and renewal thereof are subject to the availability of the post or funds. Appointment or assignment against this position is for an initial period of one year and may subsequently be renewed in periods of two years.

Staff members appointed to the current position are required to submit a financial disclosure statement upon assignment or appointment and annually thereafter.

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.

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Job Opening

Posting Title:	Chief of Staff, D1
Job Code Title:	PRINCIPAL ADMINISTRATIVE OFFICER
Department/Office:	Economic Commission for Africa
Duty Station:	ADDIS ABABA
Posting Period:	22 August 2021 - 05 October 2021
Job Opening Number:	21-Administrative-ECA-161634-R-Addis Ababa (G)
Staffing Exercise	N/A



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

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Org. Setting and Reporting

ECA's mission is to deliver ideas and actions for an empowered and transformed Africa; informed by the 2030 Agenda and Agenda 2063.

The mission will be guided by ECA's five new strategic directions, which are: advancing ECA's position as a premier knowledge institution that builds on its unique position and privilege to bring global solutions to the continent's problems and take local solution to the continent; developing macroeconomic and structural policy options to accelerate economic diversification and job creation; designing and implementing innovative financing models for infrastructure, and for human, physical and social assets for a transforming Africa; contributing solutions to regional and transboundary challenges, with a focus on peace security and social inclusion as an important development nexus; advocating Africa's position at the global level and developing regional responses as a contribution to global governance issues.

This position is located in the Office of the Executive Secretary (OES) at the Economic Commission for Africa (ECA). The incumbent works under the direct supervision of the Executive Secretary and in close collaboration with the Deputy Executive Secretaries for Programme and Programme Support.

Responsibilities

Within delegated authority, the Chief of Staff will be responsible for the following duties:

- Lead and provide thought leadership on issues of socioeconomic and development policy analysis including fiscal and monetary policy analysis, debt issues and financial risk management.
- Provides substantive technical advice to the Executive Secretary on issues relating to/impacting the work of the ECA. Read and provide comments on substantive work from divisions on behalf of the Executive Secretary and assist the Executive Secretary to carry out key leadership functions in policy development, strategy, priority, and goal setting.
- At the request of the Executive Secretary, may serve as spokesperson for the Commission and advocate for ECA's position on policy and development issues.
- Ensures that the outputs produced by areas of responsibility maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the Sections under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates.
- Oversee the substantive and organizational arrangements for the effective functioning of the Executive Committee and Senior Leadership Team and ensure liaison between these bodies and other supporting management committees. Serve as Cabinet Officer: liaison to ECA substantive and administrative divisions, advising the Executive Secretary and key officials on policies, programmes, and administration, in order to support the Commission's mandate.
- Preside over internal committees and working groups.

Responsibility

- Manage calendar and timing of ECA events in close coordination with Divisions, UN bodies, and other local and international organizations.
- Coordinate all requests for member states and review, collect, coordinate, monitor and evaluate requests from member states and advise the Executive Secretary as appropriate.
- Direct and manage the Office of the Executive Secretary. Organize all invitations and responses to meetings, special events of the Commission and serve as secretary at meetings as requested by the Executive Secretary.
- Responsible for contacts at the highest level on behalf of the Executive Secretary for Heads of State, Government, Ministers, and Ambassadors. This includes responsibility for politically sensitive follow up actions. Liaise with all relevant divisions, member states, the host government, UN organizations, embassies, and other entities to ensure appropriate protocol arrangements for ECA events.
- Advise on the nature and level of ECA representation for official visits to member states and organize visits of senior officials from outside organizations to ECA.
- Serve as main focal point and supervise management of the Commission's relations with member states, host country, Commission policy organs, African Union (AU) and the African Development Bank (AfDB).
- Assist with the coordination and implementation of ongoing UN and ECA reforms.
- Act as focal point of the Commission and maintain liaison at the executive level with the Executive Office of the Secretary-General and United Nations Headquarters departments in general, as well as the Regional Commissions, Headquarters of UN Specialized Agencies, Funds, and Programmes, and other multilateral organizations and institutions.
- Oversee the programmatic and administrative tasks necessary for the functioning of the Office of the Executive Secretary, including preparation of budgets, reporting on budget and programme performance, evaluation of staff performance (ePAS), interviews of candidates for job openings, evaluation of candidates and preparation of inputs for results-based budgeting.
- Recruits staff, taking due account of geographical balance.
- Fosters teamwork and communication among staff in their areas of responsibility and across organizational boundaries.
- Perform other duties as assigned

Competencies

Professionalism: Demonstrated ability to provide intellectual leadership in a broad range of development issues on Africa, including on key development commitments and initiatives. Proven ability to manage a diverse spectrum of individuals and opinions, to identify core issues and to present them in a clear manner to top management. Ability to produce reports and papers on technical issues and to review and edit the work of others. Ability to apply UN rules, regulations, policies and guidelines in work situations. 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.

Planning & 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.

Accountability: Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Leadership: 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 improvement; 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.

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 or Doctoral degree, or equivalent) in business or public administration, finance, accounting, law, management, economics, political or social sciences or related area is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree. A PhD in economics or social sciences is an advantage.

Work Experience

A minimum of fifteen years of progressively responsible experience in human resources management, administration, logistics, financial management, budget or related field is required.

Experience in socioeconomic and development policy analysis, including at the international level is desirable.

Experience in high-level dialogue on policy development with senior government representatives, heads of bilateral or multilateral institutions is desirable.

Demonstrable diverse regional experience is desirable.

Experience in streamlining and reorganizing organizational processes is desirable.

Experience with development issues in Africa is desirable.

Experience in organizing all invitations and responses to meetings, special events, and serving as the secretary at meetings is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English or French is required. Knowledge of the other is desirable. Knowledge of another official United Nations language is an advantage.

Assessment

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

Special Notice

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United Nations Consideration:

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No Fee

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Job Openings

For information on how to apply for a job, go to [Application Process](#) page. To read about recent changes to the application process, [click here](#).

Applications from women candidates are strongly encouraged.

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on bank accounts.

Professional and higher categories	Field services			General services and related categories	National Professional Officers	Internship	
Job Title	Level	Job ID	Job Network	Job Family	Department/Office	Duty station	Deadline
Chief of Staff	D-1	161634	Management and Administration	Administration	Economic Commission for Africa	ADDIS ABABA	05/10/2021
Principal Economic Affairs Officer	D-1	161262	Economic, Social and Development	Economic Affairs (and Sustainable Development)	Economic Commission for Africa	ADDIS ABABA	02/10/2021
Programme Budget Officer	P-3	160294	Management and Administration	Finance	Economic Commission for Africa	ADDIS ABABA	22/09/2021
Head of Training and Research	P-5	156783	Management and Administration	Human Resources	Economic Commission for Africa	DAKAR	21/09/2021
Communications Officer	P-4	160081	Public Information and Conference Management	Public Information	Economic Commission for Africa	ADDIS ABABA	18/09/2021
Programme Management Officer	P-3	158478	Economic, Social and Development	Programme Management	Economic Commission for Africa	ADDIS ABABA	16/09/2021
Information Management Officer (Archives and Records Management)	P-3	160101	Information and Telecommunication Technology	Information Management Systems and Technology	Economic Commission for Africa	ADDIS ABABA	14/09/2021
Chief of Unit, Accounts	P-4	159335	Management and Administration	Finance	Economic Commission for Africa	ADDIS ABABA	02/09/2021