

## **2025 Mo Ibrahim Foundation Leadership Fellowship Programme at the Economic Commission for Africa**

**ALL SUBMISSIONS WITH REQUIRED ATTACHMENTS TO BE EMAILED TO:** [RecruitmentPPost@un.org](mailto:RecruitmentPPost@un.org) (please refer to the detailed instructions in Section 5: How to Apply).

**Duty Station: Addis-Ababa**

**Post Title: Mo Ibrahim Leadership Fellowship**

**Deadline for Application: 20 November 2024, 11:59 p.m. (23:59) Addis Ababa time (GMT +3)**

Any applications received after this deadline will not be reviewed; no exceptions will be made. Please plan to submit your application in advance to account for any technical difficulties you may experience.

**Duration of Assignment/Conditions:** This Fellowship is awarded for a period of 12 months.

### **1. GENERAL INFORMATION**

The Economic Commission for Africa's (ECA) 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 a 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.

As part of its programme to support member States, ECA is partnering with the Mo Ibrahim Foundation to promote leadership development through a practical and on-the-job fellowship. The programme is aimed at enabling young African professionals to develop leadership capacity in a large institution, gain knowledge of the functioning of the United Nations, have better understanding of Africa's socio-economic challenges and contribute to the analytical, advocacy and policy advisory work of the Commission.

The Mo Ibrahim Foundation (the "Foundation") is financing this Fellowship position in the ECA. The Fellow will perform the duties and responsibilities of the position at the headquarters of ECA in Addis Ababa, Ethiopia.

The Mo Ibrahim Leadership Fellowship Programme is a selective Fellowship that prepares the next generation of outstanding African leaders by providing them with unique work opportunities at the most senior level of prominent African institutions or multilateral organizations, whose mandate is to improve the economic and social prospects of Africa. The

Fellowship allows talented individuals to increase and enhance their professional capacity, with the intention of contributing to the governance and development of their countries, thereby creating a pipeline of future African leaders.

## **2. DUTIES AND RESPONSIBILITIES:**

The Foundation Fellow will be mentored by the Executive Secretary of ECA and/or a designated Representative in the Office of the Executive Secretary (OES). With this guidance, the Fellow will work on the design and implementation of strategic assignments in support of the ECA's mandate of contributing to the governance and development of member States.

As part of his/her general responsibilities, the Fellow will be expected to:

- Advise on and develop strategic initiatives to advance ECA's mission and objectives.
- Support the programmatic and administrative functions of OES.
- Plan, develop, and implement strategies for promoting regional integration.
- Conceive, develop, and promote innovations in ECA's development policies, including helping Africa to meet its special needs.
- Review activity reports and financial statements to determine progress and status in attaining objectives and revise objectives and plans in accordance with current conditions.
- Undertake other duties as assigned.

## **3. ELIGIBILITY CRITERIA**

- The Fellowship is for young female and male professionals, mid-career and executives alike who are nationals of ECA member States, residing anywhere in the world;
- Applicants must be under the age of forty (40) on the date of application deadline (20 November 2024);
  - Consideration will, however, be given to women under the age of forty-Five (45) with children on the date of the application deadline.
- Applicants must not be employees of the United Nations Secretariat/ ECA.

### **Work Experience**

Applicants should have at least 7 years of relevant work experience and must be able to demonstrate competency in professionalism, teamwork, client orientation, planning and organizing and leadership potential.

### **Applicants must also have proven:**

- Experience in strategic planning and execution.
- Knowledge of negotiating and change management.
- Enhanced skills in examining and re-engineering operations and procedures.

- Experience in formulating policy and developing and implementing new strategies and procedures.
- Ability to communicate and interact with officials at all levels of government and to work effectively with a wide range of constituencies in a diverse community.
- Experience in research/analytical work in a socioeconomic related area.
- Ability to work in teams and simultaneously on several assignments.
- Experience in working on African issues is an advantage.

### **Education**

Applicants must hold at least a Master's degree or higher in Economics, Social Sciences, International Development, Business Administration, Law, Finance, Engineering, or any discipline relevant to the work of ECA.

### **Language**

English and French are the working languages of the United Nations Secretariat. For this position, fluency in either English or French is required. Working knowledge of the other language is desirable. Applications must be in either English or French.

### **Other Skills**

Sound knowledge of the Internet and basic software for word processing, spreadsheets, and presentations is required.

## **4. TERMS AND CONDITIONS**

- This position is NOT a regular position of the United Nations Secretariat/ ECA. The Fellow will work with the ECA for a period not exceeding twelve (12) months and the Foundation will finance an annual stipend which will be paid monthly by ECA.
- The selected Fellow will receive a Letter of Award from the ECA before commencement of service.
- All expenses related to the Fellow's official mission travel, including travel insurance will be met by ECA.
- The Fellow will cover his/her own medical insurance, child education and retirement plan arrangements for the period he/she will be working at ECA.
- The Foundation will invite the Fellow to participate in its annual Forum.
- The travel costs for the assumption of duty and repatriation at the end of the appointment will be borne and paid out of the funds provided by the Foundation.

## **5. HOW TO APPLY**

The application consists of four main elements, listed below, all of which are mandatory in order for an application to be considered complete.

Candidates must submit their applications via email, containing the following documents as PDF attachments (any other document/ attachment types will not be accepted). Large documents may be combined/ compressed into a zip file (.zip) if necessary. Please do NOT use any other file compression formats (e.g. RAR).

Applications must be in English or French.

**a. UN Administrative Profile (AP)\* in PDF format, including a cover letter within the AP (to be submitted as an attachment to email submission)**

- Applicants will be evaluated primarily based on the information contained in their APs. Therefore, applicants are advised to thoroughly complete the AP and their description of their education, training, language proficiency and work experience, as well as the cover letter within the AP document.
- \*The UN Personal History Profile (AP) can be created at: <https://inspira.un.org>.
- Applicants should refer to pages 7-12 of this document, which contains detailed step-by-step instructions about how to create a AP within the Inspira system and generate a PDF of the document that must be attached to your email submission.
- There is no Job Opening for this Fellowship within the Inspira system. The instructions referenced above detail how applicants can create a draft AP (not tied to any published Job Opening) within Inspira and save the draft AP as a PDF for inclusion as an attachment to the applicant's email submission.
- ECA does NOT have an ability to retrieve draft/ created APs from Inspira; thus, email submissions that do not contain a complete AP as a PDF attachment will be considered incomplete and will not be reviewed.
- A blank sample AP is included for reference in pages 13-15 of this document. Your AP should look similar (except with all of the relevant information/ fields filled in) after following the steps outlined on pages 7-12.
- The cover letter is created as part of the online AP creation process in Inspira and will be visible on Page 1 of the AP PDF under the heading "Cover Letter for this Application" (refer to Page 13 of this document for an example).
- If after reviewing the information above, you are still unable to generate the AP in the indicated PDF format, you may email Ms. Bilen Kassahun via [kassahunb@un.org](mailto:kassahunb@un.org) for technical support. Please plan your time and attempt to create the draft AP well in advance so that you have sufficient time to seek technical support, if needed.

**b. Copies of academic degree certificates for all relevant degrees**

- Applicants should include scanned copies of any/ all master's degrees, as well as doctorate/ terminal degrees.
- Copies of academic certificates that are NOT degrees, and copies of high school diplomas/ transcripts are NOT required.
- Since a master's degree is the minimum degree required, submission of documentation related to first level (e.g., baccalaureate) degrees is not required.

**c. Three (3) letters of reference/recommendation**

- Letters of recommendation should be addressed to the “2025 ECA Mo Ibrahim Leadership Fellow Selection Committee”.
- Letters of recommendation from referees should be sent from referees directly to applicants. Applicants are to include the letters of recommendation in their email submission to ECA which contains all required documents in PDF format (AP, copies of degrees, and recommendation letters).
- Letters of recommendation sent directly from referees to ECA (letters not transmitted via the applicant) will NOT be considered and applications submitted by applicants that lack all three letters of recommendation will be considered incomplete and will not be further reviewed.

**d. Complete our online survey: [Click here](#)**

- Applicants **MUST** complete the online survey before submitting your application.
- Once the applicant has completed the online survey, please take the screenshot showing that your responses have been sent in PDF format.
- The applicant’s responses will be held in strict confidentiality and will be used for internal purposes only.

ALL SUBMISSIONS TO BE EMAILED TO:	
Email Address:	<a href="mailto:RecruitmentPPost@un.org">RecruitmentPPost@un.org</a>
Subject Line:	<b>ECA 2025 Mo Ibrahim Leadership Fellowship (Applicant Last Name, First Name)</b>
Deadline:	20 November 2024, 11:59 p.m. (Addis Ababa time)

- Late submissions will not be considered under any circumstances. Please plan to submit your application well before the deadline to account for any technical challenges that may be encountered.
- Incomplete submissions will not be considered under any circumstances. Applicants are required to submit ALL required application documents in the indicated PDF format (AP, copies of degrees, and recommendation letters) at one time and in one email. In case multiple submissions are received by the same applicant, only the most recent submission will be reviewed/ considered.
- Due to an anticipated high volume of applicants, only finalists will be contacted, and no feedback will be given to unsuccessful applicants.
- An update will be posted to: <https://www.uneca.org/about/fellowship> once the selection process for the 2025 Mo Ibrahim Leadership Fellowship has concluded.
- Received applications will be acknowledged within one week of receipt.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

(APPLICATION INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES).

THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANKACCOUNTS.

# How to Register on Inspira.un.org

1. Please open following link: <https://inspira.un.org/>
2. If you are new user of INSPIRA, please create an account by clicking on "Create account here" (if you have previously created an account on INSPIRA, please jump to point #5):

Forgot User ID

User ID

Forgot Password

Password

Login

New user? **Create account here**

Contact us

English | Français

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3. Please complete details and click on "Register" button. (Note: All field with asterisk sign "\*" are mandatory). After filling all the details, please carefully note "User ID" and your password. You will be logging into INSPIRA.UN.ORG through this user ID and password in the future.

(Note: This procedure is for external candidates. If you are already working in United Nations, you should have Inspira account registered against your index number)

Thank you for your interest in joining the United Nations. All applicants to our job openings must have an inspira account to apply. If you do not have an account, please fill out the information below to register.

If you are a United Nations staff member with a permanent, continuing, fixed-term or temporary appointment, you do not need to register. You will be able to login with your internal UN account. For further guidance, please refer to the Manual for the Applicant.

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## External Applicant Registration

**Enter Registration Information**  
Name and Date of Birth once entered cannot be changed.  
\*Given Name:   
Middle Name:   
\*Family Name:   
User ID:   
\*Password:   
\*Confirm Password:   
\*Primary Email:   
Alternate Email:   
\*Date of Birth:

[Return to Previous Page](#)

\* Required Information

For technical support, click on [Contact us](#)

- After clicking "Register" button, if all the information are correct, a pop-up window will appear confirming if verification code needs to be sent to given email address. Please click "send email" button. Please open your email, copy the verification code sent from Inspira and paste it in the next pop-up window:



Email Verification


A verification code has been set to your email address. Please provide the verification code to validate.

Didn't receive Email?      Re-send

Verification Code:

- 5. When creation of account is confirmed, please go back to login page and login using User ID and password, as created in action above (point # 4).



**⚠ Your User ID and/or Password are invalid.**

Forgot User ID

Forgot Password

New user? [Create account here](#)  
[Contact us](#)

[English](#) | [Français](#)

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# How to create an Application

1. After logging in, please click on "My Applications" link and on the next page, click on "Create Draft Applications":

The screenshot displays the Inspira Human Resources Gateway interface. At the top, there is a navigation bar with links for Home, Manuals, Contact Us, and Sign out. Below this is a secondary navigation bar with Favorites and Main Menu options. The main content area features five large icons: My Profile, My Applications (highlighted with a red box), My Roster Memberships, Job Search, and My Favorite Jobs. Below the icons, there is a breadcrumb trail: My Profile | My Applications | My Roster Memberships | My Notifications (9) | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts | My Upcoming Test Schedules. The 'My Applications' section is active, showing a 'Display applications from:' dropdown set to 'Within Last Week' and a 'Refresh' button. A 'Create Draft Application' button is highlighted with a red box. Below this, there are two sections: 'My Applications' with the message 'You have not submitted any applications.' and 'My Attachments' with the message 'You have not added any attachments.' and an 'Add Another Attachment' button.

2. Fill up all the details in "Draft Application" one by one by using "Next" button to move to next field after completing one:



**Welcome - Step 1 of 9**

You are applying for You have not selected a job

Thank you for your interest in this job opening.

Before we begin with this application, please let us know how did you first come to know about the job opening you are applying for?

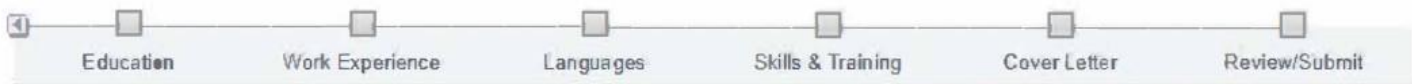


3. By clicking small arrow head (as in below picture), next fields will appear. Upon completing the second last field i.e. "Cover Letter", please save the application.



**Screening and fitness questions - Step 3 of 9**

You are applying for Engineer



**Screening and fitness questions - Step 3 of 9**

Note: This is one-time creation of the application and you can use it to apply for any future jobs in United Nations.

4. Your draft application will be saved under "My Application" link. In order to print, please go to "My Applications" and click on printer icon to print the application (Admin. Profile). You can also save this application as PDF in your local drive and use electronic copy for applying online.


5. Cover letter is to be added into the Admin. Profile at the stage immediately before "Review/Submit" (see above).



My Applications

Display applications from:

**My Applications (1 of 27)**

Application	Level	Job ID	Status	Creation Date	Application Date	Date Withdrawn	View/Print PHP*
Engineer	P3	106446	Draft	08/11/2018 12:07AM			 

\*This link requires the following option to be enabled in your browser: In Internet Explorer, go to 'Tools' > 'Internet Options'. In the 'Security' tab, click on 'Custom Level'. Select '<Enable>' for the option 'Downloads' > 'Automatic prompting for file downloads'.

[Please send the saved Admin Profile along with other required documents to: recruitmentppost@un.org](mailto:recruitmentppost@un.org)



# SAMPLE ADMINISTRATIVE PROFILE

## Administrative Profile for NAME

### User Profile as Indicated at Time of Application

Applicant's UNCS Status:	United Nations Index Number: <b>N/A</b>	UN Entity: <b>N/A</b>
Start date of appointment:	End Date, if any:	Type of Appointment/ Relationship: <b>N/A</b>
Reason for Separation: <b>N/A</b>		

### Cover Letter for this Application

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### General Details

Family Name:	Given Name:	Middle Name:	Other Name, if any:
Date of Birth:	Gender:	Email Address:	Marital Status:
Country of Nationality:	Country of Nationality at Birth:	Other Nationalities (if any):	
Have you taken any legal steps toward changing your present nationality? If yes, explain the circumstances:			<b>No</b>
Have you taken legal permanent resident status in any country other than your current nationality?			<b>No</b>
Working for the United Nations might require assignment to any area of the world in which the United Nations might have responsibilities. Do you need any assistance to be able to travel? If Yes, specify:			<b>No</b>
Do you need any assistance pertaining to your ability to perform the type of work related to the position for which you wish to be considered? If Yes, specify:			<b>No</b>
Have you ever committed, been convicted of, or prosecuted for, any criminal offence? Have you ever been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law? If Yes, please provide the reason, the resolution and a brief explanation:			<b>No</b>
Have you ever committed, been investigated for, been prosecuted for, had a finding against you for, or been convicted of an offence for, engaging in sexual exploitation and/or abuse? If the answer to the above question is "yes," please specify the conduct(s) and provide the resolution below.			<b>No</b>
Have you received a disciplinary measure or administrative measure following a disciplinary process? If the answer is "yes," please provide details. <i>(For serving United Nations Secretariat staff members)</i>			<b>N/A</b>
Have you been the subject of a workplace disciplinary process or other similar process or a workplace investigation or similar process of which you are aware? If the answer is "yes," please provide the details and provide information about any sanction or measure taken. <i>(For all candidates other than serving Secretariat staff members)</i>			<b>N/A</b>
Are you a successful candidate of the National Competitive Recruitment Examination (NCRE) or the competitive examination for recruitment to the Professional category of staff members from other categories (G-to-P), or the			<b>No</b>

United Nations Young Professionals Programme examination (YPP)?	
Job Family:	Examination Year:

### Address

Permanent:			Current:		
Applicant Contact Information			Emergency Contact Information		
Phone Number Type:	Phone Number:	Extension:	Name:	Phone Number:	Relationship:
<b>Work Phone</b>					
<b>Cell Phone</b>					

### Relations

Spouse/ Partner Name:	Date of Birth:	Nationality:	Gender:	Employment Status:
Dependent Name:	Date of Birth:	Nationality:	Gender:	Relationship:
Relative Name:	Organization:	Relationship:	Index number:	

### Education

Name of Institution:	City, Country: /	From/To: /
		Degree Obtained: Degree/Diploma Conferral Date:
Type of Institution:	Degree obtained:	Teaching method/ Enrolment Status: /
Main Course of Study/ Field of study/ Specialization: /	Title of the degree/diploma in English or French language e.g. "Bachelor in Law":	Exact title in original language:

### Employment

Job Title:	From / To: /	Type of contract appointment or relationship to the Organization:
	Name of Employer (Type of Business): UN level:	Employment Type:
Address / Duty Station:	Name and email of Supervisor:	Is this a civil servant position in your government?
Employer's Phone:	Number and Kind of employees directly supervised by you: 0	Field of Work/ Speciality: /
Description of Duties and Achievements:		

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**Languages**

Language	Read	Speak	Understand	Write	Mother tongue	Passed UN LPE
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**UN Training**

UN Training	Course Date
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**Training (Non-UN)**

Training	Start Date	End Date
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**Licenses / Certificates**

Certification	Field of study or brief description	Date Obtained
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**Publications**

Title of Publication	Journal ISBN / ISSN	Date Published
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**Responses to Screening Questions for this Job Opening**

Question	Answer
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**References**

Reference Name	Position	Organization	How do you know this person?	Address	Telephone number/ Email
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