



UNITED NATIONS
ECONOMIC COMMISSION FOR AFRICA

Regional Adviser on Information and Communication Technology Policy, L-5

DEVELOPMENT INFORMATION SERVICES DIVISION

DEADLINE FOR APPLICATIONS: 10 JANUARY 2003

DATE OF ISSUANCE: 29 November 2002

ORGANIZATIONAL UNIT: Economic Commission for Africa

DUTY STATION: Addis Ababa

VACANCY ANNOUNCEMENT NUMBER: ECA/DISD/ ICTP/L5/2002

REMUNERATION:

Depending on professional background, experience, and family situation, a competitive compensation and benefits package is offered.

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

RESPONSIBILITIES:

Under the supervision of the Director, Development Information Services Division, the Regional Adviser on Information and Communication Technology (ICT) Policy will:

1. Deliver advisory services to regional institutions in African member States, and in particular, to Regional Economic Communities (RECs) on issues related to information and communication policies in the context of the implementation of the African Information Society Initiative (ECA resolution 812 XXXI).
2. In collaboration with focal points in ECA's Sub-regional Development Centres (SRDCs), assist the RECs and other regional organizations to develop policies, plans and programmes to advance regional integration and cooperation through the effective use of information and communication technologies.
3. Liaise and collaborate with regional organisations that support ICT infrastructure development and ensure harmonisation of work objectives.
4. Undertake needs assessments to determine requirements for information and communication services within the RECS and other key regional organisations working to promote regional integration; if needed, work with member States to ensure coordination, harmonization and consistency with regional ICT policies.
5. Identify regional information and communication technology applications to support greater integration and harmonisation of national efforts, particularly for telecommunication systems, interconnectivity among countries, and the inter-operability of networks.
6. Develop guidelines, standards and information packages to promote regional integration of ICT policies and program strategies for key institutions, civil society groups, government agencies and, in particular, women and youth groups.
7. Promote the use of information and communication technologies and standards by organizing information workshops and other training opportunities at the regional level, particularly for governments, but also for other key organizations.
8. Develop plans and organize workshops to create awareness about the potential benefits and regional impact of the African Information Society Initiative.
9. Liaise and collaborate on planning and programming with DISD teams, ECA's Regional Cooperation and Integration Division and external institutions responsible for regional integration efforts, particularly with the Africa Union.

CORE COMPETENCIES:

Good analytical and problem-solving skills; demonstrated skills in leadership, supervision, programme and performance management and judgement/decision making. Communication, teamwork, planning and organizing, creativity and innovation, client orientation, technological awareness, and ability to work effectively in a multicultural environment.

QUALIFICATIONS

EDUCATION:

Advanced degree in information or computer science, information and communication systems management, or a closely related field.

WORK EXPERIENCE:

Five to ten years of progressively responsible ICT experience, some of which should be at the international level, preferably in the context of Africa, in the development and management of policies and programs, delivery of training and advisory services, and coordination of networks.

LANGUAGES:

Fluency in oral and written English or French is required; working knowledge of the other is highly desirable.

OTHER DESIRABLE SKILLS:

Sound theoretical knowledge and practical skills in the areas of ICT applications, training and advocacy. Excellent communication skills with ability to present orally and write concisely on ICT issues, especially to high level stakeholders. Ability to develop and maintain networks and close working relationships with Government officials and experts IGOs, RECs, and the international community.

A. Instructions for Sending Applications

1. Please follow the format for your application as directed in Sections B and C.
2. Applications must be sent, preferably by email, but alternatively by fax. If sending electronically, include the cover letter and CV/resume as attached documents in Microsoft Word to ecarecruitment@uneca.org. If sending by fax, ensure that the cover letter and CV/resume are typed and submitted on white, standard size paper (A4 or 8 1/2 x 11) with clear contrasting text to **(251-1) 510489**.
3. Send one complete application, including cover letter and CV/resume, for each position for which you apply. Ensure that the Vacancy Announcement number and the title of the position are stated in the cover letter. **Applications received elsewhere or by third parties will not be accepted.**
4. Acknowledgement of receipt of application will be transmitted either by return e-mail or by fax, depending on how the application was sent to ECA. Further communication will be sent only to those external candidates under serious consideration.

B. Cover Letter (1 page limit)

1. Indicate the Vacancy Announcement number and the title of the position for which you are applying.
2. In a concise statement, describe why you consider yourself qualified for the particular position for which you are applying and match your background to the duties and responsibilities of the post and the specific requirements as stipulated in the Vacancy Announcement including professional experience, education and training, skills, and competencies.

C. Curriculum Vitae (CV) or Resume (five page limit)

1. **Personal Data** Include name (first, last, middle initial); mailing address (city, state, country and postal code); telephone number (country and city codes, number); fax number (country and city codes, number); E-mail address; date of birth; nationality (if more than one, list all); gender and marital status.
2. **Education** In reverse chronological order, list your degree(s) and diplomas, the major areas of study, the dates on which they were conferred and the names and locations of the institutions. In addition, list other relevant training, the dates, and the names and locations of the institutions. Also list all other relevant credentials and certifications.
3. **Professional Skills and Expertise** List relevant fields of expertise and indicate computer skills (both software and hardware).

4. **Relevant Work Experience** In reverse chronological order, provide an overview of your full-time employment including dates, your title, employer, type of organization, location, major responsibilities, accomplishments, and beginning and ending salary. In addition, in reverse chronological order, provide an overview of your consulting and/or short-term work including dates, your title, employer (note if UN-related), type of organization, location, major responsibilities (note management/supervisory experience), accomplishments, and salary.
5. **Publications** Provide a list of relevant publications indicating title, type of publication (i.e., book, magazine, journal, thesis), your contribution (i.e., sole author, chapter contributor), and date of publication.
6. **Languages** For mother tongue, indicate level of proficiency for speaking, writing and reading (Fluent or Full Working Knowledge or Minimal Working Knowledge). For other languages, indicate level of proficiency for speaking, writing and reading (Fluent or Full Working Knowledge or Minimal Working Knowledge).
7. **References** List your last three supervisors and provide their current telephone and fax numbers, e-mail addresses, and mailing addresses. If self-employed, provide the names of three professional colleagues who know your work.
8. **Additional Requirements** Ensure that the following statement is included and signed at the end of your CV/resume: "I certify that all information stated in this CV/resume is true and complete to the best of my knowledge. I authorize the United Nations to verify the information provided in this CV/resume."

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.