

**Lecturer/Researcher in Macroeconomic Policy Analysis,  
Management and Planning, L-3**

**AFRICAN INSTITUTE FOR ECONOMIC DEVELOPMENT AND PLANNING (IDEP)**

**DEADLINE FOR APPLICATIONS: 24 September 2003**

**DATE OF ISSUANCE: 24 July 2003**

**ORGANIZATIONAL UNIT: Economic Commission for Africa**

**DUTY STATION: Dakar, Senegal**

**VACANCY ANNOUNCEMENT NUMBER: ECA/IDEP/Lecturer/2003**

**REMUNERATION:**

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

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

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**The African Institute for Economic Development and Planning (IDEP), which is a subsidiary body of the United Nations Economic Commission for Africa (ECA), is a bilingual (English and French) Institute, established to give specialized training to Government officials in the African member States in economic development, management, planning and related fields. The Institute also undertakes research and advisory (consultancy) services in African countries on socio-economic issues.**

**RESPONSIBILITIES:**

Under the supervision of the Director of the Institute (IDEP), the Lecturer:

- (a) Delivers lectures in Macroeconomic Policy Analysis, Management and Planning, and related themes in IDEP's Master of Arts (MA) degree Programme on Economic Policy and Management as well as in other components of the Institute's Training Programme;
- (b) Supervises theses of MA degree candidates, monitors their performance and prepares periodic progress reports on each;
- (c) Designs, coordinates and delivers modules in IDEP's Short-term Economic Management Training Workshop targeted at senior officials from government or non-governmental development agencies related to three broad themes: regional Integration, WTO and other trade-related policies and negotiations, and growth and economic development;

- (d) Undertake missions in member States to provide advisory services on issues related to policy analysis, national development planning, macroeconomic and sectoral reforms, or to deliver tailor-made (2-4 weeks) economic management training workshops, in response to demands from African Governments, sub-regional and regional institutions;
- (e) Prepare training materials for courses delivered in the various training activities: training manuals, course notes, case studies, audio-visual aids, computer simulation experiments, etc.;
- (f) Contribute to the preparation of technical research papers for the Institute's publications and its programme of conferences, seminars and workshops;
- (g) Participate in internal meetings and represent IDEP externally at the request of the Director;
- (h) Undertake any other assignments and responsibilities as may be determined by the Director.

**EDUCATION:**

Advanced degree, preferably a PhD, in economics.

**WORK EXPERIENCE:**

- A minimum of five years professional experience, preferably in University-level teaching;
- Familiarity with African development issues;
- Familiarity with quantitative and computer techniques in macroeconomic modelling and their application to development planning will be an advantage;
- Publications in reputable academic journals.

**LANGUAGE:**

Fluency in English or French, and a good working knowledge of the other.

**ESSENTIAL CORE COMPETENCIES:**

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

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## **APPLICATION INSTRUCTIONS FOR ECA EMPLOYMENT**

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Please provide all the information requested in these Guidelines. **INCOMPLETE APPLICATIONS MAY NOT BE ACCEPTED.**

### **A. 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.
3. In the last paragraph, indicate if any of your relatives (by blood or by marriage) are currently employed by a public international organization, including the UN. If so provide the name of the person(s), the relationship to you, and the name of the organization.
4. Also in the last paragraph, indicate any restrictions that should be taken into account in connection with your prospective employment with the UN.

### **B. Curriculum Vitae (CV) or Resume (five page limit)**

#### **1. Personal Data**

- Name (First, Last, Middle initial)
- Mailing Address including city, state, country and postal code
- Telephone number including country and city code
- Fax number including country and city code
- 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 reverse chronological order, list other relevant training, the dates and the names and locations of the institutions.
- List credentials and certifications [i.e., Certified Public Accountant(CPA)].

### **3. Professional Skills and Expertise**

- List fields of expertise (i.e., Economics, Engineering, Human Resources, Finance, Auditing, Law)
- 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 reverse chronological order, provide an overview of your consulting and/or short-term 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."

### **C. Instructions for Sending Applications**

- All applications will be stored electronically. Therefore ***all cover letters and CV/resumes must be typed (by computer or by typewriter)***, using 12 point standard fonts, preferably Arial or Times New Roman, and avoiding shading.
- Applications must be sent (preferably) by email to “[ecarecruitment@uneca.org](mailto:ecarecruitment@uneca.org)” or by fax to (251-1) 51-8489. ***Applications received elsewhere or by third parties will not be accepted.***
- If sending electronically, include the cover letter and CV/resume as attached documents in Microsoft Word, WordPerfect or ASCII.
- 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.
- 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.
- Acknowledgement of receipt of application will be sent. Further communication will be sent only to those external candidates under serious consideration and will be transmitted either by return e-mail or by fax, depending on how the application was sent to ECA.

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