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MINISTRY OF FOREIGN AFFAIRS  
AND REGIONAL INTEGRATION

P. O . Box M53  
Accra, Ghana

GA-057-0036

Our Ref.: CA/UN/8

REPUBLIC OF GHANA

27<sup>TH</sup> SEPTEMBER, 2021.

CIRCULAR

Gm/437

**NOTIFICATION OF VACANCY AT THE UNITED NATIONS  
ECONOMIC COMMISSION FOR AFRICA**

I have the honour to bring to your attention, a job vacancy below which has been circulated by the United Nations Economic Commission for Africa (ECA):

A) Post: Head of Training and Research  
Deadline for submission: 21<sup>st</sup> October, 2021  
Duty Station: Dakar, Senegal

- Information on job openings are available at the UN website <https://careers.un.org/lbw/home.aspx>? Attached are documents pertaining to the vacancy.
- Applicants are to kindly **notify** the Candidatures Unit of the outcome of submissions through the following email: [vacancies.internationalorgs@mfa.gov.gh](mailto:vacancies.internationalorgs@mfa.gov.gh).
- Please accept the renewed assurances of our highest consideration.

16:15

(SIGNED)  
CANDIDATURES UNIT

**FOR PUBLIC RELEASE**

Cc: Hon. Minister  
Hon. Deputy Minister, P&E  
Hon. Deputy Minister, F&A  
Special Adviser  
Chief Director  
Supervising Director  
All Directors  
All Officers at Base and Abroad

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<b>Posting Title:</b>	Head of Training and Research, P5
<b>Job Code Title:</b>	SENIOR TRAINING OFFICER
<b>Department/Office:</b>	Economic Commission for Africa
<b>Duty Station:</b>	DAKAR
<b>Posting Period:</b>	09 July 2021 - 21 October 2021
<b>Job Opening Number:</b>	21-Human Resources-ECA-156783-R-Dakar (O)
<b>Staffing Exercise</b>	N/A



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

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### Org. Setting and Reporting

ECA's mission is to deliver ideas and actions for an empowered and transformed Africa; informed by the 2030 Agenda and Agenda 2063.

The mission will be guided by ECA's five new strategic directions which are advancing ECA's position as a premier knowledge institution that builds on its unique position and privilege to bring global solutions to the continent's problems and take local solution to the continent; developing macroeconomic and structural policy options to accelerate economic diversification and job creation; designing and implementing innovative financing models for infrastructure, and for human, physical and social assets for a transforming Africa; contributing solutions to regional and transboundary challenges, with a focus on peace security and social inclusion as an important development nexus; advocating Africa's position at the global level and developing regional responses as a contribution to global governance issues.

The African Institute for Economic Development and Planning (IDEP), located in Dakar (Senegal), is headed by a Director and is accountable to the Deputy Executive Secretary (Programme). IDEP is a subsidiary and training arm of ECA and is responsible for improving public sector management and development planning in support of member States' structural transformation. The core functions of IDEP are as follows: contributing to enhancing the capacity of member States for better participatory development planning, including long-term visioning, sectoral policy design and planning and urban and regional planning; contributing to strengthening the capacity of member States to develop and adopt better approaches to economic policy formulation, management, monitoring and evaluation; contributing to enhancing the capacity of African countries to autonomously deploy development planning tools to achieve structural transformation of their economies and societies; and investing in capacity development, advisory and policy dialogue programmes and activities targeted at the mid-career and senior officials of African Governments, with special attention given to the next generation of younger professionals and women officials.

This position is located in the African Institute for Economic Development and Planning (IDEP) of the United Nations Economic Commission for Africa (ECA), located in Dakar (Senegal).

### Responsibilities

Under the direct supervision of the Director of IDEP, the incumbent will be responsible for the following tasks:

#### Economic or sectoral analysis

- Leads the conceptual planning, development and management of training, research and outreach programmes of the Division, including the Virtual Institute and its network of academic institutions to ensure that this program serves the needs of African Member States.
- Leads or participates in the identification of new or emerging development issues of potential concern to the African community, particularly those of a regional or global nature, and designs and develops programmes to address them.
- Supervises a team of staff economists undertaking this work.
- Commissions economic studies and analyses that cannot be undertaken internally.
- Conceives, plans and manages expert group meetings, seminars and similar consultations that contribute IDEP as and when required.
- Prepares speeches for senior staff and makes presentations on economic issues for specialist or non-specialist audiences.

#### Intergovernmental support

- Provides direct substantive support on development issues to intergovernmental bodies by offering strategic advice, giving technical guidance and assisting in developing a consensus.

- Manages the work unit's contribution to the preparation and management of meetings of intergovernmental bodies.
- Represents the organizational unit at international, regional and national meetings on development issues.

#### Technical cooperation

- Develops and maintains relations with senior officials of member governments, international organization and academic institutions and ensures a response to requests for advice and/or assistance on economic issues and policies.
- Negotiates with donor and recipient governments on technical assistance programmes and projects.
- Organizes and coordinates cooperation among Member States on economic programmes or issues.
- Leads or participates in technical cooperation missions.

#### Programme support

- Functions as the head of an organizational unit.
- Contributes to the formulation of the medium-term plan, the 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 endeavours.
- Attends to various administrative matters concerning the larger organizational unit (Section or Division).
- Contributes to the organization of periodic meetings of the Technical Advisory Committee and the Governing Council of IDEP.
- 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 intervention;
- Coordinates the preparation of technical reports to donors, annual management report, and the annual report of the Institute.
- Performs other related duties as required.

#### Competencies

•Professionalism: Ability to apply economic theories and concepts in different sectors of economic and sustainable development, including the governance of the global economy and the links between the macroeconomy, trade and finance. Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of data provided by different sources. Ability to develop economic policies and make recommendations on their implementation. Knowledge of capacity development and distance learning and virtual outreach in these areas. 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.

•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.

•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.

•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.

•Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.



## Education

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

## Work Experience

A minimum of ten years of progressively responsible experience in economic research and analysis, and related policy formulation, as demonstrated by peer reviewed publications, work experience in online teaching, and outreach is required.

Experience in managing a team, conducting training and resource mobilization is desirable.

Experience in eLearning, partnership and working with African academia is desirable.

## Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in both languages is required. Knowledge of another UN official language is an advantage.

## Assessment

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

## Special Notice

Extension of the appointment is subject to extension of the mandate and/or the availability of the funds.

Staff members of the United Nations Secretariat must fulfill the lateral move requirements to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover letter.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 April 2021, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brunei Darussalam, Cabo Verde, Cambodia, China, Comoros, Cuba, Democratic People's Republic of Korea, Djibouti, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Mozambique, Namibia, Nauru, Norway, Oman, Palau, Papua New Guinea, Qatar, Republic of Korea, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Solomon Islands, Somalia, South Sudan, Suriname, Timor-Leste, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

## United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and



when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

**Na 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.

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