

Associate Expert UNDESA/DPA- Political Affairs, New York, USA (Reference No: INT-010-10-P181-01-V)

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Functietitel: Associate Expert UNDESA/DPA- Political Affairs, New York, USA (Reference No: INT-010-10-P181-01-V)

The Associate Experts Programme of the United Nations Secretariat is seeking qualified candidates for the following Associate Expert post. The post is funded by the Government of the Netherlands and is open to **candidates who have Dutch nationality or permanent residence status in the Netherlands or the nationality of another EU Member State.**

Associate Expert in Political Affairs

Office of the Under-Secretary-General for Political Affairs (OUSG)
Department of Political Affairs

Minimum Requirements

Minimum qualification requirements:

- Candidates have a university degree at MSc or MA level, or
- Candidates have a degree at BSc or BA level plus a minimum of three years' relevant working experience;
- Candidates have not previously held positions as AE/JPO/APO/JE;
- The posting is outside the candidates' country of origin;
- Have both an active and passive command of one of the official languages of the Organisation concerned. For this vacancy excellent command of English is required. Knowledge of a second official UN language, especially French or Spanish, is desirable.

In addition to the above requirements, all candidates should preferably meet a number of supplementary criteria. They should:

- Be able to demonstrate their interest in international cooperation;
- Have a working knowledge of a second official language of the Organisation concerned.

Contract Information

Associate Experts are appointed for an initial period of one year. The initial appointment may be extended up to a maximum of three years, if performance is deemed satisfactory. Associate Experts are appointed under the United Nations Staff Rules and will be remunerated equivalent to P-1, step 1 or P-2, step 1, for the first year, depending on level of education and experience. Associate Experts in the United Nations are normally under 32 years of age.

Applications

Applications completed in English shall be submitted electronically to DutchAssex@un.org. Candidates with no access to the Internet may send their application by fax to 1(212) 963-1270. In the subject heading of the e-mail/fax, please indicate in the following order: Reference number, LAST NAME, First Name.

Applications must include a letter of motivation and the United National Personal History Statement. This form can be downloaded [here](#).

Should you encounter any difficulties in downloading the Personal History Statement, you may contact Mr. Christian Burckhardt (burckhardt@un.org).

The deadline for applications is 25 June 2010. Applications received after this date will not be considered. In view of the volume of applications, only candidates being invited to an interview will be contacted thereafter.

Background information

For more information about the Associate Experts Programme, please refer to our web site at <http://esa.un.org/techcoop/associateexperts/index.html> and to the website of the Dutch ministry of Foreign Affairs ([English version here](#)).

Reference No: INT-010-10-P181-01-V

General Information

Title: Associate Expert in Political Affairs

Duration: One year (renewable)

Date Required: Mid August 2010

Organizational Unit: Office of the Under-Secretary-General for Political Affairs (OUSG)/ Department of Political Affairs (DPA)

Duty Station: New York

Direct Supervision by: Chief, Office of the Under-Secretary-General

Content and methodology of the supervision: Supervision includes regular (daily/weekly) discussion of assignments/projects and review of results with suggestions for improvement

Duties, responsibilities and output expectations

The Associate Expert will perform the functions of an Associate Political Affairs Officer, under the supervision of the Chief of the Office of the Under-Secretary-General and/or one of the three Political Affairs Officers. In addition to contributing to the work plan of the Office as a whole, the Associate Expert will carry out specific tasks related to planning and coordinating the work of the DPA.

As a general matter of priority, the Associate Expert will assist in:

- (a) Coordinating and planning high-level meetings between officials from Member States and the Secretary-General, the Deputy Secretary-General and the Under-Secretary-General for Political Affairs.
- (b) Coordinating DPA support to the preparation of official trips of the Secretary-General and the Deputy Secretary-General; helping to organize missions of the Under-Secretary-General for Political Affairs.
- (c) Performing a number of ad-hoc assignments in OUSG, particularly regarding information management.

Specifically, the Associate Expert will carry out the following tasks:

- (a) He/she will act as DPA focal point for the preparation of talking points, briefing material and speeches for the use of the Secretary-General, the Deputy Secretary-General, the Under-Secretary-General for Political Affairs and other relevant senior UN officials.
- (b) To this effect, he/she will provide guidance and remain in regular contact with the DPA Divisions in charge of the substantive preparation of the briefing material.
- (c) He/she will serve as the Department focal point on Children and Armed Conflict, and OUSG's focal point on some cross-cutting issues such as gender, training, etc.
- (d) He/she will draft official correspondence for the Under-Secretary-General for Political Affairs.

Qualifications and experience

Qualifications: Advanced university degree in political science, international relations, law or economics. Very good organizational, planning and communication skills; must be an outstanding drafter. Advanced computer skills.

Languages: Excellent command of English required. Knowledge of a second official UN language, especially French or Spanish, is desirable.

UN Competencies: Good facilitation and communication skills; Ability to work well under pressure. Ability to work in a multinational team.

Work Experience: Prior work experience with international organizations or in large corporations would be highly desirable.

Learning Elements

After the assignment, the Associate Expert will have acquired an in-depth knowledge of UN affairs (particularly political issues) and functioning, especially with regard to the Department of Political Affairs. He/she will be able to ensure the preparation of high-level meetings of senior UN officials and to perform duties normally assigned to officers working in a Front Office.

Background Information

The Department of Political Affairs monitors and assesses global political developments; advises the U.N. Secretary-General on actions that could advance the cause of peace; provides support and guidance to U.N. peace envoys and political missions in the field; and serves Member States directly through electoral assistance and through the support of DPA staff to the work of the Security Council and other U.N. bodies.

In carrying out these and other core functions, DPA contributes to U.N. efforts worldwide that span the spectrum from conflict prevention to peacemaking to post-conflict peace building. DPA is the lead U.N. department for peacemaking and preventive diplomacy, and has recently strengthened its mediation and conflict prevention capacities.

Established in 1992, DPA is headed by the Under-Secretary-General for Political Affairs, Mr. B. Lynn Pascoe.

The post is at United Nations Headquarters in New York. Living conditions in New York City are expensive.