

Advertisement

Associate Experts Programme

Associate Expert in Gender and Political Affairs

*United Nations Secretariat,
Department of Political Affairs,
Policy and Mediation Division, Mediation
Support Unit*



Closing date
12 October 2014

Vacancy Announcement INT-173-14-P032-01-V

I General information

Title:	Associate Expert in Gender and Political Affairs
Sector of Assignment:	Political Affairs
Country:	USA
Location (City):	New York
Agency:	United Nations Secretariat, Department of Political Affairs, Policy and Mediation Division, Mediation Support Unit
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 with the Dutch nationality**. For criteria see also the website of Nedworc Foundation:
<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

II Duties, responsibilities and Output Expectations

General: The Associate Expert will support the Mediation Support Unit of DPA's Policy and Mediation Division in coordinating and implementing gender and mediation strategies.

1) The Associate Expert will assist the DPA's Gender Advisor in:

- coordinating the gender mainstreaming agenda in DPA's HQ divisions and political missions;
- implementing the Joint DPA – UN Women Gender and Mediation Strategy ;
- organizing various training women, peace and security (WPS) programmes for field and headquarters staff;
- managing the results-based monitoring system and conducting lessons learned activities; and
- providing ongoing technical advice on WPS to missions and divisions.

2) The Associate Expert will furthermore assist the Gender advisor in carrying out responsibilities relating to inter-agency consultation and partnerships on women, peace and security, particularly in relation to the work of the Inter-agency Committee on Women, Peace and Security and UN Action

against Sexual Violence in Conflict. This entails contributing to departmental and inter-departmental discussions and drafting exercises, in particular as they relate to efforts of the Security Council on Security Council resolutions 1325 (2000), 1820 (2008), 1888 (2009), 1889 (2009) 1960 (2010), 2106 (2013) and 2122 (2013).

3) The Associate Expert will also contribute to the strengthening of the Department's knowledge base, through the further development of the intranet, training programmes and lessons learned activities.

Specifically, the Associate Expert will:

- Conduct research and surveys in support of DPA and sub-regional organisations on women, peace and security, including knowledge management techniques; guidance material; and training programmes
- Draft analytical notes, concept notes, briefing notes, talking points and project proposals
- Develop and conduct PowerPoint presentations
- Assist in consultations related to Gender, women, peace and security within and outside the department

III Training component: Learning elements and expectations

On completion of the assignment, the Associate Expert will have:

- Increased understanding of the United Nations system, the Department of Political Affairs and its field missions
- In-depth knowledge of the Security Council's Women, Peace and Security Agenda
- Improved research and drafting skills
- In-depth understanding of all aspects of the work of the Department of Political Affairs, including its working relationship with UN and non-UN entities
- Increased understanding of institutional learning cycle through lessons learning, guidance development and training
- Ability to conduct consultations with key stakeholders on a project
- Ability to present project outlines to a wide variety of audiences

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

- 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.
- A Duty travel and Training Allowance (DTTA) of 4000 USD per year to be used for learning activities related to the assignment.

IV Supervision

Title of supervisor:

DPA Gender Advisor

Content and methodology of supervision

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the Associate Expert's performance. The Associate Expert is responsible for completing his/hers e-performance, as required by the UN, in close discussion with the DPA Gender Advisor and the MSU Team Leader. Substantive supervision by Gender Adviser in the area of responsibility via ongoing interaction and regular meetings. Continued discussion of assignments and projects, review of results and suggestions for improvement.

V Required Qualifications and Experience

<p>Education: Advanced university degree in political science, gender studies, international relations/law or a related discipline.</p>
<p>Working experience (incl. internships and volunteering): A minimum of two years and a maximum of 4 years of work experience in the field of international relations, diplomacy, conflict resolution or international development. Knowledge of the workings of the United Nations system is desirable.</p>
<p>Languages : Fluency in English, (both oral and written) is required; knowledge of French and/or Arabic is desirable. Knowledge of another UN official language is an advantage</p>
<p>Other skills: Excellent analytical and drafting capabilities as well as strong computer skills are required. Knowledge and understanding of Security Council resolutions on Women, Peace and Security as well as gender, conflict mediation and peacebuilding issues is also highly desirable. Strong computer literacy is required, including strong knowledge of Excel.</p>
<p>UN competencies: <u>Teamwork</u> – Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. <u>Communication</u> – Good communication (spoken and written) skills, including the ability to draft/edit a variety of written reports and communications and to articulate ideas in a clear, concise style. <u>Planning & Organizing</u> – Ability to plan own work and manage conflicting priorities.</p>
<p>VI Background information on Agency/Department/Section</p> <p>The Policy and Mediation Division coordinates the development of policy options on peace and security issues relevant to the work of the Department; liaises with other UN entities on inter-departmental and inter-agency policy-making as they relate to preventive action, peacemaking and peacebuilding; takes the lead to develop, maintain, disseminate and periodically revise departmental policy and guidance, best practices and knowledge management frameworks that support and guide DPA headquarters staff and all field missions; oversees the Department’s training and capacity building programme; develops links with academic institutions, research centres, think tanks and foreign policy forums; and provides mediation support to the UN, regional organizations and other peacemaking bodies, including the provision of expert advice, best practices and lessons.</p> <p>The Mediation is a system-wide asset that assists the mediation initiatives of the United Nations, Member States, regional/sub-regional organizations and relevant partners. The MSU is the United Nations focal point for mediation support and the institutional repository of knowledge, lessons learned and best practices. The MSU delivers services in three main areas; 1. technical and operational support for peace processes; 2. capacity-building; 3. mediation guidance, lessons learned and best practices.</p> <p>DPA’s Gender Advisor, based in the Mediation Support Unit of DPA’s Policy and Mediation Division, is responsible for three interrelated areas of work: i) implementation of Security Council resolutions on women, peace and security; ii) implementation of the Joint Gender and Mediation Strategy, including building capacity of mediation experts on gender and mediation; and iii) department-wide gender mainstreaming, including building staff capacity on gender and peacemaking.</p> <p>The AE will assist the DPA Gender Advisor in carrying out the above mentioned responsibilities.</p>

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 **12 October 2014**. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt. **Only short-listed candidates will be contacted thereafter.**