


UNITED NATIONS		NATIONS UNIES
		Ref. No.: HRSS/15/05/0630

TEMPORARY JOB OPENING

P-4		Programme Management Officer	
TJO Grade Level		Functional Title	
Economic Commission for Africa/ Division of Administration/Human Resources Services Section			
Department/Division/ Section			
Office of the Deputy Executive Secretary for Knowledge Delivery			
Occupational Group			
8 May 2015 – 18 May 2015			
Duration of Publication			
Service/Section:	Human Resources Services Section	Duty Station:	Addis Ababa
Duration:	Eleven Months	Open to Externals	Yes
Possibility of Extension:	Yes		

DUTIES AND RESPONSIBILITIES

This position is located in the office of Deputy Executive Secretary for Knowledge Delivery, at the United Nations Economic Commission for Africa (UNECA). The incumbent works under the direct supervision of the Deputy Executive Secretary.

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

- Assist with the matters relating to the management of the office of DES for Knowledge Delivery, particularly those pertaining to implementation of the work plans of the office planning and operations including issues related to the use of resources, staffing and monitoring of performance appraisal system;
- Coordinate the programmatic link between office of the DES and the Divisions/SROs in knowledge delivery activities;
- Develops, implements and evaluates assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies

problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions.

- 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.
- Coordinates policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Generates survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identify problems/issues and prepares conclusions.
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

COMPETENCIES

PROFESSIONALISM:

Knowledge and understanding of theories, concepts and approaches relevant to economic and social development. Ability to identify issues, analyze and participate in the resolution of issues/problems. 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. Good knowledge of ICT is highly desirable. 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.

PLANNING AND ORGANIZING:

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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.

QUALIFICATIONS

Education:

Advanced university degree (Master's degree or equivalent) in business administration, management, economics or a related field. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

A minimum of seven years of progressively responsible experience in project or programme management, administration or related area.

Language:

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.

HOW TO APPLY

DOCUMENTS REQUIRED:

- Cover Letter
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
- Employment verification letter from most recent employer (for external applicants)
- Last two completed Performance Appraisal or two Reference Letters for external applicants
- Other:

ALL SUBMISSIONS TO BE SENT TO: RecruitmentPPost@uneca.org

Subject line: TJO, Programme Management Officer, Office of DES-KD

Notes:

- 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 position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to

respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

- 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.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English .