
JOB OPENING

Posting Title: Training Officer
Job Code Title: Associate Training Officer, NOB
Department/Office: African Institute for Economic Development and Planning
Duty Station: Dakar
Deadline for Applications: 29 January 2018
Job Opening Number: 2017-02 IDEP

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice

In the event of the administration of an examination, candidates will be responsible for any expenses incurred in order to take the examination. In addition, when a successful candidate has received an offer for employment, he/she will be responsible for any costs related to travel and relocation to the duty station, both on appointment and separation. The successful candidate will also be responsible to obtain any visas and work permits required in order to take up the appointment. Please note also that recruitment against this post is on a local basis and there is no entitlement to international benefits.

Org. Setting and Reporting

This position is located in the African Institute for Economic Development and Planning (IDEP) based in Dakar, Senegal. IDEP is a subsidiary body of the United Nations Economic Commission for Africa (ECA). It was established to give specialized training to the officials of its African Member States in economic management and development planning. The Institute undertakes research and policy dialogue activities, whilst also offering advisory services on pertinent socio-economic issues of direct interest to African countries. Under the general guidance of the Director of IDEP, the Training Officer will report directly to the Director of Training & Research Division of IDEP.

Responsibilities

Under the direct supervision of the Head of Training & Research Division, the incumbent will be responsible for the following tasks:

- Provides direct substantive input into the development of training materials by coordinating and reviewing the efforts of curriculum development experts.
- Assists in addressing training requests from Member States as well as requests for advice and/or assistance on economic issues and policies.
- Coordinates the preparation of technical proposals for training activities and prepares corresponding budgets with guidance from Administration.

- Represents IDEP at international, regional and national meetings on development issues when delegated.
- Contributes to the formulation of the strategic plan, the annual programme of work and the budget of the unit and participates in the formulation of the organization's overall programme of work and other similar endeavors.
- Contributes to setting up a system to monitor and evaluates the relevance and impact of training courses.
- Monitors and evaluates the effectiveness and impact of the work programmes and continuously recommends ways of improving them in the interest of the Organization;
- Contributes to establishing communities of practice in IDEP's various fields of interventions.
- Leads the efforts of Assistant Training Officers in the conceptual planning, development and management of training, and outreach programmes of the Division, including the Virtual Institute and its network of academic institutions to ensure that the program serves the needs of African Member States.
- Facilitates expert group meetings, seminars and similar consultations that contribute to the finalization of the Division's outputs.
- Oversees Assistant Training Officers on the coordination of assigned Master's Degree programmes
- Contributes to the management of Donor relationships by ensuring projects are delivered according to schedule and technical reports are prepared and submitted to the Partnerships unit on time. In addition, the incumbent assists in drafting letters, memoranda, and other documents related to training activities such as terms of references (TOR) for consultancy, needs assessment, curriculum workshops, and course guides and training manuals
- Prepares and submit draft reports to the Head of Division as contribution to the organization of periodic meetings of the Technical Advisory Committee and the Governing Council of IDEP.
- Coordinates with Administration in the management of the full cycle of the delivery of training events.
- Participates in advisory missions as necessary.
- Attends to various administrative matters concerning the Division
- Directly supervises a team of Assistant Training Officers.
- Performs other related duties as required.

Competencies

Professionalism: Ability to coordinate a series of events. Knowledge of capacity development and distance learning and virtual outreach. 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.

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 improvement; does not accept the status quo; shows the courage to take unpopular stands.

Judgement / Decision-making: Ability to identify key issues in complex situations, gathering relevant information before making a decision and determine the actions proposed will satisfy the expressed underlying needs. Make tough decisions when necessary.

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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.

Commitment to continuous learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Education

Advanced university degree (Master's degree or equivalent) in economics or related field. A specialization at the PhD level in these fields is desirable. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in capacity development is desirable. Experience in using collaboration technology and tools to support delivery of training, and designing, developing and delivering computer-based and web-based training programmes is an asset.

Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in French and a working knowledge of English is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which will be followed by competency-based interview.

United Nations Considerations

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.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

How to apply?

All applicants wishing to be considered for the position are required to supply the following documents:

1. A written application
2. A detailed CV describing the candidate's professional experiences
3. Three reference letters
4. Copies of relevant academic certificates

Both the application and the reference letters should be sent to:

The Administrator
IDEP
Rue du 18 juin
BP 3186 CP 18524
Dakar, Senegal
Email: administration@unidep.org

Closing Date

All applications must be received by **29 January 2018**. Applications received after the deadline will not be accepted.

For more information about IDEP, please visit IDEP's website: <http://www.unidep.org>

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.