

Advertisement



Associate Experts (JPO) Programme

Associate Political Affairs Officer

*United Nations Secretariat,
Department of Political Affairs (DPA),
Africa I Division*

Closing date
7 June 2015

Vacancy Announcement INT-010-14-P053-01-V

I General information

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| Title: | Associate Political Affairs Officer |
| Sector of Assignment: | Political Affairs |
| Country: | USA |
| Location (City): | New York |
| Agency: | United Nations Secretariat, Department of Political Affairs (DPA), Africa I Division |
| Duration of Assignment: | Initially one year with the possibility to extend up to 3 years |
| Grade: | P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience |

Note: This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed **exclusively to candidates from developing Countries (i.e. least developed countries)**. Candidates **MUST BE NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING ELIGIBLE COUNTRIES FOR THE DUTCH JPO PROGRAMME:**

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf>

For general information on the Dutch JPO Programme and additional conditions see the website of the Dutch Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hofdhash>

The selected candidate is expected to start the assignment in **September 2015**.

II Duties, responsibilities and Output Expectations

General: To support the work of DPA's Africa I Division in New York.

Under the guidance of the respective Team Leader, the incumbent

- conducts research and analysis and studies on diverse and complex political situations in the Horn of Africa, Great Lakes and eastern Africa, or Southern Africa.
- monitors and assesses political developments aimed at generating early warning and policy options for conflict prevention, conflict resolution and peace-building;
- assist in drafting briefing notes and talking points for the Secretary-General and Under-Secretary-General for Political Affairs, as well as other senior UN official;

- provides backstopping to Special Political Missions, Special Envoys, field presences in the region on administrative and substantive issues;
- He/she supports interagency and interdepartmental coordination at Headquarters-level on issues relating to the sub-region assigned, including preparing meetings of the Integrated Task Forces/Working Groups.
- The incumbent will also participate in fact-finding, preventive diplomacy or peace-making missions, as appropriate.
- liaises with relevant international and regional actors.

III Training component: Learning elements and expectations

After the assignment, the Associate Expert will have an:

- Increased understanding of the United Nations system, the Department of Political Affairs and multilateral politics;
- Improved research and drafting skills;
- Ability to assess the impact and implications of political and security developments;
- Ability to monitor progress in implementing peace agreements and the political situation in conflict and post conflict situations; managing threats to peace and security; protection of civilian populations; and the ability to analyze problems and to formulate remedial action proposals;
- In-depth understanding of mediation, negotiation and conflict resolution efforts.

The AE/JPO training programme includes the following learning elements:

- Possibility to participate in the orientation programme for Junior Professional Officers and Associate Experts in Turin scheduled to take place in September 2015.
- On-arrival briefing for Associate Experts based in New York.
- Possibility to participate in the Organization's learning and development programmes for staff at all levels. Programmes are aimed at developing core values, core and managerial competencies and promoting a shared organizational culture and values.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor:

Director of Africa I Division, DPA

Content and methodology of supervision

The Associate Expert will be placed under the overall supervision of the Director through the Deputy Director of the Division, and the day-to-day supervision of the Team Leader for one of the four sub-regional teams (Horn, Somalia, Great Lakes & East Africa, Southern Africa and Indian Ocean), Supervision of the candidate will be through continued discussion of assignments/projects and review of results with suggestions for improvement by the Team Leader. Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the Associate Expert's performance.

V Required Qualifications and Experience

Education:

Advanced University degree (Master's Degree or equivalent) political science, international relations, international economics, law, public administration, or other related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Part of the candidates' academic training **must have taken place in a developing country** that appears on the following list of eligible countries of the Dutch JPO Programme.
<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf>

Working experience (incl. internships and volunteering)

A minimum of 2 years and a maximum of 4 years of relevant working experience is required. Knowledge of the Organization is an asset.

Languages :

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English (both oral and written) is required. Very good drafting ability in English is required. Working knowledge of French is an added advantage.

UN competencies:

Integrity - Ability to maintain impartiality and to demonstrate the values of the United Nations at all times;

Professionalism-Demonstrated ability to complete in-depth studies and reach conclusions on possible causes and solutions to political problems in the African continent;

Planning and Organizing - Proven ability to plan and organize own work and that of others;

Communication – Proven ability to write in a clear and concise manner and to communicate effectively orally;

Teamwork - Ability to interact and to establish and maintain effective working relationships with a team in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

VI Background information on Agency/Department/Section

DPA, through the work of its regional divisions, provides the Secretary-General with analytical reports and briefing notes that aim to inform his decisions and shape his continuous diplomacy with U.N. Member States, nongovernmental organizations and others. DPA strives to help the Secretary-General to detect and respond to potential crises before they erupt. In this respect, Africa I Division covers 26 countries, with varying problems and challenges that require the development of strategies for active engagement in early warning, conflict prevention, and post-conflict peace building. Africa I Division provides backstopping and guidance to three Special Political Missions: the United Nations Assistance Mission in Somalia (UNSOM); the United Nations Office in Burundi (BNUB); and the Office of the Special Envoy for the Great Lakes region (OESG GL).

VII How to apply

Candidates who would like to apply should do so by e-mail only, indicating the VA Number in the subject heading of the e-mail to tcrecruit@un.org

Applications must include a letter of motivation and the United Nations Personal History Statement.

This form can be downloaded from <http://esa.un.org/techcoop/associateexperts/index.html>

Applications must be received no later than **07 June 2015**. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt. **Only short-listed candidates will be contacted thereafter.**