

Posting Title : Writer-Developing a Training Toolkit on "Capacities for Digital Government Transformation"  
Department/ Office : Department of Economic and Social Affairs  
Location : Home-based  
Posting Period : 23 September 2021 - 29 September 2021  
Job Opening number : 21-Department of Economic and Social Affairs-164614-Consultant

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

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### **Duties And Responsibilities**

The international consultant is expected to build a five-day training toolkit with the following individual Modules:

1. General introduction on the importance of digital government transformation
2. A holistic approach to digital government transformation
3. Conducting a situation analysis to assess digital transformation capacity gaps and opportunities across all government levels and society
4. Envisioning how digital government transformation can facilitate progress towards the SDGs within one's own national or local context
5. Developing a strategy and roadmap (action plan) for digital government transformation and capacity development based on key building blocks, including relevant activities and case studies that can help in the process
6. Developing a strategy and action plan to develop capacities for continuous monitoring, evaluation and improvement
7. Developing a strategy and action plan to change mindsets for digital government transformation

### **Work Location**

Home-based

### **Expected Duration**

30 working days between 15 October 2021 and 15 January 2022

### **Result Of Service**

Develop a training package on capacities for digital government transformation

This Toolkit will provide a comprehensive framework and training material for users to understand the importance of a holistic approach to digital government transformation, what are the required capacities for digital government transformation, the strategy and road map for digital government transformation and capacity development at the societal, institutional, organizational, and individual levels, and the capacities for continuous monitoring, evaluation and improvement. The Toolkit will also elaborate on the importance of changing mindsets, especially digital and inclusive mindsets, and strengthening collaborative leadership for advancing transformation and innovation in all parts of society while ensuring that no one is left behind.

### **Qualifications/Special Skills**

Academic Qualifications: Advanced University degree in public administration, economics, international development/relations and/or related field.

Experience: • Minimum 7 years of professional working experience in digital government at the international level

- Minimum 5 years of relevant and progressive experience with international development and sound knowledge of the 2030 Agenda for Sustainable Development

- Extensive experience in digital government related to public administration projects

Language: Fluency in verbal and written English is required. Knowledge of additional UN languages is an asset.

### **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.

As per UN policy, Consultants and Individual Contractors may not apply for or be appointed to any position in the Professional or above categories and for positions at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most recent service. This restriction does not apply to associate experts (Junior Professional Officers) appointed under the Staff Rules.

### **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.

