



UNITED NATIONS  
ECONOMIC COMMISSION FOR AFRICA

**Regional Adviser on Promoting Information and Communications Technology Initiatives, L-5  
Development Information Services Division (DISD)  
Economic Commission for Africa (ECA)**

**DEADLINE FOR APPLICATIONS: 10 JANUARY 2003**

**DATE OF ISSUANCE: 29 NOVEMBER 2002**

**DUTY STATION: Addis Ababa**

**VACANCY ANNOUNCEMENT NUMBER: ECA/DISD/ ICTI/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 promoting Information and Communication Technology (ICT) initiatives for development in Africa will have the following responsibilities in relation to civil society, the media and the private sector:

1. Advocate for and deliver advisory services in the context of the African Information Society Initiative (AIS), ECA resolution 812 XXXI.
2. Educate civil society organisations (CSOs), the media and the private sector about ICT national and regional policies and plans.
3. Assist CSOs, the media and the private sector in developing strategies for the deployment of applications based on national plans and strategies.
4. Facilitate the development of, and access to information and communication services for greater participation in the information society by CSOs, the private sector, the media, universities and research institutions, to provide the basis for informed participation in policy formulation processes and dialogue with governments.
5. Identify areas in which these organizations can maximize and optimize the use of ICT applications for impact at the national level.
6. Support the work of key constituency groups in the private sector, civil society and the media.
7. Assist in the preparation of information outputs related to the outreach activities of the AISI.
8. Assist the media in developing ICT-related strategies and work programs to promote information society goals in order to raise public awareness of issues and generate debate.
9. Develop mechanisms, including indicators, for monitoring and evaluating the impact of this work on the various groups.
10. Liaise with other ECA divisions, its sub Regional Development Centres (SRDCs) and external partners that work with CSOs, private sector and media.
11. Collaborate with DISD teams on common programmatic areas, and develop joint activities.
12. Undertake other work as deemed necessary by the Director of the Division.

## **CORE COMPETENCIES:**

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

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## **QUALIFICATIONS**

### **EDUCATION:**

Advanced degree in the social sciences, preferably in media, communications, or a closely related field.

### **WORK EXPERIENCE:**

Five to ten years progressively responsible work experience within the ICT field with the development sector, the private sector, CSOs and/or the media, preferably in the context of Africa.

### **LANGUAGES:**

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

### **OTHER DESIRABLE SKILLS:**

Sound knowledge and practical skills in the area of ICT applications, training, and advocacy. Excellent communication skills with ability to present orally and write concisely on ICT issues, especially with identified stakeholders. Ability to develop and maintain networks and close working relationships with the private sector, CSOs and the media.

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## **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](mailto: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.**