



Job Opening

Job Title: ECONOMIC AFFAIRS OFFICER, P3
Department/ Office: Economic Commission for Latin America and the Caribbean
Duty Station: SANTIAGO
Posting Period: 26 April 2013-25 June 2013
Job Opening number: 13-ECO-ECLAC-28034-R-SANTIAGO(G)

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

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Org. Setting and Reporting

The Economic Commission for Latin America and the Caribbean is one of the five regional Commissions of the United Nations. It was founded in 1948 with the purpose of contributing to the region's economic and social development. Its mission includes the design, monitoring and evaluation of public policies and the provision of advisory services, expertise and training to Governments, as well as support for regional and international cooperation and coordination activities. Please visit our website at www.eclac.org for further information.
This position is located in the Economic Development Division.
Post number: UNA021-03040EP-30001

Responsibilities

Under the direct supervision of the Chief of the Division, the Economic Affairs Officer will be responsible for the following duties:

Economic or sector analysis

- Develops socio-economic databases and qualitative information necessary for specified recurrent or ad hoc assignments.
- Interprets, applies and, as necessary, adapts econometric models to determine trends, patterns and relationships and to analyse the effects of alternative policies and assumptions.
- Drafts specified inputs for technical papers and analytical studies on selected regional and national aspects of development, especially on issues related to economic growth and labour markets.
- Identifies and analyses policy proposals made elsewhere relating to assigned topics.
- Attends international, regional, and national meetings to collect information and to hold discussions with colleagues in other institutions.
- Assists in the organization and servicing of expert group meetings, seminars, etc. on development issues.
- Prepares speeches and other inputs for presentations by senior staff.

Technical cooperation

- Participates in missions on development issues, usually as a member of a team.
- Organizes training seminars for national experts.
- Prepares documentation for technical cooperation programmes and projects.
- Contributes to the preparation of material for the approval of regional, country or sector technical cooperation projects.
- Monitors, backstops and assesses the implementation of technical cooperation programmes and projects.

General

- Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work or Division's services.
- Undertakes on-the-job and other training activities, both internally and externally.

Competencies

- **Professionalism:** Ability to apply economic theories and concepts in different sectors of economic development, especially related to economic growth, is required. Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of alternative methods, as well as data provided by different sources is required. Skills in developing sources for data collection are desirable. Ability to analyze the impact of specific economic policies is desirable. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in economics or related field is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Studies in aspects of Latin American economic development on a regional or country level would be highly desirable. PhD in economics or related area would be an asset.

Work Experience

A minimum of five years of progressively responsible experience in economic research and analysis, policy formulation, application of economic principles in development programmes or related area is required. Experience using and analyzing economic statistics is required. A record of publications – including co-authored ones - on matters of macroeconomic or development policies is required. Experience in the analysis of labour markets and labour market policies would be desirable. Experience in the application of econometric techniques is an asset.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, advanced knowledge in oral and written English and Spanish is required as verified through relevant exams if necessary. Knowledge of another UN official language or Portuguese is an advantage.

Assessment Method

Candidates found to be suitable will be invited to a competency-based interview and will be subject to a written assessment method.

Special Notice

- Priority consideration for vacancies at the P3 level will be given to internal candidates and candidates who have passed a competitive examination.
- Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers. In accordance with established rules and procedures.

United Nations Considerations

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). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

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