

UNITED NATIONS		NATIONS UNIES
		Ref. No.: HRSS/15/09/130

TEMPORARY JOB OPENING

P-6	Coordinator, African Minerals Development Centre (AMDC)		
TJO Grade Level	Functional Title		
Economic Commission for Africa (ECA)/ Special Initiatives Division (SID)/ African Minerals Development Coordination Centre (AMDC)			
Department/Division/ Section			
Economic Affairs			
Occupational Group			
7 September – 16 September 2015			
Duration of Publication			
Service/Section:	SID/AMDC	Duty Station:	Addis Ababa
Duration:	Three Months	Open to Externals	Yes
Possibility of Extension:	Yes		

ORGANIZATIONAL SETTINGS

This post is located in the African Minerals Development Center (AMDC), in the Special Initiatives Division of the Economic Commission for Africa.

DUTIES AND RESPONSIBILITIES

Provide strategic direction and guidance in planning the establishment of, and the development and implementation of the work programme of the AMDC. Oversees the management of activities undertaken and ensures that programmed activities are carried out in a timely fashion. Plans and co-ordinates work to promote synergies in implementation of multilateral agreements at the national, sub regional and regional levels as appropriate. . Specifically, the incumbent will lead the identification of key issues and priority areas of analytical work of the AMDC, taking into account emerging issues, challenges, opportunities and risks in the area of mineral resources development in Africa. The incumbent will also make recommendations on possible policies, strategies and actions for consideration and adoption by member States and African regional and sub-regional organizations in mineral resources development. Manage the programmatic and administrative activities of the AMDC through sound principles of strategic management and organizational development. The incumbent reports to intergovernmental bodies on budget/programme performance or on programmatic/ substantive issues, as appropriate, particularly those presented in biannual and/or annual reports. Also ensures that the outputs produced by AMDC maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the Center meet required standards before completion to ensure they comply with the relevant mandates. Assists the Director in preparing the work programme of the Center determining priorities, and allocating

resources for the completion of outputs and their timely delivery. The incumbent identifies, plans and coordinates AMDC's work on promoting synergies with partners in the implementation of mineral resources development programmes and activities at the national, sub-regional, regional and global levels. Also provides direction and guidance in the implementation of training, capacity building, knowledge generation, management, and networking and dissemination activities of the Centre. Incumbent also manages the programmatic and administrative activities of AMDC. Build effective partnerships with institutions in and outside Africa and with funding partners through continuous dialogue Provides technical advisory services on policies and strategies to member States and African regional and sub regional organizations through missions and policy analysis. Incumbent ensures that the work of the Centre is in line with, and supports the implementation of, the African Mining Vision and its Action Plan. Guides and supports the planning, organization and servicing of conferences, meetings, workshops related to the work of the Centre. Coordinates performance reviews through monitoring, evaluation and reporting on AMDC programmes and activities. Fosters teamwork and communication with Divisions, SROS and across organizational boundaries. Participates and represents the Center at regional or sub regional meetings and provides programmatic/substantive expertise on emerging issues, or holds programmatic/substantive and organizational discussions with member States, regional and sub-regional organizations. Performed other duties not described above Provides secretariat support to the Centre's implementing organs, namely the AUC, ECA and AfDB and to the AMDC Policy Organs through continuous updates. Liaises and collaborates with ECA Divisions and Sub-Regional Offices and other UN entities to ensure sectorial coverage of mineral development activities.

Work implies frequent interaction with the following:

Managers and staff within the Division, Department, Office, Commission and/or Mission. Senior Staff within the UN Secretariat, Missions Heads and other UN offices, funds, programmes and specialized agencies. Representatives of Member States and non-governmental organizations. Senior officials in delegations, universities and research institutions

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.
- **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.
- **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

Education:

Advanced university degree (Master's degree or equivalent) in an earth science or development or related field is required. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree. PhD is desirable.

Experience:

A minimum of fifteen years of progressively responsible experience in policy research, analysis and formulation especially as applied to the mineral sector. Senior level experience in programme and project planning, and work in regional and sub-regional organizations is highly desirable.

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, P6, Coordinator, African Minerals Development Centre (AMDC)

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 .