

Advertisement

Associate Experts Programme

Associate Project Officer

*United Nations
Department of Field Support
Office of the Under-Secretary-General
Civilian Capacities Support Team*



**Closing date
17 November 2013**

Vacancy Announcement INT-012-13-P105-01-V

I General information

Title:	Associate Project Officer
Sector of Assignment:	Field support
Country:	USA
Location (City):	New York
Agency:	United Nations Department of Field Support Office of the Under-Secretary-General Civilian Capacities Support Team
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: To assist the Civilian Capacities Support Team in its support activities related to key strategic, policy and operational issues in the immediate aftermath of conflict, and related areas of peacekeeping/peacebuilding.

The Associate Expert will assist the Team Leader, implementation support team, in all aspects of the Civilian Capacities (Civcap) work, including:

1. Support the planning and implementation of activities:
 - Support the engagement with national counterparts and UN country presence identified post-conflict and post-crisis countries, including identifying opportunities for joint work, planning mission visits, organizing meetings, and coordinating follow up work.
 - Liaise and support the engagement with relevant intergovernmental bodies and Member

States, including the C34, Fifth Committee, Advisory Committee on Administrative & Budgetary Questions and the members of the Consultative Group of the Civilian Capacity Review (CGCCR), in identifying opportunities for collaboration and partnership, organising thematic and regional consultations and CGCCR meetings, drafting accurate minutes, and coordinating follow up work, and other operational work as appropriate.

- Coordinate and support the team's engagement with external stakeholders such as regional organizations, IFIs, and NGO and think tank networks by organising consultations on specific thematic issues and coordinating follow on activities.
- Prepare substantive inputs for the Civcap Steering Committee and the Working Group (background memoranda, analyses of implications, process mapping, PowerPoint presentations, cost estimates, etc).
- Draft accurate minutes of Steering Committee and Working Group meetings; share decisions and minutes within the UN system.
- Plan implementation processes, in consultation with other entities in the UN system, and prepare and monitor associated activities.
- Support project management, including budget and administrative processes such as developing workplans and timeline of deliverables, liaising with donors and the Executive Office on fundraising, report narratives, and funds administration, among others.
- Draft talking points, speeches and presentations for the Assistant Secretary-General and Team Leader of the Department of Field Support and other senior officials, as needed.

2. Research and evaluation:

- Monitor development in identified post-conflict and post-crisis countries, including maintaining and updating a matrix of Civcap approaches, developing mission background briefs and reading materials, drafting talking points and issues notes for engagement with national counterparts and UN country presence
- Evaluate the effectiveness and relevance of implementation activities for headquarters support functions and field operations.
- Draft briefing materials, staff papers and studies, as needed.
- Prepare relevant advice and make recommendations to senior staff.

3. Other tasks:

- Within delegated authority, supervise and guide the work of interns assigned to the unit.
- Perform other assignments as appropriate or designated by the Project Director.

III Training component: Learning elements and expectations

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

- Understand key strategic, policy and operational issues in civilian support activities in the immediate aftermath of conflict, and related areas of peacekeeping/peacebuilding. In particular, understand the recommendations and implementation of the report Civilian capacity in the aftermath of conflict.
- Obtain in-depth knowledge of principles and practices of UN peacekeeping and peacebuilding operations and special political missions.
- Gain firsthand experience in working on issues of organizational reform in the UN system.
- Ability to prepare substantive inputs to different working groups and committees.
- Understand the linkages between headquarters support functions and operational field activities.

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.

IV Supervision

Title of supervisor:

Team Leader, Civilian Capacities Support Team, OUSG/DFS

Content and methodology of supervision

- Induction of proposed Associate Expert

Upon initiation of the assignment, the supervisor will conduct meetings to discuss and explain in detail the terms of reference of the Associate Expert's assignment. Each of the duties and responsibilities contained in the job description will be discussed to ensure a common understanding and interpretation of the precise content, meaning and reading of the tasks. Overall goals of the assignment will be detailed and the expected contributions of the Associate Expert to the overall goals will be specifically highlighted. The Supervisor will also introduce the Associate Expert to his/her proposed work plan.

- Establishment of a Work Plan

During the first month of the assignment, the Associate Expert will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The Associate Expert is expected to contribute to this process and assist in the preparation of a realistic work plan for the rest of the first year of his/her assignment. The Associate Expert is expected to work closely with his/her supervisor to identify areas in which the Associate Expert will require more intensive training/supervision to optimize his/her performance. The final work plan will be discussed and mutually agreed to by the Associate Expert and his/her supervisor.

- Evaluation

The United Nations Performance Evaluation System (PAS) 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) in law, political science, social sciences, management, economics, international relations, development, or a related field.

Working experience (incl. internships and volunteering):

Preferably 2 to maximum 4 years of progressively responsible work experience in a relevant field, such as international affairs, business administration, project management, finance and human resources. Experience in peacekeeping, peace building, humanitarian or development programmes is desirable..

Languages :

Fluency in English. Fluency or working knowledge of French and Arabic desirable. Knowledge of other official UN languages is an advantage.

Other skills:

Computer literate. Knowledge of PowerPoint and Excel is an advantage.

Key competencies

Professionalism: Knowledge and understanding of capacity building concepts and approaches, good understanding of the UN system in headquarters and the field, good research skills, analytical and problem solving skills; ability to work with minimal supervision and define priorities.

Teamwork: Excellent interpersonal skills and ability to establish partnerships and working relations within the department and with others in the UN system. Ability to work in a multicultural and multiethnic environment with respect for diversity.

Communication: Excellent communication skills. Ability to listen to others and correctly interpret messages from others and respond appropriately.

Planning and Organizing: Development of clear goals that is consistent with agreed strategies, identification of priority activities and assignments. Allocates appropriate amount of time and resources for completing work; Ability to work to tight deadlines and handle multiple concurrent projects/cases.

VI Background information on Agency/Department/Section

The Civilian Capacities initiative - "CivCap" - is a UN system-wide effort to deliver stronger support to institution-building in countries emerging from conflict or crisis.

In 2010 the Secretary-General commissioned an independent Senior Advisory Group to undertake a review of civilian capacities. The report Civilian capacity in the aftermath of conflict (A/65/747–S/2011/85) was published in March 2011, and a subsequent report on progress and next steps was published in August 2012. A last Secretary-General's report providing lessons learned and proposals for mainstreaming civilian capacities activities is expected in early 2014.

The Secretary-General designated Chef de Cabinet, Ms Susana Malcorra, to chair a Steering Committee to provide senior-level strategic oversight of the implementation. An inter-departmental Working Group was established to provide an operational platform for regular decision making and consultation on the implementation of civilian capacities approaches. Both the Steering Committee and the Working Group is supported by a small team responsible for the day to day activities.

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

VIII 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 **17 November 2013**. Applications received after this date will not be considered.

Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.