

Advertisement

Associate Experts (JPO) Programme

Associate Political Affairs Officer

United Nations Secretariat,
Department of Peacekeeping Operations
(DPKO), Office of Operations (OO)



Closing date
7 June 2015

Vacancy Announcement INT-010-15-P041-01-V

I General information

Title:	Associate Political Affairs Officer
Sector of Assignment:	Political Affairs
Country:	USA
Location (City):	New York
Agency:	United Nations Secretariat, Department of Peacekeeping Operations (DPKO), Office of Operations (OO)
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&hoofdhash>

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

II Duties, responsibilities and Output Expectations

General: To support the work of the Office of Operations of the Department of Peacekeeping Operations in New York.

- Participate in the daily activities of the UNMISS/UNISFA IOT
- Monitor and analyse developments and activities of the peacekeeping operations in Abyei and South Sudan, including relations between parties, contributors, regional organisations and other stakeholders, and assist in preparing recommendations on how changes, problems and incidents should be addressed
- Monitor political, security, socio-economic, humanitarian and other relevant developments in Abyei and South Sudan, as well as in the broader sub-region and in Africa as a whole as appropriate, including new threats to international peace and security such as drugs/arms/human trafficking, piracy and terrorism, as well as the resurgence of unconstitutional changes of government
- Maintain up-to-date knowledge of events relating to international and regional political, security and economic developments in general, and in particular as they affect Abyei and South Sudan, together with other relevant developments in the broader sub-region
- Monitor discussions and developments in various forums which may have implications for Abyei and South Sudan
- Prepare responses to comments, statements, and queries (oral and written) of parties, troop/police contributors, members of the Security Council, government officials and other stakeholders, ensuring input of and consultations with all stakeholders
- Collect and coordinate information/inputs from within DPKO and from various Departments, United Nations agencies, and other concerned stakeholders
- Contribute to draft various documents, such as reports of the Secretary-General, talking points, background notes, briefing notes, notes to the file, agenda for meetings, minutes of meetings;
- Contribute to respond in a timely and efficient manner to the various requests from the peacekeeping operations and prepare related correspondence as required;
- Create databases which track project progress, and provide and keep updated other information relevant to the assigned area
- Attend and organise relevant meetings such as integrated mission task forces, working groups, and prepare notes of the meetings
- Participate in the recruitment and day-to-day co-supervision of interns
- Perform any other tasks required by the supervisor

III Training component: Learning elements and expectations

On completion of the assignment, the Associate Expert will be able to:

- Assess complex political situations and formulate appropriate recommendations to achieve the goals of the Organisation
- Reflect complex substantive or operational issues in concise reports
- Function in a multi-disciplinary team and multi-cultural environment
- Possess thorough understanding of the functioning of the Department of Peacekeeping Operations, other Secretariat Departments and United Nations programs, funds and agencies as well as dynamics with the Security Council, General Assembly, Member States and other stakeholders
- Draft documentation to meet the Secretary-General's and DPKO's reporting obligations to the main bodies of the United Nations, particularly to the Security Council, as well as to troop contributing countries, as well as other products
- Work with Security Council members, troop and police contributing countries, and other key Member States
- Assess available information from different sources to analyse for possible impact on the peacekeeping operation and, on this basis, prepare analytical papers.

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:

Team leader

Content and methodology of supervision

The Associate Expert will be part of the UNMISS/UNISFA IOT, which includes political affairs officers, military and police liaison officers, and administration/support officers. The UNMISS/UNISFA IOT has an agreed work plan which would guide the functions and responsibilities of the Associate Expert, based upon an agreed division of labour with other political affairs officers. The Associate Expert is expected to contribute to the implementation of the Team's work plan and also to prepare his/her own work plan, in consultation with the Team Leader. The Associate Expert is also expected to seek out and participate in mandatory and other training opportunities. Regular review of agreed objectives, working arrangements and performance will be ensured. There are regular Division meetings of all staff, and regular meetings of the UNMISS/UNISFA IOT on country- or sector-specific issues.

The UN Performance Evaluation System (ePAS) will serve as the primary platform to evaluate the performance of the Associate Expert.

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 work experience in international relations, political analysis, development or conflict resolution work and national and international levels. Previous experience with African peacekeeping operations and/or experience of/in a post-conflict environment is highly desirable.

Languages :

Fluency in oral and written English is required. Fluency in French is an asset.

Other Skills:

Excellent computer skills, including proficiency in word processing; willingness to learn new technology.

UN competencies:**Professionalism:**

- Ability to identify and analyse political, ethnic, racial, social and economic problems which cause civil unrest in a country or geographic area
- 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.

Communications:

- 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 the audience
- Demonstrates openness in sharing information and keeping people informed

Teamwork:

- Excellent interpersonal skills; ability to actively participate in and contribute to team endeavors; respects other peoples' ideas and expertise; and willing to learn from others.

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

VI Background information on Agency/Department/Section

In accordance with the purposes and principles enshrined in the Charter of the United Nations, the Department of Peacekeeping Operations (DPKO) is dedicated to assisting the Member States and the Secretary-General in their efforts to maintain international peace and security. The Department's mission is to plan, prepare, manage and direct UN peacekeeping operations, so that they can effectively fulfill their mandates under the overall authority of the Security Council and General Assembly, and under the command vested in the Secretary General.

The Office of Operations (OO) within DPKO is headed by an Assistant Secretary-General who is accountable to the Under-Secretary-General for Peacekeeping Operations. OO is currently comprised of four regional divisions; Africa Division I, Africa Division II, the Asia and Middle Division and the Europe and Latin America Division.

Africa I Division assists in providing substantive, executive and operational direction to UN peacekeeping operations and integrated offices in Sudan, South Sudan and Abyei, as well as contingency planning for a possible UN peacekeeping operation in Somalia and support for the implementation of the UN strategy for Somalia in DPKO areas of expertise. In pursuit of its responsibilities, it maintains contact with the Security Council, troop and police contributing countries, donors, parties to the conflict and other stakeholders.

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.