

2023 Mo Ibrahim Foundation Leadership Fellowship Programme at the Economic Commission for Africa

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

Duty Station: Addis Ababa, Ethiopia (ECA Headquarters)

Post Title: Mo Ibrahim Leadership Fellowship

Deadline for Application: **Friday, 21 October 2022, 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

ECA's mission is to deliver ideas and actions for an empowered and transformed Africa; informed by the 2030 SDGs and Agenda 2063.

The mission is guided by ECA's five 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 local solutions 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 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 to 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) years old on the date of application deadline (21 October 2022);
 - Consideration will, however, be given to women under the age of forty-five (45) years old 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;
- Experience with working on African issues is an advantage.
- Ability to work in teams and simultaneously on several assignments.

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.

Languages

English and French are the working languages of the United Nations Secretariat. For this fellowship, fluency in either English or French is required. Working knowledge of the other language is an advantage. 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 opportunity 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 through the ECA;
- The selected Fellow will sign a contract with the ECA before commencement of service in line with administrative instructions of the United Nations applicable to consultants;
- All expenses related to the Fellow's official mission travel, including travel insurance will be met by the ECA;
- The Fellow cannot be employed on/ apply to any UN Secretariat Professional and above positions or Field Service (FS) 6/7 positions within six months of completion of a fellowship;
- If the Fellow is subsequently engaged by the ECA or any other UN Secretariat entity as a consultant or an individual contractor (IC), the Fellow's 12 months of service at the ECA as a fellow will count towards the time limits on the engagement of consultants and ICs as per ST/AI/2013/4 or the prevailing administrative instruction on the engagement of CICs at the time of engagement;
- The Fellow will cover his/her own medical insurance, child education and retirement plan arrangements. This includes medical/ travel insurance which covers the cost of medical evacuations;
- 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 three 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 and will render the application not receivable). 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 may be in English or French.

1. **UN Administrative Profile (AP)* in PDF format, including a motivation statement (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 descriptions of their education, training, language proficiency and work experience, as well as the motivation statement within the AP document;
- *The UN AP (Administrative Profile) can be created signing up for an account at: <https://inspira.un.org>
- Applicants should refer to Pages 6-9 of this document, which contains detailed step-by-step instructions about how to create an AP within the Inspira system and generate a PDF of the document which 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 or uploaded attachments 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 10-12 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 6-9;
- The motivation statement is created as part of the online AP creation process in Inspira, and will be visible towards the end of the AP PDF under the heading "Motivation Statement for this Application" (refer to Page 12 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 biruk.hailemariam@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.

2. 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.

3. Three (3) letters of reference/recommendation

- Letters of recommendation should be addressed to the "2023 ECA Mo Ibrahim Leadership Fellowship 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, 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.

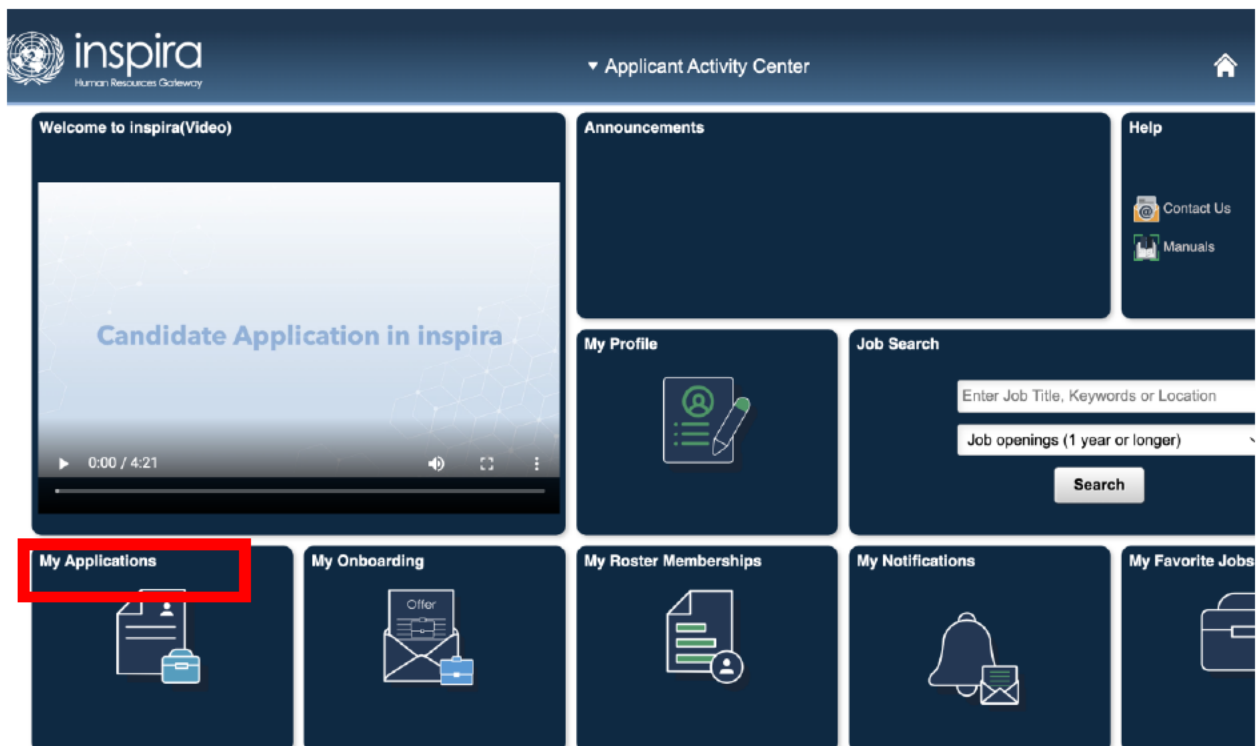
ALL SUBMISSIONS TO BE EMAILED TO:	
Email Address:	RecruitmentPPost@un.org
Subject Line:	ECA 2023 Mo Ibrahim Leadership Fellowship (Applicant Last Name, First Name)
Deadline:	Friday, 21 October 2022, 11:59 p.m. (Addis Ababa time, GMT +3)

- 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, 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 2023 ECA Mo Ibrahim Leadership Fellowship has concluded.
- Received applications will be acknowledged within one week of receipt.
- Note that any documents uploaded into Inspira in the process of creating the Administrative Profile are NOT accessible to ECA. All attachments must be submitted as PDFs attached to the email sent as part of your submission.

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 BANK ACCOUNTS.

How to Create an Administrative Profile

1. After creating an Inspira profile at <https://inspira.un.org/> and logging in, please click on the MY APPLICATIONS icon in the Applicant Activity Center.



2. Click on the CREATE DRAFT APPLICATION icon.

The screenshot shows the 'My Applications' page in the Inspira Human Resources Gateway. The header includes the Inspira logo and the title 'My Applications'. A navigation bar contains links: My Profile, My Applications, My Roster Memberships, My Notifications, Job Search, My Favorite Jobs, My Saved Searches & Job Alerts, and My Upcoming Test Schedules. Below the navigation bar, there's a section for 'My Applications' with a dropdown menu set to 'Within Last Six Months' and a 'Refresh' button. A red rectangle highlights the 'Create Draft Application' button. Below this, there's a section for 'My Attachments' with a message 'You have not added any attachments.' and an 'Add Another Attachment' button. At the bottom, there's a navigation bar with the same links as the top.

3. Select the option to BUILD A NEW APPLICATION and select NEXT.

The screenshot shows the 'Welcome' page in the Inspira Human Resources Gateway. The header includes the Inspira logo and the title 'Welcome'. Below the header, there's a navigation bar with tabs: Welcome, Job Requirements, Education/Languages, Experience/References, Motivation Statement, Other information, and Review/Submit. The 'Welcome' tab is active. Below the navigation bar, there's a message 'Welcome - Step 1 of 7' and a progress bar. The main content area has a message 'Thank You for your interest in this Job Opening.' and a dropdown menu. Below this, there's a message 'We are ready to initiate your application.' and a message 'Please note you can save your application at any time and retrieve it later. Fields marked with an asterisk (*) are mandatory to complete.' Below this, there's a section titled 'Select how to start your application:' with two options: 'Replicate from an existing or previous application' and 'Build a new application'. The 'Build a new application' option is highlighted with a red rectangle. Below this, there's a message 'Create an application from scratch. If you have a resume or curriculum vitae ready, you may copy your work experience details into the relevant fields of this application.' and a message 'You can use the template [here](#) to create your application offline. When you are finished, upload the template using this option.'

- Note that on the next screen (JOB REQUIREMENTS), it will indicate no job is selected and there will be no job-specific screening questions. This is because, as indicated, the fellowship is not associated with any published job opening in Inspira. Select NEXT.

inspira
Human Resources Gateway

Job Requirements

Welcome Job Requirements Education/Languages Experience/References Motivation Statement Other information Review/Submit

Job Requirements - Step 2 of 7

You are applying for You have not selected a job

Questions will appear here only when you apply to a Job Opening. These questions are specific to the Job Opening and must be answered before submitting your application.

Exit Save Previous Next

- Fill in the requested information in EDUCATION/LANGUAGES, EXPERIENCE/REFERENCES, MOTIVATION STATEMENT, and OTHER INFORMATION, clicking NEXT to advance to each subsequent screen.
- On the final REVIEW/SUBMIT screen, the SUBMIT APPLICATION button will be greyed out. SAVE your application and then select EXIT after saving.

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Human Resources Gateway

Review/Submit

Welcome Job Requirements Education/Languages Experience/References Motivation Statement Other information Review/Submit

Review/Submit - Step 7 of 7

You are applying for You have not selected a job

Please review the information you have entered. Feel free to make any changes before submitting.

It is very important that your contact information including your e-mail address and phone number is current and correct. If we cannot reach at the e-mail or phone number provided, you may not be considered further for this job opening. If you need to update your contact information, please save this application, go to "My Profile," update your information and then, retrieve this application.

When you are ready, click on "Submit Application" at the top or bottom of this page.

▼ My Contact Information

Exit Save Previous Submit Application

- On the MY APPLICATIONS page, the draft application will now be present, with an indication of NO JOB SELECTED (this is normal for the fellowship application).

inspira My Applications

My Profile | **My Applications** | My Roster Memberships | My Notifications | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts | My Upcoming Test Schedules

My Applications

Display applications from: Within Last Six Months Refresh Create Draft Application

My Applications (1 of 2)

Your Candidate Profile and Administrative Profile both draw on information submitted with your application but will be used differently. Your Candidate Profile will be used for recruitment purposes, including determining how well you fit the position and whether you will be invited to further assessment. Your Administrative Profile will be used for administrative purposes, including background checks and other administrative processes. In case you applied to a job opening created and posted before September 2021, you may see the Personal History Profile (PHP) instead of your Candidate or Administrative Profiles.

Application	Level	Job ID	Status	Creation Date	Application Date	Date Withdrawn	View/Print Candidate Profile*	View/Print Admin. Profile*
No Job Selected			Draft	06/08/2022 5:46PM				

My Attachments

You have not added any attachments.

Add Another Attachment

My Profile | **My Applications** | My Roster Memberships | My Notifications | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts | My Upcoming Test Schedules

- Click on the Printer Icon under the View/Print Admin. Profile* heading. This will generate a PDF of the Administrative Profile (AP) that was just created.
- Save the AP document as a PDF.
- Please send the saved Administrative Profile (AP) along with other required documents to: recruitmentpost@un.org



SAMPLE Administrative Profile for LASTNAME, FIRSTNAME

User Profile as Indicated at Time of Application

Applicant's UNCS Status: Never Employed	United Nations Index Number: N/A	UN Entity: N/A
Start date of appointment:	End Date, if any:	Type of Appointment/ Relationship: N/A
Reason for Separation: N/A		

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:			No
Have you taken legal permanent resident status in any country other than your current nationality?			No
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:			
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:			
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:			
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.			
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>			
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>			
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 United Nations Young Professionals Programme examination (YPP)?			
			Examination Year:

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Address

Permanent:			Current:		
Applicant Contact Information			Emergency Contact Information		
Phone Number Type:	Phone Number:	Extension:	Name:	Phone Number:	Relationship:
Cell Phone					Father

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:
Duty Station:	Name and email of Supervisor:	Is this a civil servant position in your government?
Employer's Phone:		
Description of Duties and Achievements:		

Languages

Language	Read	Speak	Understand	Write	Mother tongue	Passed UN LPE
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References

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

Motivation Statement for this Application