



Ref. No.: HRSS/15/06/0997/zt

## TEMPORARY JOB OPENING ANNOUNCEMENT

<b>P-5</b>	<b>Chief, Operational Quality Section</b>
TJO Grade Level	Functional Title
<b>Economic Commission for Africa/ Strategic Planning &amp; Operational Quality Division</b>	
Department/Office/Division/ Service/Section	
<b>30/06/2015</b>	<b>06/07/2015</b>
Date of issue (DD/MM/YY)	Deadline (DD/MM/YYYY)

Duty Station:	<b>Addis Ababa</b>	Estimated Start Date:	<b>Effective immediately</b>
Duration of need:	<b>Three Months</b>	Possibility of Extension	<b>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></b>

### ***DUTIES AND RESPONSIBILITIES***

This position is located in the Strategic Planning & Operational Quality Division at the United Nations Economic Commission for Africa (UNECA). The incumbent works under the direct supervision of the Director, Strategic Planning & Operational Quality Division.

Within the delegated authority, the Chief of the Operational Quality Section will be responsible for the following duties:

- In line with ECA Operational Quality Policy, strengthen the capacity of ECA to achieve high quality knowledge products, publications, programming and performance management instruments, capacity development material and operational services that are relevant, credible and effective in influencing policy choices and decisions for African transformation;
- Establish and manage self-assurance systems, tools and instruments for effective and efficient delivery of products and services with the view to promoting high quality standards in line with ECA guiding Principles and Criteria for quality;
- Establish effective mechanisms for controlling and assuring quality during the cycle of ECA delivery of knowledge products and services from design stage through to delivery in line with ECA guiding Principles and Criteria for quality;
- Promote compliance with ECOSOC mandates and UN-wide initiatives on gender mainstreaming;
- Collect, synthesize and disseminate best practices on key products and services design, management and delivery capitalizing on results of quality assurance undertakings;
- Facilitate knowledge building and knowledge sharing on quality assurance focusing on achievement by enhancing the use of the results from the ECA results and Quality Assurance system to support accountability, programme learning, and resource allocation;
- Promote compliance with ECOSOC mandates and UN-wide initiatives on gender mainstreaming;
- Assure that risks that threaten the quality and sustainability of ECA products and services are appropriately and continuously assessed, monitored and managed;
- Identification and development of trainings for ECA staff on effective application of ECA Operational Quality Assurance Policy and Manual that will improve the quality of products and services.

## **COMPETENCIES**

**Professionalism:** Shows pride in work and in achievements and ensures, at the same time, ECA produces high quality products and services that comply with corporate requirements; able to promote the strategic vision of ECA; 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. **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 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. **Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

## **QUALIFICATIONS**

**Experience:** A minimum of ten years of progressively responsible professional experience in project or programme planning and management, is required. At least five years of relevant experience at the national or international level in monitoring socio-economic programmes and establishing relationships among partners is also required.

**Education:** Advanced university degree (Master's degree or equivalent) in Business Administration, Public Administration, Economics, Political Science, Social Sciences or related field is required. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Languages:** 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.

## **SPECIAL NOTICE**

**IMPORTANT:** Complete the application, P-11 form, available on the [www.uneca.org](http://www.uneca.org) webpage. No other version of CV will be accepted. All applications must be sent to [RecruitmentPPost@uneca.org](mailto:RecruitmentPPost@uneca.org) to receive consideration for employment.

When sending your application, please state in the subject line which position you are interested in as indicated below. Do not send general applications.

The human resources office will evaluate your application to ensure that you meet the minimum qualifications of

the position and will provide the hiring manager with a list of eligible candidates.

Only those applicants who are being considered will be contacted for an interview.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

**DOCUMENTS REQUIRED:**

- |                                     |                                                                                                                |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Cover Letter                                                                                                   |
| <input checked="" type="checkbox"/> | Personal History Profile (visit <a href="https://inspira.un.org">https://inspira.un.org</a> to generate a PHP) |
| <input checked="" type="checkbox"/> | Last two completed Performance Appraisal or two Reference Letters for external applicants                      |
| <input type="checkbox"/>            | Other:                                                                                                         |

ALL SUBMISSIONS TO BE SENT TO [RecruitmentPost@uneca.org](mailto:RecruitmentPost@uneca.org)

Subject line: - TJO, Chief, Operational Quality Section/SPOQD, P-5, HRSS/15/06/0997/zt

**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.
- 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](http://www.un.org/hr_handbook/English) .