



## Job description

### **Professional in monitoring policies and projects for the promotion of regional information society development in Latin America and the Caribbean**

OSILAC, Division of Production, Productivity and Management, ECLAC, United Nations

Duration of contract: 12 months, starting October 2007 with possibility of extension

Location: Santiago de Chile, head office ECLAC

Annual salary: around US\$ 35,000-45,000, subject to CV

The professional will be in charge of monitoring policies and projects related to the implementation of the Regional Plan of Action eLAC. This involves monitoring activities of national authorities and agencies active in promoting the use of Information and Communication Technologies (ICT) for development, as well as the initiatives of regional actors on information society development. The work is part of ECLAC's Information Society Programme (<http://www.cepal.org/SocInfo>) of the Division of Production, Productivity and Management (<http://www.cepal.org/ddpe/>) in ECLAC's head office in Santiago de Chile. The activities are a continuation of the monitoring tasks of the Observatory for the Information Society in Latin America and the Caribbean (OSILAC), which is a project of ECLAC and ICA-IDRC (<http://www.icamericas.net>). The position will be available for 12 months and the possibility for continuation will be evaluated at the end of this first year.

The Information Society Programme of ECLAC has assisted governments of Latin America and the Caribbean in the implementation of the eLAC2007 Plan of Action (<http://www.cepal.org/SocInfo/eLAC>) and aims at the intensification of this effort for the future through its Observatory OSILAC (<http://www.cepal.org/SocInfo/OSILAC>). The monitoring work of the consultant will consist in presenting information about activities and major projects in the region, events and Conference results, as well as the opinion of and work done by different agencies and decision makers and the recent publications related to Information Society development. This is indispensable in a multidisciplinary and cross-cutting field of work such as ICT for development in order to minimize double efforts and create synergies. The work aims at assisting all stakeholders of the Regional Plan of Action eLAC to follow-up with the ongoing myriad of activities in the region, which all are aimed at contributing to implement the regional strategy.



**The tasks of the professional include:**

- Elaborate a regional bi-monthly Newsletter to present the advances of the implementation of the Regional Action Plan eLAC;
- Collect and present information on ICT policies in Latin America and the Caribbean and assist in the management of the database [www.PROTIC.org](http://www.PROTIC.org).
- Summarize reports and studies published on the topic of ICT for development and present them in a coherent and attractive manner;
- Prepare reports, speeches and make presentations to show the advances and challenges in the implementation of the Regional Action Plan eLAC and related activities (this might involve travel);
- Collect information with regard to demand and supply of technical assistance programmes and projects, and intermediate between donor agencies and recipient agencies and governments;
- Maintain public communication and visibility with regard to the implementation of the Regional Action Plan eLAC and related activities, including various Websites (<http://www.eLAC2007.info>, <http://www.cepal.org/SocInfo>), by writing news and articles to maintain the general public and stakeholders informed about the eLAC process;
- interact with ECLAC's personnel of the SocInfo Programme, Website and Press;
- assist in organization and coordination of events or working sessions (this might involve travel);
- any other related function demanded by ECLAC's team.

**Work implies frequent interaction with the following:**

Staff within the division and researchers from other divisions in ECLAC; the stakeholder and research community of ICT for development in Latin America and the Caribbean; Officials in member States, the private sector, civil society and research institutions.



### Competencies and qualifications:

- **Education** – Studies in communications, economic, political or social sciences, journalism, public relations, among others.
- **Professionalism** – Ability to create professional relations with partner organizations. Ability to determine suitability, validity and accuracy of information provided by others.
- **Presentation skills** – Proven effective written and oral presentation skills, particularly ability of text analysis to summarize and present information in a concise and accurate manner.
- **Communications** – Experience in relations with government officials and intergovernmental organizations.
- **Planning and organizing** - Proven ability to plan and organize work in an autonomous manner.
- **Technology abilities** - Ability to work with Internet and Web applications as tools to diffuse the results of the work in online databases and related tools.
- **Teamwork** - Excellent interpersonal skills and ability to operate effectively across organizational boundaries; ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity.
- **Information Society** – Knowledge about development related aspects of Information and Communication Technologies (ICT) and related policies in LAC.
- **Language** – Fluency in written and oral English and Spanish is a requirement. The work will be done in both languages. Knowledge of Portuguese is an asset.
- **Experience** - Progressively responsible experience in writing diffusion articles and interacting with policy actors.
- **Other Skills:** Public relations abilities.

Please send CV and additional material to [SocInfo@cepal.org](mailto:SocInfo@cepal.org) until the 20<sup>th</sup> of August 2007.  
**Important: use subject line “Job OSILAC monitoring” to guarantee reception.**