

Open to internal and external applicants

CORE VALUES : **INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**
WORKING LANGUAGES : *English required; working knowledge of French and/or Arabic highly desirable*
REMUNERATION : *Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered*
Preference will be given to equally qualified women

Date of Issuance: 2 April 2002

Deadline: 2 May 2002

Communication Officer, L-4
Office of the Executive Secretary (OES)
Economic Commission for Africa
Addis Ababa, Ethiopia
VA #: *ECAcommL-4*

DUTIES AND RESPONSIBILITIES:

In the context of renewed change management efforts aimed at continuing the ECA reform process, and working as a part of the ECA Communication Team, the Communication Officer will work with the substantive divisions in conceptualizing, editing, packaging, disseminating and monitoring the impact of the divisions' analytical work. Specifically, the Communication Officer will:

- serve as Communication Team lead for co-ordination of all product development activities for the planning, sequencing and prioritization of outputs from all substantive divisions;
- work with designated Task Teams to conceptualize all publications and related outputs;
- work with the Task Teams throughout the development of each output, focusing on accessibility of content, relevance to ECA stakeholders and timelines of delivery;
- undertake editorial work including drafting, editing, revising and incorporating of peer review feedback on written outputs;
- manage the contracting for special technical editors;
- coordinate the liaison with the relevant Communication Team clusters to ensure publishing, disseminating, marketing and launching of major outputs, including conferences and forums;
- work with the Task Teams to solicit client feedback and ensure that future planning is client-focused;
- advise the divisions on presentation issues including style of writing, language, formats, versions, etc;
- conceptualize and develop strategies to re-package and re-purpose divisional outputs in different forms including the Web, CD-ROM, radio, TV/video and print media;
- work with Task Teams to develop communication strategies for specific publications, activities and other major outputs;
- consult regularly with Task Teams to determine newsworthiness of materials and prepare packaging of information for internal and external communication;
- coordinate the preparation of written and other contributions for division-specific and corporate ECA communication products, as well as edit newsletters and electronic products;
- debrief key ECA staff and others on country-level advisory work and meetings in order to foster ECA's internal and external knowledge management program; and
- perform any other functions as required.

EDUCATION:

University degree in journalism, economics, development studies, political science or related field required. Advanced study or training in communication-related fields highly desirable.

WORK EXPERIENCE:

Require demonstrated professional experience in product development, drafting, editing and editorial work, packaging and re-purposing, and communication. Must have an advanced knowledge of Africa's major development issues both in the global and regional context.

TECHNICAL SKILLS:

Require advanced computing capability, including the latest word-processing and editing software packages. Must be proficient in the use of the Internet, and should have an understanding of database development. Must have a good understanding of a range of information and communication technologies, including radio, video and multimedia applications.

ESSENTIAL CORE COMPETENCIES:

Communication, teamwork, planning and organizing, client orientation, creativity and innovation, technological awareness, and ability to work in a multicultural environment.

HOW TO APPLY: *Please see our guidelines at www.uneca.org. Applications may be sent by e-mail (preferably) to ecarecruitment@uneca.org or by fax to (251-1) 52-16-34. All applications should include the VA number, title of the position, and be addressed to: Chief, Human Resources Services Section, Economic Commission for Africa (ECA), Addis Ababa, Ethiopia.*