

<b>UNITED NATIONS</b>		<b>NATIONS UNIES</b>	
		<b>Ref. No.:</b>	HRSS/15/08/1262

**TEMPORARY JOB OPENING**

<b>P-3</b>		<b>Economic Affairs Officer</b>	
TJO Grade Level		Functional Title	
<b>RITD-ATPC</b>			
Department/Division/ Section			
<b>Economic Affairs</b>			
Occupational Group			
<b>21 August 2015 – 3 September 2015</b>			
Duration of Publication			
<b>Service/Section:</b>	African Trade Policy Centre	<b>Duty Station:</b>	Addis Ababa
<b>Duration:</b>	Twelve months	<b>Open to Externals</b>	Yes
<b>Possibility of Extension:</b>	Yes		

**DUTIES AND RESPONSIBILITIES**

This post is located in the African Trade Policy Centre, Regional Integration, Infrastructure and Trade Division (RITD), Economic Commission for Africa (UNECA), Addis Ababa. The incumbent will work under the general guidance of the Director of the Regional Integration, Infrastructure and Trade Division (RITD) and direct supervision of the Coordinator of the Centre.

Under the general guidance of the Director of the Division, and the direct supervision of the Coordinator African Trade Policy Centre and within delegated authority, the incumbent will carry out the following functions:

- Conducts technical studies and prepares technical and policy papers on the multilateral, regional and bilateral trade negotiations and their economic and social implications for Africa;
- Undertakes normative research and recommends policies to underpin trade as a development pillar in African countries and regions;
- Contributes to the analysis of globalization trends with a special focus on the integration of Africa in the global economy through trade;
- Conducts empirical studies on the external and internal trade challenges for African countries and Regional Economic Communities (RECs) and recommends how the Aid for Trade could address the challenges;

- Interprets, applies and, as necessary, adapts econometric and general equilibrium models to determine trends, patterns and relationships and analyses the effects of alternative policies and assumptions.
- Drafts specified inputs for technical papers and analytical studies on selected global, regional, national or sector aspects of economic development.
- Identifies and analyses policy proposals made elsewhere relating to assigned topics.
- Attends international, regional, and national meetings to collect information and to hold discussions with colleagues in other institutions.
- Provides technical assistance and advisory services to the African Regional Economic Communities (RECs), member States and relevant institutions.
- Assists in the organization and servicing of expert group meetings, seminars, etc. on development issues.
- Prepares speeches and other inputs for presentations by senior staff.

#### Intergovernmental support

- Prepares inputs for reports to intergovernmental bodies.
- Follows intergovernmental meetings and prepares summary reports.
- Prepares inputs to statements by members of the Bureau and Secretariat staff to such meetings.
- Assists in the organization of panels, round tables etc. on development issues for intergovernmental processes.

#### Technical cooperation

- Serves as the focal point for African Trade Policy Centre on the Boosting Intra-African Trade initiative, WTO issues, trade facilitation, AGOA, Africa's trade with emerging economies, innovative finance and investment as these impact on trade and in other areas as required.
- Builds new and deepens existing collaboration with a variety of bodies such as United Nations organizations, African Union Commission, NEPAD Secretariat, African Development Bank, RECs, other multilateral and bilateral development partners, foundations, the private sector, NGOs and civil society at large; Participates in missions on development issues, usually as a member of a team.
- Organizes training seminars for national experts.
- Prepares documentation for technical cooperation programmes and projects.
- Contributes to the preparation of material for the approval of regional, country or sector technical cooperation projects.
- Monitors, backstops and assesses the implementation of technical cooperation programmes and projects.

#### General

- Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work unit's services.
- Undertakes on-the-job and other training activities, both internally and externally.

Work implies frequent interaction with the following:

- Colleagues and senior staff within immediate work unit and peers in the broader organizational unit.
- Middle level officials of UN agencies, regional and global development banks and other international organizations.

- Government officials, academics and other members of civil society.

#### Results Expected:

Accurately analyses current and emerging economic development issues obtained by applying sound principles and concepts, by using valid data and, as necessary, by applying appropriate economic models; prepares reports and policy proposals that are useful to governments and other clients; engages in technical cooperation activities that contribute to economic development in recipient countries.

### COMPETENCIES

#### • Professionalism:

In-depth knowledge and competence in economics, trade and regional integration matters. Ability to apply economic theories and concepts in different sectors of economic and sustainable development. Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of data provided by different sources. Shows skill in developing 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.

### QUALIFICATIONS

#### **Education:**

Advanced university degree (Master's degree or equivalent) in international economics, economics or related field is required. A PhD is desirable.

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#### **Experience:**

A minimum of five years of progressively responsible experience in economic research and analysis, policy formulation, application of economic principles in development programmes or related area is required. This

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experience should include a minimum of two years relevant experience in international economics, international trade negotiations, regional integration, trade facilitation or related field.

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**Language:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in both oral and written English or French is required. Knowledge of the other is desirable.

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## 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](mailto:RecruitmentPPost@uneca.org)

Subject line: TJO,

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