



## TEMPORARY JOB OPENING ANNOUNCEMENT

<b>P-4</b>	<b>Economic Affairs Officer</b>
TJO Grade Level	Functional Title
<b>Macroeconomic Policy Division (MPD)</b>	
<b>Governance and Public Management Section (GPSMS)</b>	
Department/Office/Division/Section	
<b>Economic &amp; Social Development</b>	
Job Network and Job Family	

**17 October 2014**

Deadline

(DD/MM/YYYY)

Division:	<u><b>Macroeconomic Policy Division</b></u>	Estimated Start Date:	<u><b>As soon as possible</b></u>
Duty Station:	<u><b>Addis Ababa</b></u>	Possibility of Extension?	<u>YES <input checked="" type="checkbox"/> NO</u>
Duration of need:	<u><b>Three Months</b></u>	Open to External Candidates?	<u>YES <input checked="" type="checkbox"/> NO</u>

### DUTIES AND RESPONSIBILITIES

**Organizational Setting and Reporting Relationships:** This position is located in the Economic Commission for Africa (ECA) in the Macroeconomic Policy Division in Addis Ababa, Ethiopia.

**Responsibilities:** Under the overall supervision and guidance of the Director of MPD and the direct supervision of the Chief of the Governance and Public Sector Management Section (GPSMS), the incumbent is responsible for the following duties:

**Economic or sector analysis:**

- Monitors developments in the area of economic and financial governance and identifies recurrent and emerging issues of concern to the United Nations.
- Designs and conducts studies on selected issues in economic and financial governance in particular and governance in general and drafts resulting reports.
- Interprets results through statistical analysis and/or econometric modelling of economic and/or financial governance data.
- Develops draft policy recommendations pertaining to governance, in particular economic and financial governance.
- Formulates proposals for development strategies, policies and measures for presentation to intergovernmental bodies and others.
- Attends international, regional, and national meetings to hold discussions with representatives of other institutions.
- Organizes expert group meetings, seminars, etc. on development issues.

- Prepares speeches and other inputs for presentations by senior staff.

### **Intergovernmental support**

- Represents organizational unit at international, regional and national meetings.

### **Technical cooperation:**

- Designs and monitors technical cooperation projects pertaining to governance.
- Undertakes missions to Member States, either alone or as a participant in a diverse team, as part of the Organization's technical cooperation activities.
- Prepares global, regional, national or sector analyses that provide a basis for advising national governments on economic development issues.
- Conducts training seminars and workshops for government officials and others.
- Formulates technical modalities for the evaluation of individual technical cooperation projects.

### **General**

- Supports junior staff, reviewing their work and providing feedback.
- Participates in intra- and inter-Departmental undertakings of broader concern to represent the views or interests of the organizational unit.
- Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work unit's service.;
- Undertakes on-the-job and other training activities, both internally and externally.

## **COMPETENCIES**

- **Professionalism:** Ability to apply economic theories and concepts in the area of economic and financial governance. Ability to conduct independent research in these areas and other related economic topics, determine suitability, validity and accuracy of data provided by different sources. Ability to identify and develop sources for data collection. 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.

<b>QUALIFICATIONS</b>	
<b>Experience:</b>	A minimum of seven years of progressively responsible experience in economic research and analysis, policy formulation, application of economic principles in development programmes or related area. Work experience in the area of economic and financial governance is required.
<b>Education:</b>	Advanced university degree (Master's degree or equivalent) in economics, public policy or related field. A first-level university degree in combination with <b>two</b> additional years with qualifying experience may be accepted in lieu of the advanced university degree. PhD is preferred.
<b>Language:</b>	Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.
<b>Assessment Method:</b>	Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.
<b>Other:</b>	Proven track record of refereed international academic publications, policy-oriented papers, articles, book or chapters on macroeconomics, economic development and economic governance is required.

<b>SPECIAL NOTICE</b>	
<b>IMPORTANT:</b>	<p>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.</p> <p>UNECA is committed to promoting geographical distribution and gender equality within its Secretariat. Women candidates are strongly encouraged to apply.</p>

<p><b>DOCUMENTS REQUIRED:</b></p> <ul style="list-style-type: none"> <li>✓ <b>Cover Letter</b></li> <li>✓ <b>Personal History Profile (visit <a href="https://inspira.un.org">https://inspira.un.org</a> to generate a PHP)</b></li> <li>✓ <b>Proof of required academic credentials (for external applicants)</b></li> <li>✓ <b>Employment verification letter from most recent employer (for external applicants)</b></li> <li>✓ <b>Last two completed Performance Appraisal (or two Reference Letters for external applicants)</b></li> </ul>
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<b>ALL SUBMISSIONS TO BE SENT TO:</b>	
All submissions to be sent to e-mail address:	<a href="mailto:RecruitmentPPost@uneca.org">RecruitmentPPost@uneca.org</a>
Subject line should be:	HRSS/14/10/1441/bg – Economic Affairs Officer

**Note:**

A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further *“stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...”* Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.

Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.

While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and [ST/AI/2010/4/Rev.1](#). A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.

The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.

Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the post.

For information on special post allowance, please refer to [ST/AI/1999/17](#).

For more details on the administration of temporary appointments please refer to [ST/AI/2010/4/Rev.1](#).