

# OFFICE OF THE HEAD OF THE LOCAL GOVERNMENT SERVICE (OHLGS)

*In case of reply, the number  
and the date of this letter  
should be quoted*



Republic of Ghana

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Our Ref: OHLGS/FC/45/09

Date: 27/07/2022

Your Ref:

## NOTIFICATION OF VACANCY AT THE UNITED NATIONS ECONOMIC COMMISSION FOR AFRICA (UNECA)

The United Nations Economic Commission for Africa is announcing vacancies for interested persons to submit applications:

A	Job Title	Facilities Management Officer,
	Duty Station	Facilities Management Section (FMS), Division of Administration (DoA), RB. NO. D, 22 Facilities Management -ECA-183953-R Addis Ababa, Ethiopia
	Deadline for Submission	6 <sup>th</sup> August, 2022
B	Job Title	Communication Officer
	Duty Station	Publications, Conference & Knowledge Management Division (PCKMD) RB, P4 - Addis Ababa, Ethiopia
	Deadline for Submission	10 <sup>th</sup> August, 2022

2. Information on job openings and the application processes are available on the website:

<http://careers.un.org/lbw/home.aspx?viewtype=SJ&exp=PD&level=0&location=A&ll&occup=o&department=07020702&bydate=0&ocenet=0&lang=en-US>

3. Kindly note that all applications must be submitted online through the Online Recruitment system: [https://: www.uneca.org/careers](https://www.uneca.org/careers) and <https://careers.un.org> before stated deadline

4. Female candidates are strongly encouraged to apply.

5. Applicant are kindly asked to notify the candidatures Unit of the Ministry of Foreign Affairs and Regional Integration of their submitted applications, for information purposes only, through the following email address: [vacancies.internationalorgs@mfa.gov.gh](mailto:vacancies.internationalorgs@mfa.gov.gh)



**PETER ESSAIM ASANTE**  
**DIRECTOR, HRM**  
for: **HEAD OF SERVICE**

**ALL HON. MINISTERS**

Attn: All Regional Co-ord Directors

**ALL HON. CHIEF EXECUTIVES**

Attn: All MMDCDs

Current Job Openings in the United Nations Economic Commission for Africa (UNECA)

ECA-careers <eca-careers@un.org>

Wed 29/06/2022 3:52 PM

Cc:

- ECA-HR-TMU-RSG All <ECA-HR-TMU-RSG-All@un.org>;
- ECA-careers <eca-careers@un.org>

Your Excellencies, Dear Ambassadors,

I am pleased to share with you the following Job Opening in the United Nations Economic Commission for Africa (UNECA) :



**Current Job Opening in UNECA:**

*Communications Officer, Publications, Conference & Knowledge Management Division (PCKMD), RB, P4, 22-Public Information-ECA-182884-R-Addis Ababa (G) - (deadline on 10 August 2022)*

For more information the vacancy is posted here:

<https://careers.un.org/lbw/jobdetail.aspx?id=182884&Lang=en-US> (English)

<https://careers.un.org/lbw/jobdetail.aspx?id=182884&Lang=fr-FR> (French)

*Facilities Management Officer, Facilities Management Section (FMS), Division of Administration (DoA), RB, NO-D, 22-Facilities Management-ECA-183953-R-Addis Ababa (R) - (deadline on 6 August 2022)*

For more information the vacancy is posted here:

<https://careers.un.org/lbw/jobdetail.aspx?id=183953&Lang=en-US> (English)

<https://careers.un.org/lbw/jobdetail.aspx?id=183953&Lang=fr-FR> (French)

*Human Resources Assistant, Human Resources Management Section (HRMS), Division of Administration (DoA), RB, G5, 22-Human Resources-ECA-183826-R-Addis Ababa (R) - (deadline on 23 July 2022) †*

For more information the vacancy is posted here:

<https://careers.un.org/lbw/jobdetail.aspx?id=183826&Lang=en-US> (English)

<https://careers.un.org/lbw/jobdetail.aspx?id=183826&Lang=fr-FR> (French)

*Procurement Assistant, Supply Chain Management Section (SCMS), Division of Administration (DoA), RB, G5, 22-Procurement-ECA-184884-R-Addis Ababa (R) - (deadline on 26 July 2022)*

For more information the vacancy is posted here:

<https://careers.un.org/lbw/jobdetail.aspx?id=184884&Lang=en-US> (English)

<https://careers.un.org/lbw/jobdetail.aspx?id=184884&Lang=fr-FR> (French)