

# **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: Research Specialist, 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**

The Research Specialist will provide full range of programme/project management and implementation assistance at all phases of the programme/project cycle, and will further develop programmes/projects in consultation with APCICT's leadership for the expansion of APCICT's programme of work in the field of Information and Communication Technology for Development (ICTD). Responsibilities include, but are not limited to:

- Contribute to the management and expansion of APCICT's research initiatives such as publications, analytical studies, needs assessment for development of new training content, and compilation of case studies, in coordination with other staff.
- Assist with programme management and coordination by providing substantive support to planning and implementation of the Academy and Turning Today's Youth into Tomorrow's Leaders programmes in collaboration with the relevant national and sub-regional partner organizations in the region.
- Coordinate activities related to the provision of Advisory Services to member States in various areas related to ICTD capacity building, development of relevant policies and programmes, and institutionalization of ICTD capacity building in national human resource development frameworks.
- Liaise with the relevant partners based in the Republic of Korea and abroad for fostering stronger partnerships with government institutions, other international development organizations, training and research entities, civil society organizations and the private sector for facilitating the development and expansion of APCICT's ICTD capacity building programmes.
- 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, e.g. draft background papers, analytical notes, sections of reports and studies, implementation plans, presentations, tables, inputs to publications, etc.
- Support planning, organization and execution of national, sub-regional, and regional workshops and other training courses, and conduct follow-up activities as necessary.
- Assist outreach efforts to raise the visibility of APCICT's work and highlight the achievements of the Centre's ICTD capacity building programmes in support of widening the partnership base.

- Prepare a variety of reports, presentations, tables, lists, graphs, charts and/or diagrams for information of and review by seniors.
- 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](mailto: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](mailto:recruit@unapcict.org).