Vacancy Announcement

United Nations Asian and Pacific Training Centre for Information and Communication Technology for Development (UN-APCICT) was inaugurated on 16 June, 2006 in Incheon, Republic of Korea and has a membership of 62 member States. The Centre aims to empower policymakers and government officials from developing countries in the Asia-Pacific region with the knowledge and skills to use information and communication technology for socio-economic development and achieving the Millennium Development Goals. APCICT has three main pillars of work, namely training, research and knowledge sharing, and advisory services. UN-APCICT is inviting qualified candidates to apply for the following position:

Position Profile

- Functional Title: Programme Associate, Consultant
- Reporting to: Program Office
- Duration: 12 months (renewable subject to satisfactory performance and fund availability)
- Deadline of Application: 13 March, 2015
- Duty Station: Incheon (Songdo), Republic of Korea

Key Responsibility Areas

Programme Associate provides assistance at both substantive and operational level to ensure successful roll-out and expansion of Academy and Turning Today's Youth into Tomorrow's Leaders programmes at the national and sub-regional levels. In addition, Programme Associate will provide substantive input to other pillars of APCICT work, namely research, advisory services and regional cooperation as assigned by supervisors. Responsibilities include, but are not limited to:

- Provide substantive support to planning and roll-out implementation of the APCICT Flagship programmes in collaboration with the relevant national and sub-regional partner organizations in the region
- Prepare strategy papers, implementation plans, progress reports and other documentation on a regular and per-request basis on customization, localization, curriculum design, local case study collection, workshop implementation and monitoring and evaluation exercises related to the roll-out of the Academy at the national and sub-regional level
- Liaise with the relevant partners based in Korea and abroad in the roll-out and other related activities of the Academy with the aim of fostering cooperation
- Support to the management of APCICT's online distance learning platform, APCICT Virtual Academy, and other knowledge sharing platforms like e-Co Hub, (CoP), etc.
- Plan and implement meetings and conferences, including proposing agenda topics, identifying participants, preparation of background documents and presentations, and handling logistics.
- Contribute to the preparation of various written outputs and publications, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, copyediting, etc.
- Provide full range of support to programme/project management with Programme Officer
- Provide substantive support for the research activity of APCICT by performing desk research on the latest developments and trends in the ICT for capacity building
- Performs other duties as assigned.

Education and Experiences
 - First level university degree(s) in a relevant area required (an advanced degree preferred).
- Minimum 3 years of work experience in the field of ICT and/or socio-economic development, or related areas with preferably 1-2 years acquired at the regional/ international level.
- Previous project management and event coordination experience would be an asset.

Key Competencies
- Proven ability to take initiative and lead the project.
- Proven ability to function effectively as a member of a multicultural team, and with minimum supervision; demonstrated capacity for innovation and self-motivation.
- Committed team worker; excellent interpersonal skills, including the ability to maintain harmonious working relations with colleagues and officials in a multicultural environment.
- Ability to work under pressure; exercise initiative and to adapt to a range of different demands; excellent organisational skills and creativity to handle multi-tasking and to meet tight deadlines.
- Excellent level of computer literacy and good knowledge of web tools.

Communication and language skills
- Excellent communication skills
- Excellent spoken and written knowledge of English, including superior drafting ability in that language (knowledge of Korean preferred)

SELECTION PROCESS AND SCHEDULE
- Application (13 March 2015) → Shortlist → Written Test/Interviews → Job Offer
   * *Only successful candidates will be notified of the next step in the hiring process either via telephone or e-mail.*

HOW TO APPLY
- Please send attached the Personal History Profile via e-mail to recruit@unapcict.org **by 13 March 2015.**
- Please also complete a UN Personal History Form (PHP) attached.
- All documents should be written in English and include employment history and work experiences, contact information, and any other pertinent information.

 * NB: Employment will be subject to termination if statements in the document submitted are untrue or falsified.

INFORMATION
- Please visit APCICT's website for more information on the Centre's mission and activities. (http://www.unapcict.org/)
- Should you have any queries, please contact Ms. Jooeun Chung (032-458-6678) or email to recruit@unapcict.org.