

# Advertisement



Associate Experts (JPO) Programme

## ***Associate Political Affairs Officer***

*United Nations Secretariat,  
Department of Political Affairs and  
Department of Peacekeeping Operations  
UN Liaison Office for Peace and Security  
in Brussels*

**Closing date**

**17 May 2015**

### **Vacancy Announcement INT-010-15-P021-01-V**

#### **I General information**

<b>Title:</b>	Associate Political Affairs Officer
<b>Sector of Assignment:</b>	Political Affairs
<b>Country:</b>	Brussels
<b>Location (City):</b>	Belgium
<b>Agency:</b>	United Nations Secretariat, Department of Political Affairs and Department of Peacekeeping Operations UN Liaison Office for Peace and Security
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years.
<b>Grade:</b>	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 Dutch candidates**.

Candidates MUST BE NATIONALS OF THE NETHERLANDS TO APPLY.

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

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

**Please read the criteria and conditions before considering applying.**

The selected candidate is expected to participate in an orientation programme in Turin in September 2015 and to start the assignment in Brussels directly thereafter.

#### **II Duties, responsibilities and Output Expectations**

**General:** To support the work of the UN Liaison Office for Peace and Security in Brussels

Reporting to the Head of the UN Liaison Office for Peace and Security (UNLOPS) in Brussels, in close consultation with the Europe Division at the Department of Political Affairs (DPA) and the Policy, Evaluation and Training Division (DPET) of the Department of Peacekeeping Operations (DPKO), the selected candidate will assist UNLOPS in engaging with the European Union, NATO and other multilateral organizations on political affairs, peacekeeping, crisis management, conflict prevention and mediation matters.

- Assist the Head of Office in liaising with the EU on all aspects relevant to EU support for UN operations, including the planning and deployment of EU and/or joint peacekeeping operations and support for special political missions, as well as support to conflict prevention and mediation initiatives.
- Help facilitate communication and provide support for DPKO, DFS and DPA engagement and institutional dialogue with key EU institutions and actors.
- Monitor and report on EU and NATO policies, initiatives and processes relevant to the partnership with the UN in the area of peace and security.
- Undertake the development and implementation of joint activities and projects to improve EU and NATO knowledge and understanding of UN structures, peacekeeping and special political missions, conflict prevention and crisis management initiatives, including through lessons learned exercises and support, joint training initiatives, knowledge sharing, and other means, in cooperation with DPET and/or PPMSU.
- Provide information, guidance and analysis, and respond to requests from Headquarters and the field relating to EU crisis management, mediation and prevention capabilities and procedures.
- Maintain close working relations with UN agencies, funds and programmes located in Brussels that engage with the EU.
- Draft reports, background briefs, talking points, correspondence, speeches and other communications products as required by DPKO, DFS and DPA.
- Provide background information, logistics and representational support to DPKO, DFS, DPA and senior field staff visiting Brussels as required.
- Respond to queries on UN conflict prevention, mediation, peacekeeping and crisis management both at the headquarters and missions levels
- Represent the Division in committee and other meetings.

### **III Training component: Learning elements and expectations**

After the assignment, the Associate Expert/ JPO will:

- Be knowledgeable about the key issues related to DPA/DPKO/DFS's mandate and activities;
- Gain insight into the United Nations, the EU, NATO and its functions as related to their mandate of maintaining international peace and security;
- Have developed contacts with officials in UN departments at UNHQ, and representatives of Member States, regional and nongovernmental organizations in Brussels;
- Be able to draft briefing notes, talking points and other material for senior UN officials' use.
- Become familiar with UN, EU and NATO relations, as well as their procedures.

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 in scheduled to take place in September 2015.
- On-arrival briefing in Brussels.
- 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:**

Head of UN Liaison Office for Peace and Security, Brussels

#### **Content and methodology of supervision**

Daily interaction on assignments between the JPO and her/his supervisors, UN performance appraisal (start of assignment; mid-point review; final assessment, on an annual basis).

The incumbent will be requested to prepare a personal work plan under the United Nations Performance Appraisal System, the purpose of which is to encourage a higher level of involvement and staff participation in the planning, delivery and evaluation of work. The performance evaluation procedure encompasses detailed work plan, as well as the on-going evaluation that includes mid-year and end-of-the-year review. In addition, regular meetings and performance discussion will take place.

## **V Required Qualifications and Experience**

### **Education:**

Advanced University degree (Master's Degree or equivalent) in Political Science, International Relations, Social Affairs, Law or other related field.

### **Working experience (incl. internships and volunteering)**

Minimum of 2 years and maximum of 4 years of relevant experience in international affairs with government, international or regional organisations, NGOs or research institutions. Previous experience and knowledge in European affairs is an advantage. Experience in the field, particularly in post-conflict situations and countries in transition, is an advantage.

### **Languages :**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Written and oral French is an advantage. Fluency in other European languages is an advantage.

**Other skills:** Very good drafting skills required. Use of Microsoft Word and other software.

### **UN competencies:**

**Professionalism** –Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Experience in working with a variety of stakeholders; Strong analytical and writing skills combined with good judgment; Proven ability to review and edit the work of others; Diplomacy and tact;

**Planning and Organizing** - Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

**Client orientation** – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

**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.

**Communication:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

## **VI Background information on Agency/Department/Section**

*The Department of Political Affairs (DPA)* plays a central role in United Nations efforts to prevent and resolve deadly conflict around the world. DPA monitors and assesses global political developments with an eye to detecting potential crises before they escalate, and devising effective responses. The Department provides close support to the Secretary-General and his envoys, as well as to UN political missions deployed to areas of tension around the world, with mandates to help defuse crises or promote lasting solutions to conflict.

*The Department of Peacekeeping Operations (DPKO)* provides political and executive direction to UN Peacekeeping operations around the world and maintains contact with the Security Council, troop and financial contributors, and parties to the conflict in the implementation of Security Council mandates. The Department works to integrate the efforts of the UN, governmental and non-governmental entities in the context of peacekeeping operations. DPKO also provides guidance and support on military, police, mine action and other relevant issues to other UN political and peacebuilding missions.

*The Department of Field Support (DFS)* provides dedicated support to peacekeeping field missions and political field missions, especially in the areas of finance, logistics, information, communication and technology (ICT), human resources and general administration, in order to help missions promote peace and security.

*The UN Liaison Office for Peace and Security (UNLOPS)* is a dedicated office based in Brussels since 2011 for developing closer, more predictable and continuous partnerships between the UN and the European Union (EU), the North Atlantic Treaty Organization (NATO) and other Brussels-based organizations on peace and security matters. UNLOPS contributes to stronger institutional dialogue and improved communication and coordination on peace and security policy and operations and . UNLOPS formally represents the three department of the United Nations Secretariat charged with overseeing international peace and security: the UN Department of Peacekeeping Operations (DPKO), the UN Department of Political Affairs (DPA), and UN Department of Field Support (DFS).

## **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](mailto: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 **17 May 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.**