



Ref. No.: HRSS/15/10/1470/zt

TEMPORARY JOB OPENING ANNOUNCEMENT

P-4	Programme Management Officer
TJO Grade Level	Functional Title
Economic Commission for Africa/ Strategic Planning & Operational Quality Division	
Department/Office/Division/ Service/Section	
21/10/2015	04/11/2015
Date of issue (DD/MM/YY)	Deadline (DD/MM/YYYY)

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

DUTIES AND RESPONSIBILITIES

This position is located in the Strategic Planning & Operational Quality Division at the United Nations Economic Commission for Africa (UNECA).

Under the direct supervision of the Chief, Partnerships and Resource Mobilization Section, the incumbent will provide technical, administrative and programmatic support to the Chief and act as the Officer – in Charge in the absence of the Chief of Section.

The incumbent will manage assigned tasks related to resource mobilization in support of an effective development and implementation of ECA resource mobilization strategy.

The incumbent will also manage partnership related tasks. This will also include the analysis and review of new partnership agreements, technical cooperation programmes and projects linked to major policy and priority issues of concern to ECA in general and to African countries in particular.

As specific professional skills required, the incumbent will also provide authoritative advice on strategic partnerships, resource mobilization and management information tools necessary for management of partnerships and resource mobilization tasks. The incumbent participates in the review and assessment of extra budgetary (XB) Trust Funds project proposals; review narrative and financial reports before they are submitted to funding partners; and maintaining good working relationships with all key stakeholders, including funding partners and other governments, United Nations entities and implementing organizations. Detailed functions include:

- Preparing and reviewing of draft grants agreements for projects supported by the Trust Fund and implemented by external organizations, and preparation of allotments for these Agreements;
- Supporting establishment and management of strategic partnerships that contribute to influence global, continental and domestic policies.\
- Providing substantive backstopping to meetings with strategic partners
- Supporting implementation of ECA Partnership strategy action plan
- Implementing the Partnership Strategy action plan, and whenever required, carrying out field missions

alone or together with key funding partners for purposes of stakeholder consultations, needs assessment and project monitoring and evaluation oversight;

- Keeping track of contributions attributable to various funding partners e.g. to make determinations of key funding status; and
- Undertake any other duties as may be assigned.

COMPETENCIES

Professionalism – In-depth knowledge and understanding of theories, concepts and approaches relevant to the economic and social sector; experienced in resource mobilization; skilled in effective partnering; familiarity with result-based monitoring and evaluation methodologies; ability to apply good judgment in the context of assignments given; ability to plan own work and manage conflicting priorities; ability to establish and maintain effective collaborative relationships with Member States, strategic partners and other stakeholders. Knowledge of the institutions and working of the United Nations system and relevant intergovernmental processes; analytical and problem solving skills. Expert knowledge and command of the United Nations Financial Regulations and Rules and result-based budgeting. In-depth knowledge of financial administration of extra budgetary resources. Ability to produce reports and papers on technical cooperation and trust fund Management issues, 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; monitoring and adjusts plans and actions as necessary; uses time efficiently.

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.

QUALIFICATIONS

Experience: A minimum of seven years of progressively responsible experience in the development, implementation and management of extra budgetary trust funds and projects/programmes in the economic, social and related sectors is required. Experience in the use of logical framework for programme/project development and analysis, as well as substantive and financial reporting is also required. Experience in research and evaluation in the area of economic and social development and policy is desirable.

Education: Advanced university degree (Master's degree or equivalent) preferably in Economics, Finance, Business Administration or related area is required. A combination of relevant academic qualifications and extensive 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 webpage. No other version of CV will be accepted. All applications must be sent to 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 https://inspira.un.org 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 RecruitmentPPost@uneca.org

Subject line: - [TJO, Programme Management Officer/SPOQD, P-4, HRSS/15/10/1470/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 .