



UNITED NATIONS  
UNIVERSITY

## INTERNATIONAL RECRUITMENT Maputo, Mozambique

### VACANCY ANNOUNCEMENT Associate Programme Officer (P-2)

**Organizational unit:** United Nations University World Institute for Development Economics Research (UNU-WIDER)

**Reference number:** 2018/UNU/WIDER/FTA/APO/37113

**Closing date:** 14 September 2018, 23:59 UTC+3

#### About UN University

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU's work spans the full breadth of the 17 SDGs, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe. For more information please visit [www.unu.edu](http://www.unu.edu).

#### United Nations University World Institute for Development Economics Research (UNU-WIDER)

UNU-WIDER is a leading international development economics think tank. The Institute provides economic analysis and policy advice with the aim of promoting sustainable and equitable development for all. The Institute began operations in 1985 in Helsinki, Finland, as the first research centre of the United Nations University. Today it is a unique blend of think tank, research institute, and UN agency — providing a range of services from policy advice to governments, as well as original research that is open access. More information on UNU-WIDER's current work programme, is available at [www.wider.unu.edu](http://www.wider.unu.edu).

UNU-WIDER is implementing the programme *Inclusive Growth in Mozambique – Scaling-Up Research and Capacity*, which is undertaken in partnership with the University of Copenhagen, the Directorate of Economic and Financial Studies (DEEF) of the Mozambican Ministry of Economics and Finance, and the Centre for Studies in Economics and Management (CEEG) of Eduardo Mondlane University.

The overarching objective of the programme is to support inclusive growth that substantially improves the living standards of the majority of the Mozambican population. This overall objective is pursued through a focused research and capacity-building programme, meant to increase analytical capabilities and inform better policy-making. It sets to achieve this objective through four sets of activities: (i) inquiries, (ii) regular research and policy support, (iii) dissemination and communication, and (iv) training and capacity-building. For more information on UNU-WIDER and its work programme, please visit [igmozambique.wider.unu.edu](http://igmozambique.wider.unu.edu).

UNU-WIDER is looking for an outstanding individual with strong commitment and potential to contribute to the management, implementation, and monitoring of the *Inclusive Growth in Mozambique – Scaling-Up Research and Capacity* programme, locally based at DEEF/CEEG in Maputo, Mozambique.

## **Responsibilities**

Under the supervision of the Programme Officer, the Associate Programme Officer:

- Works with key clients to facilitate the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyses specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Carries out basic research on selected aspects of programmes, operations and other activities, etc., to include collecting, analysing and presenting statistical data and other information gathered from diverse sources.
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies.
- Assists in performing consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Participates in survey initiatives; assists with design of data collection tools; issues data collection tools, reviews, analyses and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposing participants, preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

## **Required qualifications and experience**

- Advanced university degree (Master's degree or equivalent) in Business Administration, Management, Economics, Social Sciences, or a related field.
- A minimum of two (2) years of progressively responsible experience in project/programme management, administration or related area.
- Working experience in a developing country, in particular related to the planning, monitoring, and implementation of complex, multi-stakeholder programmes, is desirable.
- Experience with the United Nations system or similar international organization and with relevant policies, guidelines and procedures is desirable.
- Excellent drafting skills with fluency in both oral and written English. Knowledge of Portuguese would be an advantage.
- Knowledge of other official UN languages would be an asset.
- Excellent team player with strong interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

## Remuneration

We offer a competitive net salary (tax exempted) at P-2 level and allowances including post adjustment. Post adjustment is subject to change.

The post carries the standard set of United Nations benefits and entitlements for international positions in the UN Common Systems, including participation in the United Nations Joint Staff Pension Fund, the possibility of participation in a health insurance programme, education grant, removal expenses and home leave. For more information, please visit [http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm).

The Rector reserves the right to appoint a candidate at a level below that advertised.

## Duration of contract

This is a full-time fixed-term appointment. The initial appointment will be for a period of one (1) year, which can be extended subject to conditions established in the UNU guidelines, with the combined duration of fixed-term appointments not exceeding six (6) years. The mandatory age of retirement for newly recruited United Nations staff is 65 years.

Staff members of the United Nations University are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the United Nations University.

**Starting date:** As soon as possible.

## Application procedure

Interested applicants should submit their applications online using this [form](#) and must upload the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position.
- A completed and signed [UNU Personal History \(P.11\)](#) downloadable from [UNU website](#). Please avoid using similar forms provided by other United Nations organizations.
- An up-to-date CV.
- A copy of highest educational degree obtained.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs (Charter of the United Nations: Chapter 3, Article 8).