



ECA TALENT MANAGEMENT PORTAL USER MANUAL

ECA Talent Management Portal User manual

UNITED NATIONS ECONOMIC COMMISSION FOR AFRICA Addis Ababa, Ethiopia



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Introduction

This user manual is prepared to address the usage of ECA's Talent management portal (TMP). The portal enables users to search and find professionals in different sectors and areas. The TMP can be accessed at the URL <https://knowledge.uneca.org/experts>. The home page of the portal looks like the screen shot in Figure 1

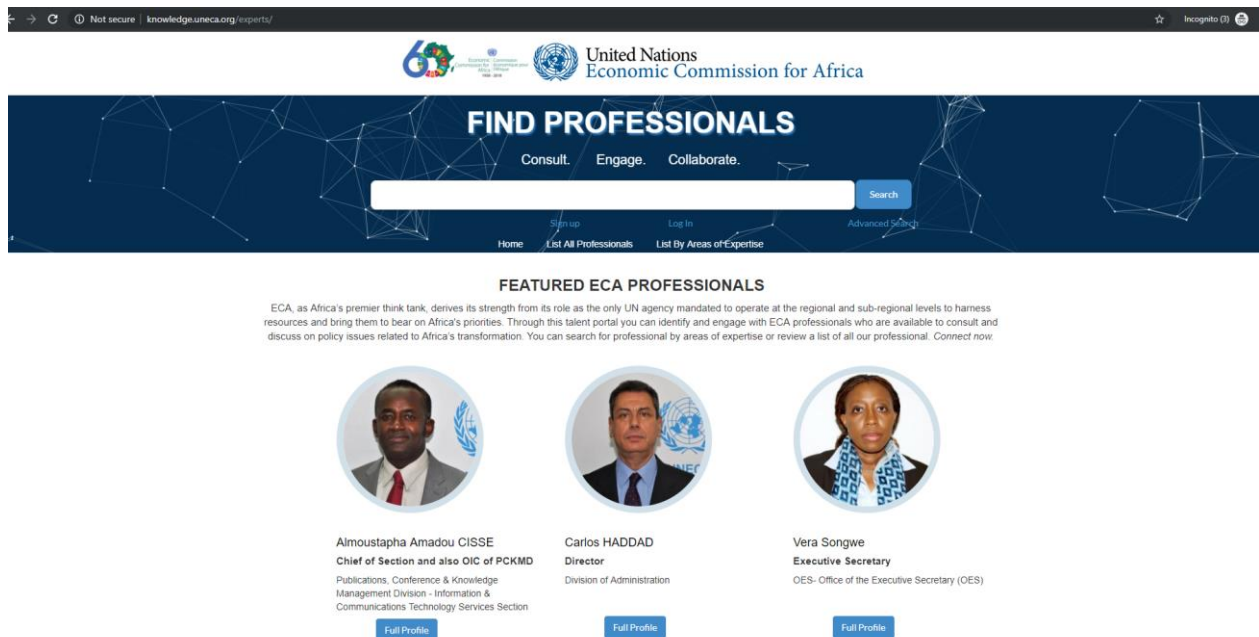


Figure 1 Experts exchange database home page

From the home page user can perform the following activities:

1. Sign up as a new user
2. Login with existing credential
3. List all professionals
4. List professionals by expertise area
5. Search the site for an expert

Registering as a new user

To register as a new user, click on “Sign Up” link (Figure 2).

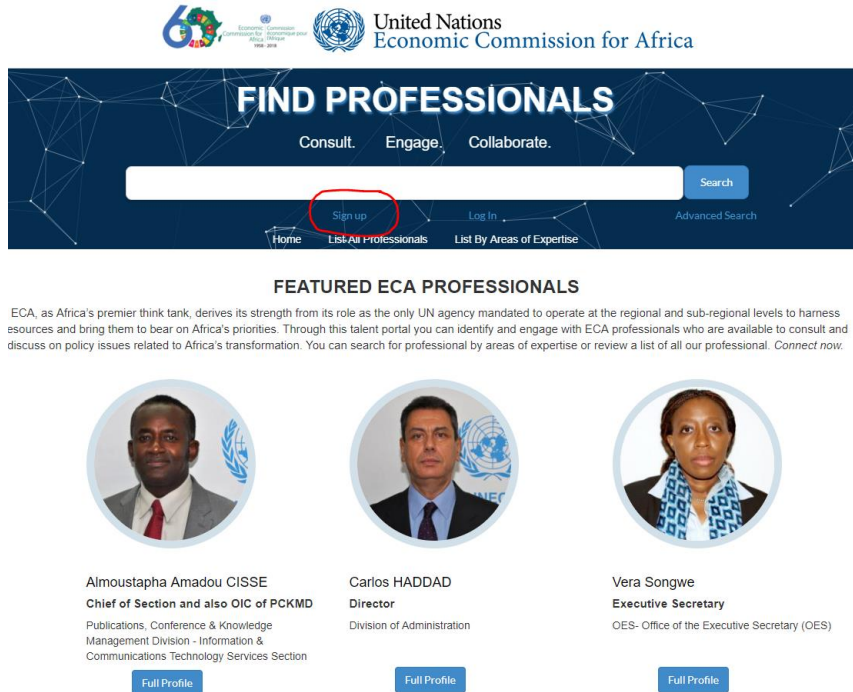


Figure 2 Sign up link

This will redirect you to the sign up page (Figure 3). Fill in the required information

1. User name
2. Email
3. Password and password confirmation
4. and the CAPTCHA text

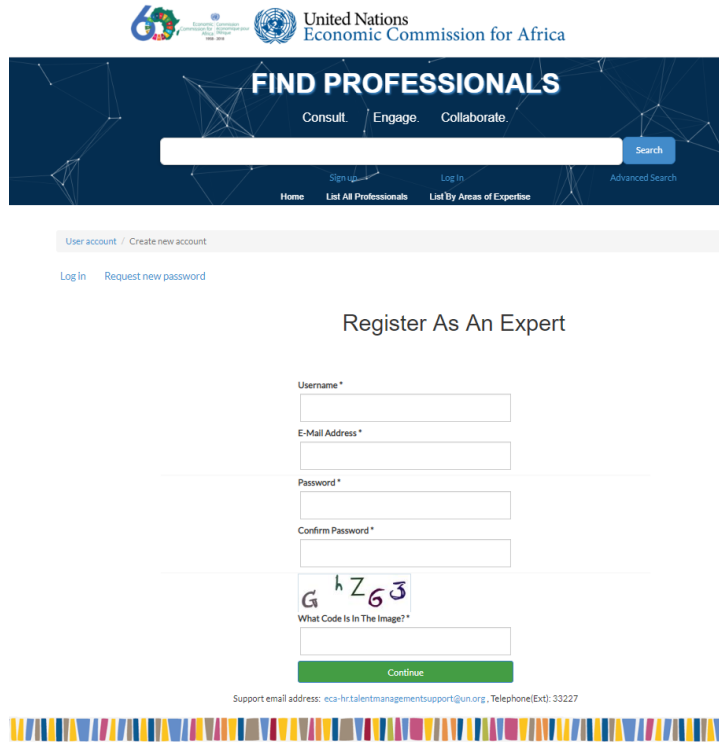


Figure 3 User registration page

After filling in the above information click on “Continue”.

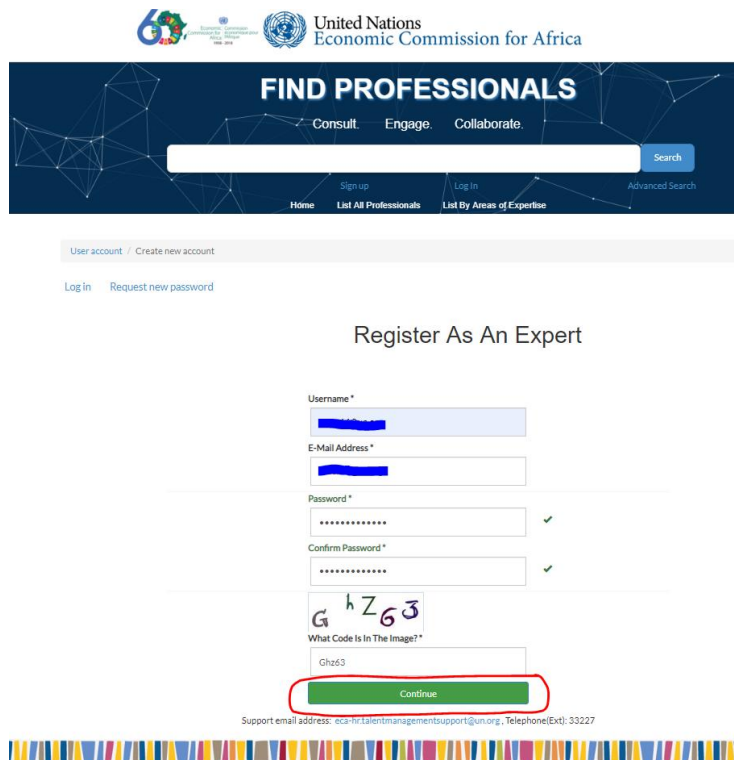


Figure 4 continue button after filling registration form



If provided information is okay (password meets complexity requirements and the CAPTCHA text is correctly entered), the system will record your account information. After this you will receive an email confirmation that you are registered and your account is waiting for admin approval. Once the admin approved your account you will receive another email with a link to login.

While waiting for the admin approval the system will enable you to fill your main profile, educational data, address information, publication and projects data. All you have to do is fill in the required information and click on continue. On the final screen you will find a finish button that will enable you to commit your profile data to the expert's database. For details on this step please take a look at in **Editing Your Profile** this manual.

Logging in (If you have existing credentials)

To login with your existing credentials click on the “log in” link from the home screen (Figure 5)



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Figure 5 log in link

That will redirect you to the log in page shown in Figure 6

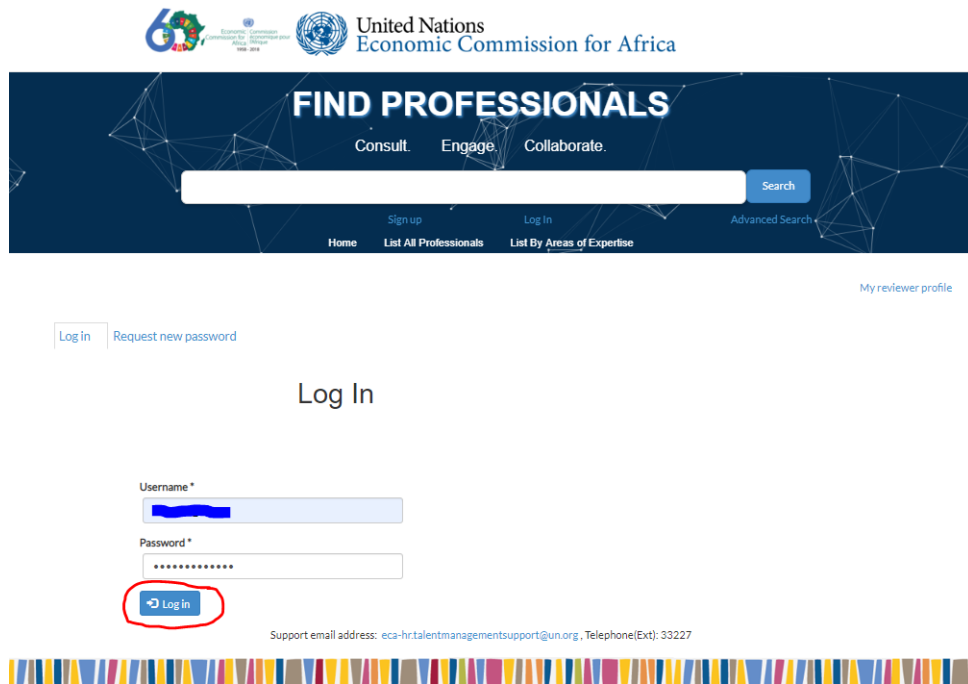


Figure 6 log in page

Fill in your account information (user name and password) and click on “Log in”. Upon successful validation you will be redirected to either:

1. Your account page (Figure 7Figure 20) if it is your first time login in. The system will force **you to change your password**. The system will not let you move to other section before doing so. Once changing your account click on the save button.
2. Experts home page with a link to edit your profile as shown in Figure 8



FIND PROFESSIONALS

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Advanced Search

[Home](#) [List All Professionals](#) [List By Areas of Expertise](#)

[My Account](#) [Log Out](#) [Edit Profile](#)

My Account / Edit

[Account](#) [Contact Information](#) [Education](#) [Main profile](#) [Publications and Projects](#)

Username *

Current Password

E-Mail Address *

Password

Confirm Password

Picture

Upload Picture

 No file chosen

Locale Settings

Time Zone

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Figure 7 : Account maintenance page

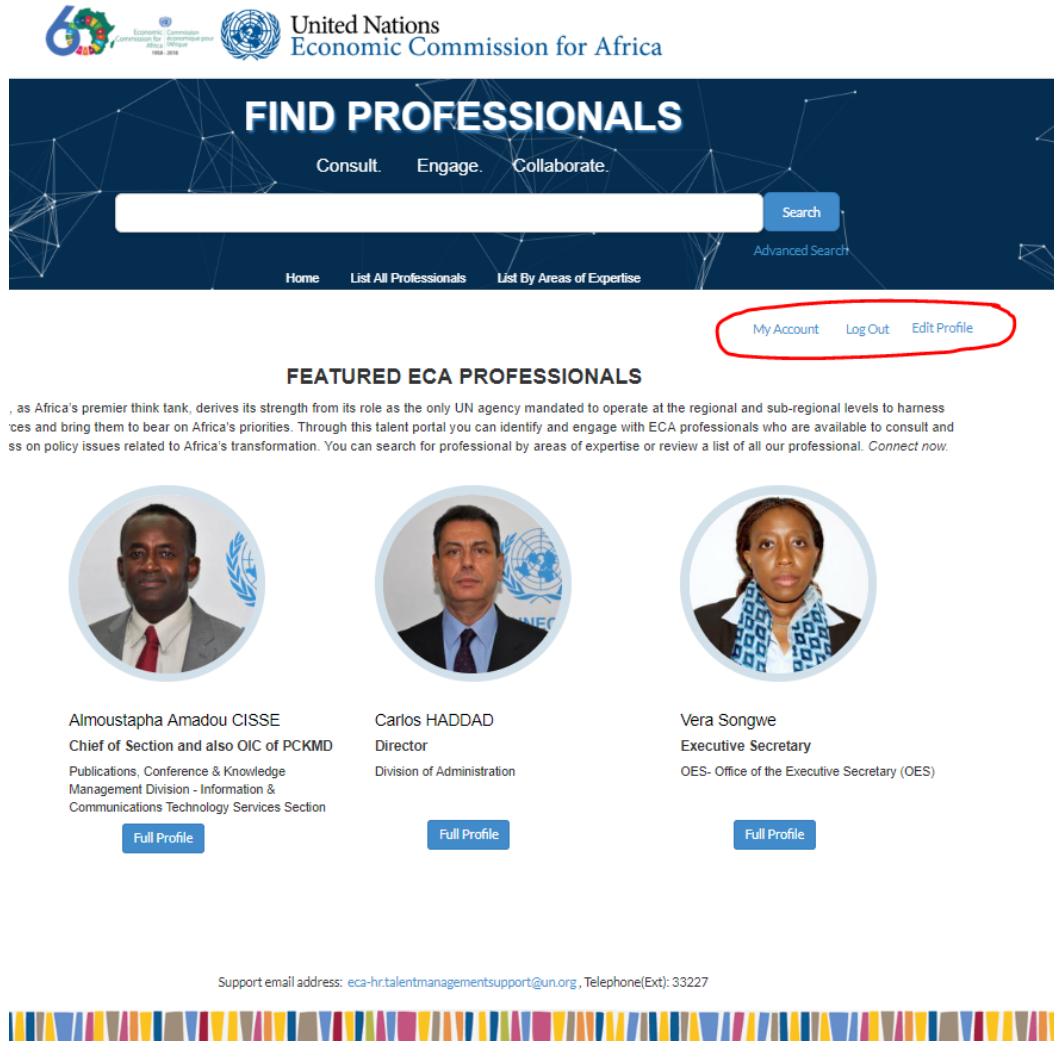


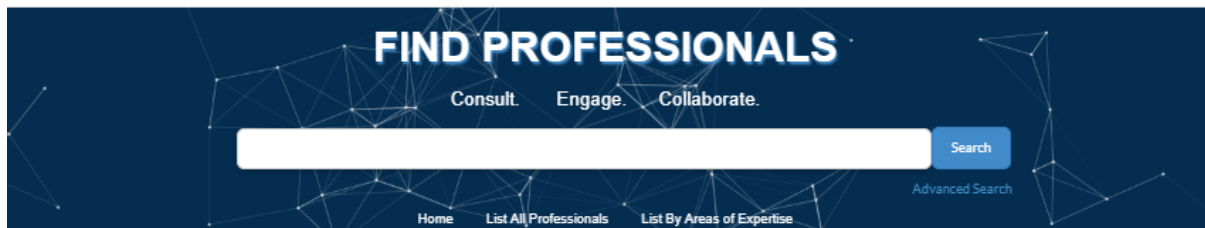
Figure 8 : Home page after login in

Editing Your Profile

Once login in to the system click on the 'Edit Profile' link as shown in Figure 8. Clicking on the link will take you to the profile editing page shown in Figure 9. On the page the following activities can be handled:

1. Maintaining your account information (changing password and uploading your photo)
2. Entering your contact information
3. Entering your educational information
4. Entering your Main profile (Name, Short biography, thematic areas, areas of expertise, language etc.....)
5. And Publication and projects you have been part of

The above modules can be acceded from the tab shown in red circle in Figure 9



[My Account](#) [Log Out](#) [Edit Profile](#)

My Account / Edit

Account | Contact Information | Education | Main profile | Publications and Projects

Username *

Current Password

E-Mail Address *

Password

Confirm Password

Picture

Upload Picture
 No file chosen

Locale Settings

Time Zone
Europe/Moscow: Wednesday, May 15, 2019 - 11:03 +0300

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Figure 9 : Profile Editing page

Filling Contact information

To access this page, click on the 'Contact Information' tab as shown in red circle in Figure 9. That will take you to the data entry page (Figure 10). Once filling your information click on 'Save' button. Upon success your will get a confirmation message (Figure 11)



My Account / Edit / Contact Information

Account Contact Information Education Main profile Publications and Projects

Address Line 1
Bole KK

Address Line 2

City
Addis Ababa

Country
Ethiopia

Telephone
+251-911-|

Fax

Email

Facebook

LinkedIn

Twitter

Skypeld

Google+

Save

Support email address: eca-hr.talentmanagementsupport@un.org, Telephone(Ext): 33227



Figure 10 : Contact Information data entry form

My Account / Edit / Education

Account Contact Information Education Main profile Publications and Projects

The changes have been saved.

Figure 11 : Confirmation message when data is saved



Filling Educational information

To access this page, click on the 'Education' tab as shown in red circle in Figure 9. That will take you to the data entry page (Figure 12). Fill in your data, if you have more data to provide (example you have master and bachelors) click on the Add Education button to fill another data. Once filling your information click on 'Save' button (Figure 13). Upon success your will get a confirmation message (Figure 11)

My Account / Edit / Education

Account Contact Information **Education** Main profile Publications and Projects

Education

Education Level
Master's Degree

Field Of Study
Computer Engineering

Title Of Degree
MSC in Computer Engineering

Year Of Degree
2009

Institution Country
Ethiopia

Institution Name
Addis Ababa University

Remove

+ Add Education

Save

Support email address: eca-hr.talentmanagementsupport@un.org, Telephone(Ext): 33227

Figure 12 Education data entry form



My Account / Edit / Education

Account Contact Information **Education** Main profile Publications and Projects

Education

⊕ Education Level
Master's Degree ▼

Field Of Study
Computer Engineering ▼

Title Of Degree
MSC in Computer Engineering

Year Of Degree
2009

Institution Country
Ethiopia ▼

Institution Name
Addis Ababa University ▼

Remove

⊕ Education Level
Bachelor's degree ▼

Field Of Study
Electrical Engineering ▼

Title Of Degree
BSC in Electrical Engineering

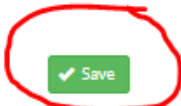
Year Of Degree
2003

Institution Country
Ethiopia ▼

Institution Name
Addis Ababa University ▼

Remove

+ Add Education



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Figure 13 Educational data with multiple data sets



Filling Main profile information

To access this page, click on the 'Main Profile' tab as shown in red circle in Figure 9. That will take you to the data entry page (Figure 14)



Main profile

Name

Family Name *

Given Name *

Thematic Area *

[+ Add](#)

All selections

Nothing has been selected.

Profession

Affiliation

DiviSec

Institution *

Expertise

Area Of Expertise *

[+ Add](#)

Figure 14 Profile page

On the profile page fill the required information:

1. Your Name
2. Thematic Area (multiple values can be entered), after selecting the value click on the add button
3. Your Profession
4. Your Affiliation (Division and institution)
5. Your areas of expertise (multiple values can be entered), after selecting the value click on the add
6. Photo (optional)
7. Your Short Biography
8. Your Duty Station
9. Language spoken (multiple values can be entered), after selecting the value click on the add
10. Uploading of your cv/resume
10. Your index number

For fields that let you to add multiple items click the add button to add more button (Figure 15)

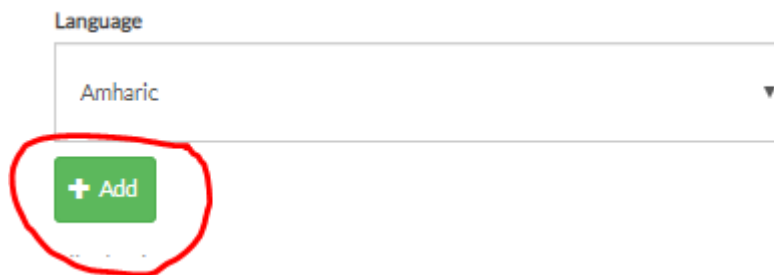


Figure 15 Add button for entering multiple values

After inserting more than one data, the screen should look like Figure 16

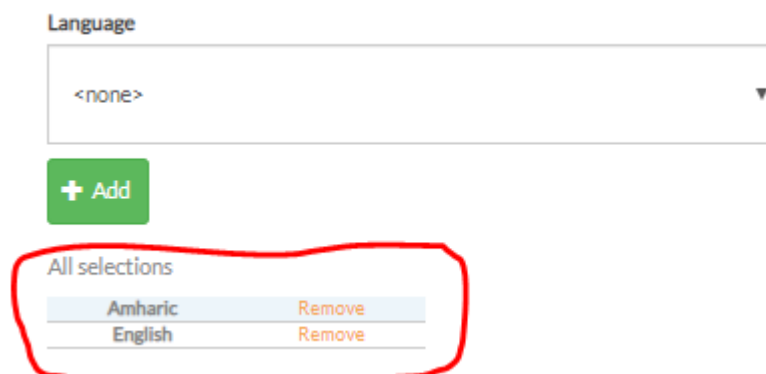


Figure 16 Profile Page after adding multiple values to fields that can accept multiple data set

In the multi-entry fields if you have made a mistake use the remove button (Figure 16) to make a correction. Once all data is complete click on “Save” button (Figure 17). Upon success your will get a confirmation message (Figure 11)



All Selections

Information Management Systems & Technology [Remove](#)

Profession

Information System Assistant

DiviSec

PIKMD- Library Services Unit (KLSU) ▼

Institution *

United Nations Economic Commission for Africa

Area Of Expertise *

<none> ▼ [+ Add](#)

All Selections

Information & Communications Technology (Ict) [Remove](#)

Information Management Systems And Technology [Remove](#)

The Image Was Resized To Fit Within The Maximum Allowed Dimensions Of 300x300 Pixels. ✕

Photo

 Yishak.Jpg **7.15 KB**
[Remove](#)

Short Bio *

My major duty during the last 24 months was cross platform application development, Security overview of systems and web application development. This includes designing the application architecture, data structure, user interface and communication between pages and identifying shared code and platform specific features. In addition the task involved implementation of web services.

Duty Station *

Addis Ababa ▼

Language

<none> ▼ [+ Add](#)

All Selections

Amharic [Remove](#)

English [Remove](#)

CV/Resume

[Choose File](#) No file chosen [Upload](#)

IndexNo

ABCDE95



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Figure 17 : The Save button for Main Profile page



Filling Publication and Projects information

To access this page, click on the 'Publication and Projects' tab as shown in red circle in Figure 9. That will take you to the data entry page (Figure 18). Fill in your data on the spaces provided. For each publication you can add multiple publishers and URL's for each publication. If you have more data to provide (example you have multiple publications and worked on multiple project) click on the Add Publication button to fill another data set. Once filling your information click on 'Save' button (Figure 18). Upon success your will get a confirmation message (Figure 11)

My Account / Edit / Publications and Projects

Account Contact Information Education Main profile Publications and Projects

Publications

PublicationTitle

PublicationPublisher

+ Add Publisher

PublicationURL

+ Add URL

Publication Attachment

Choose File No file chosen Upload

Publication Year

Date

2019

Remove

+ Add Publication

Save

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Figure 18 Publication and project page



Viewing Your Profile Summary

To view your profile summary, click on the 'My Account' link (Figure 19)

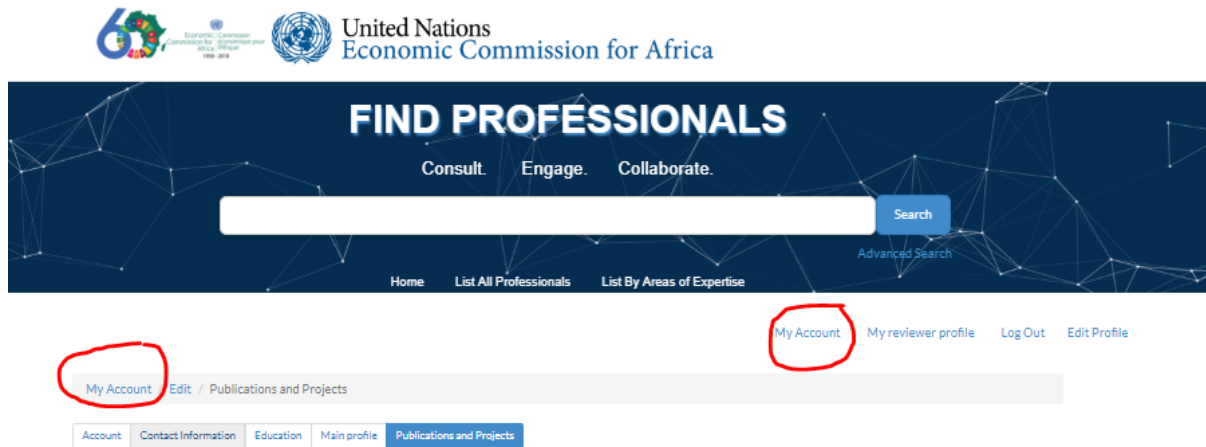


Figure 19 My Account link



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[My Account](#) [My reviewer profile](#) [Log Out](#) [Edit Profile](#)

Yishak Omer

Name	Yishak Omer
Position	Information System Assistant
Section	PIKMD- Library Services Unit (KLSU)
Institution	United Nations Economic Commission for Africa
Expertise	Information & Communications Technology (ict), Information Management Systems And Technology
<hr/>	
Short Bio	My major duty during the last 24 months was cross platform application development, Security overview of systems and web application development. This includes designing the application architecture, data structure, user interface and communication between pages and identifying shared code and platform specific features. In addition the task involved implementation of web services. Apart from this i was involved with the task delegated for web development team in resolving/ troubleshooting and fixing the bug involved with site templates
<hr/>	
Language	Amharic, English
<hr/>	
Education	Master's Degree, Computer Engineering, Addis Ababa University, MSC in Computer Engineering. Bachelor's degree, Electrical Engineering, Addis Ababa University, BSC in Electrical Engineering.
<hr/>	
Address 1	Bole KK
Address 2	
City	Addis Ababa
Country	Ethiopia
<hr/>	
+251-911-	



Publication Links:

Support email address: eca-hr.talentmanagementsupport@un.org , Telephone(Ext): 33227



Figure 20 account profile view page

From this page you can re-edit your profile, log out or view your account information using the links shown in Figure 21.



Name	Yishak Omer
Position	Information System Assistant
Section	PIKMD- Library Services Unit (KLSU)
Institution	United Nations Economic Commission for Africa
Expertise	Information & Communications Technology (ict), Information Management Systems And Technology
Short Bio	My major duty during the last 24 months was cross platform application development, Security overview of systems and web application development. This includes designing the application architecture, data structure, user interface and communication between pages and identifying shared code and platform specific features. In addition the task involved implementation of web services. Apart from this i was involved with the task delegated for web development team in resolving/ troubleshooting and fixing the bug involved with site templates
Language	Amharic, English

Figure 21 Profile page menu links

Listing all Professionals

Professionals can be viewed by listing them all or listing them by area of expertise (Figure 22)

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ECA, as Africa's premier think tank, derives its strength from its role as the only UN agency mandated to operate at the regional and sub-regional levels to harness resources and bring them to bear on Africa's priorities. Through this talent portal you can identify and engage with ECA professionals who are available to consult and discuss on policy issues related to Africa's transformation. You can search for professional by areas of expertise or review a list of all our professional. *Connect now.*

Figure 22 Experts listing links



To list all experts, click on “List All Professionals” lin. The page shown in Figure 23 appears. If you want to view more information on a specific professional click on “Full Profile” link (Shown in red circle). That will redirect you the profile page of the expert (Figure 24)

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Economic Commission for Africa**

FIND PROFESSIONALS

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Search

Home List All Professionals List By Areas of Expertise

ALL EXPERTS

Adam ELHIRAIKA
Director
Macroeconomic & Governance Division
Areas of Expertise
Development Economics, Microeconomics

[Full Profile](#)

Adama Ekberg COULIBALY
Chief of Section
Sub Regional Office - Central Africa - Sub Regional Initiatives Section
Areas of Expertise
Commerce, International Trade

[Full Profile](#)

Adeyinka ADEYEMI
Senior Programme Management Officer
Regional Integration & Trade Division- African Trade Policy Center
Areas of Expertise
Communication And Mass Media, Political Science

Figure 23 List of All Professionals



Economic Commission for Africa
1958 - 2018



United Nations
Economic Commission for Africa



Adam ELHIRAIKA

Send an email

Economic Commission For Africa, Addis Ababa
Director, Macroeconomic & Governance Division

Adam Elhiraika is Director of the Macroeconomic & Governance Division. His research is focused on economics, macroeconomic policy and development. Since 2005, he has regularly contributed to chapters and sections of United Nations flagship publications, non-recurrent policy studies and reports, including the Economic Report on Africa, African Governance Report, World Economic Situations and Prospects, and African Economic Outlook. His recent publications include the book: Macroeconomic policy framework for Africa's structural transformation (2017), and articles on financing for development, regional integration, economic governance and export diversification. Mr. Elhiraika holds a Ph.D.in in Economics, from the University of Glasgow, United Kingdom.

Areas of Expertise

Development Economics, Microeconomics

Education:

- **Doctorate,**
University of Glasgow,
Financial Development and Economic Growth in a less Developed Country:
Sudan, 1960-1988,
- **Master's Degree,**
Economics, University of Kent at Canterbury, Economics,
- **Bachelor's degree,**
Economics, University of Gezira, Economics and Rural Development,

Language:

English |

Publication:

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Figure 24 Professional full profile view page



Listing by Area of expertise

To list an expert by area of expertise click on the “List by areas of Expertise” link (Figure 22). That will take you to the expertise-listing page (Figure 25). Select areas of expertise you are interested and click on “Show Result” link. That will take you to the expert list page (Figure 26)

The screenshot shows the 'FIND PROFESSIONALS' page of the ECA Talent Management Portal. At the top, there are logos for the United Nations and the Economic Commission for Africa. The main heading is 'FIND PROFESSIONALS' with the tagline 'Consult. Engage. Collaborate.' Below this is a search bar with a 'Search' button. Navigation links include 'Home', 'List All Professionals', and 'List By Areas of Expertise'. A 'My reviewer profile' link is visible in the top right. The 'Select Area of Expertise:' section contains a list of expertise areas with checkboxes. The 'Show Result' button is highlighted with a red circle. Below the list, the support email address is provided: eca-hr.talentmanagementsupport@un.org, Telephone(Ext): 33227.

United Nations
Economic Commission for Africa

FIND PROFESSIONALS

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Search

Sign up Log In Advanced Search

Home List All Professionals List By Areas of Expertise

My reviewer profile

Select Area of Expertise:

- Accounting
- Agricultural Economics (2)
- Agricultural/environmental Economics (1)
- Banking & Financial Services
- Business Administration (3)
- Capacity Building And Programme Management (2)
- Climate Economy (1)
- Communication And Mass Media (3)
- Conference Management (1)
- Conferences (2)
- Show more
- Administration (21)
- Agricultural Economics And Policy (2)
- Architectural Engineering (3)
- Budget Specialist (1)
- Business Economics (1)
- Chartered Accountant (1)
- Commerce (1)
- Computer Science And Technology (5)
- Conference Services (1)
- Construction Engineering (3)

Show Result Clear Selection

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Figure 25 Expertise listing by Area



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[Home](#) [Sign up](#) [Log In](#) [Advanced Search](#)
[List All Professionals](#) [List By Areas of Expertise](#)

[My reviewer profile](#)



Halima ABUKAR
Chief of Accounts Unit, Finance and Budget Section
+251912502912
Expertise: Accounting, Administration, Financial Management

[Full Profile](#)



Hodane YOUSOUF
Programme Management Officer
Expertise: Banking & Financial Services, Microeconomics

[Full Profile](#)



Ibrahim AYOUB
Administration & Finance Officer
Expertise: Accounting, Financial Management

[Full Profile](#)



Jean Baptiste EKEN
Administrative & Finance Officer
Expertise: Accounting, Management

[Full Profile](#)

Figure 26 Experts list page after filtered by area of expertise

To view the full profile of a specific expert you can click on the “Full Profile” link on each result.



Performing General Search

To perform a general search type in your key word in the area shown in Figure 27 and click on “Search” button. The key word can be anything name, area of expertise, location etc... that can match data of an individual professional.

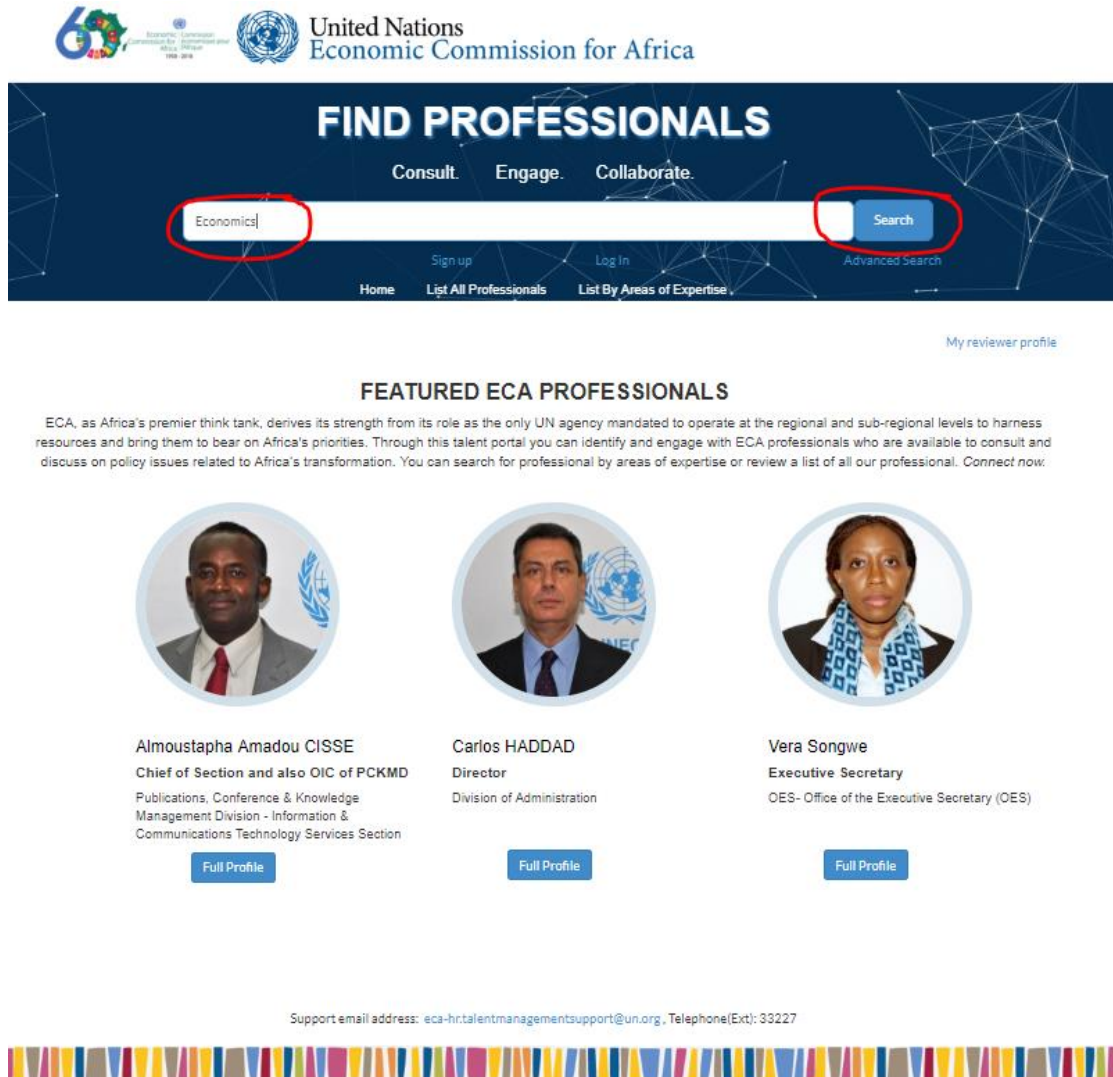


Figure 27 General Search

If the keyword match with expert’s profile in the database, you will see the list of experts as shown in Figure 28.



[My reviewer profile](#)



Adam ELHIRAIKA
Director

Expertise: Development Economics, Microeconomics

[Full Profile](#)



Ahonado Ochozias Kleber GBAGUIDI
Economic Affairs Officer

Expertise: Economics, Macroeconomics Of Financial Markets

[Full Profile](#)



Aida OPOKU-MENSAH
Special Advisor to ES

Expertise: Economics, Information Management Systems And Technology

[Full Profile](#)



Allan MUKUNGU
Economic Affairs Officer

Expertise: Economics, Microeconomics

[Full Profile](#)



Amadou DIOUF
Economic Affairs Officer

Expertise: Economics, Microeconomics

[Full Profile](#)



Amal ELBESHISHI
Economic Affairs Officer

Expertise: Economics, Macroeconomics Of Financial Markets

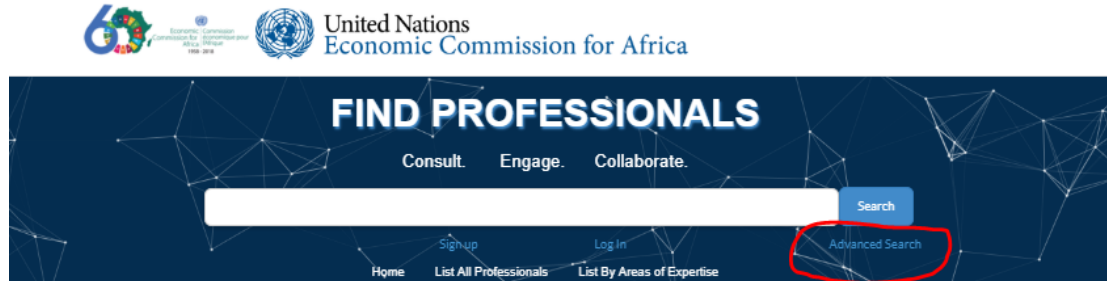
[Full Profile](#)

Figure 28 List of experts from general search



Performing Advanced Search

To perform advanced search, click in the “advanced search” link (Figure 29). That will take you to the advanced search page (Figure 30).



[My reviewer profile](#)

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ECA, as Africa's premier think tank, derives its strength from its role as the only UN agency mandated to operate at the regional and sub-regional levels to harness resources and bring them to bear on Africa's priorities. Through this talent portal you can identify and engage with ECA professionals who are available to consult and discuss on policy issues related to Africa's transformation. You can search for professional by areas of expertise or review a list of all our professional. *Connect now.*

Figure 29 Advanced search link

The advanced search page will enable you to search for an expert using a combination of country, duty station, work areas and/or a free text with criteria (match all words, match any of the words or none of the words entered).

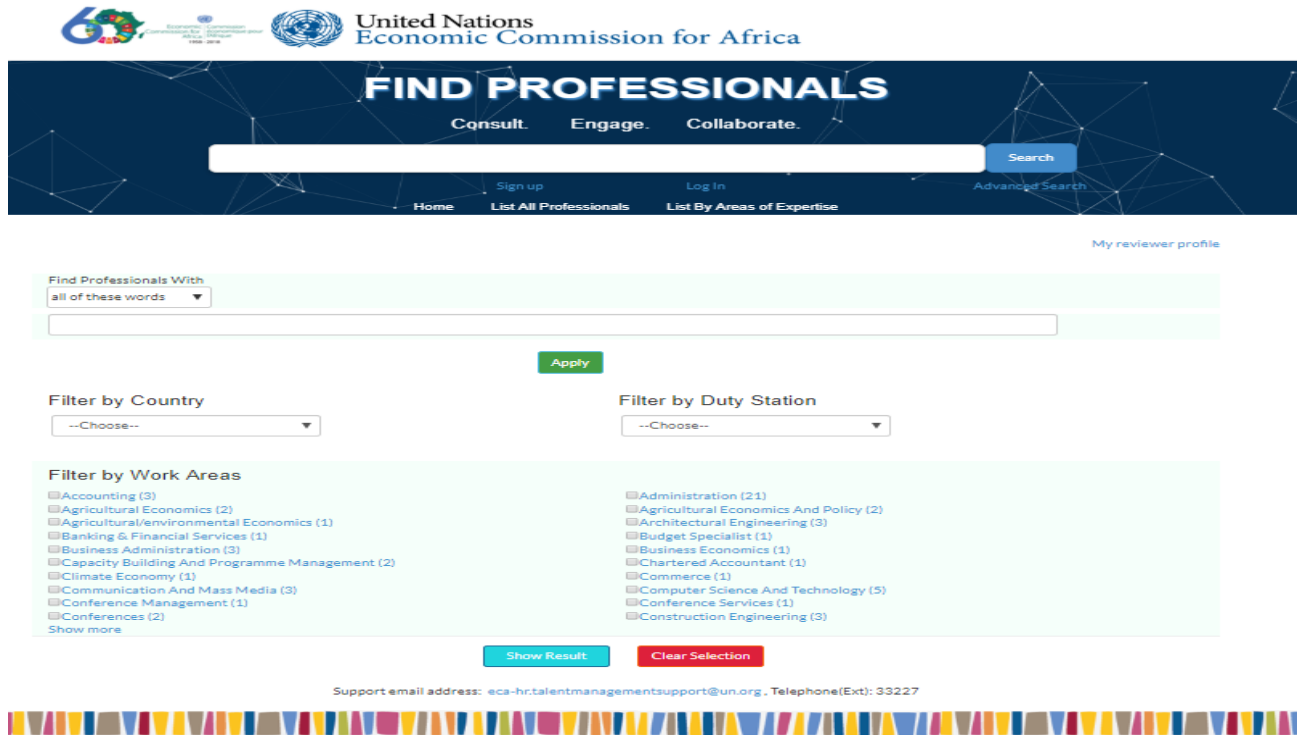


Figure 30 Advanced search page



All your applied setting will be shown at the top of the page (Figure 31). After setting your choice, click on “Show Result” button.

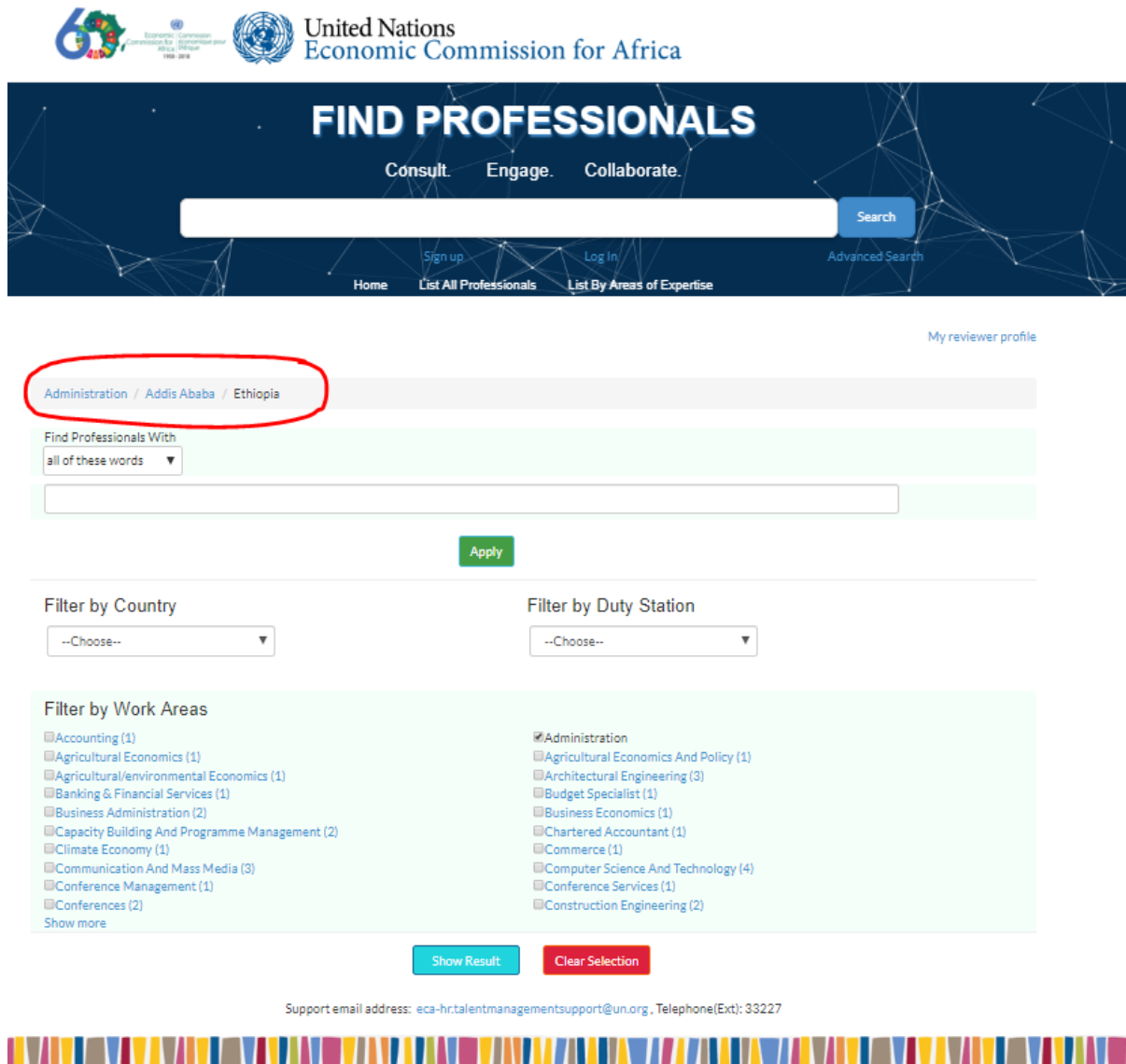


Figure 31 Selected Filter Criteria for advanced search

Experts matching your filter criteria will be listed (Figure 32)



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[Search](#)

[Sign up](#) [Log In](#) [Advanced Search](#)

[Home](#) [List All Professionals](#) [List By Areas of Expertise](#)

[My reviewer profile](#)

[Administration](#) / [Addis Ababa](#) / [Ethiopia](#)



Ali TODARO
Chief of Section

Area Of Expertise: Administration, Conference Management

[Full Profile](#)



Ashutosh Hemant Kumar SUNTH
Programme Management Officer

Area Of Expertise: Administration, Management And Programme Analysis

[Full Profile](#)



Carlos HADDAD
Director

Area Of Expertise: Administration, Business Administration

[Full Profile](#)



Charles NDUNGU
Chief of Unit, Publications

Area Of Expertise: Administration, Document Publishing & Printing

[Full Profile](#)



George Balarabe OGBORO
Chief of Section

Area Of Expertise: Administration, International Law

[Full Profile](#)



Grace CHISAMYA
Programme Management Officer

Area Of Expertise: Administration, Sociology

[Full Profile](#)

Figure 32 Experts list after performing advanced search